

Belle Glade excel charter school
21st Century Community Learning Center
Student/Parent Handbook

555 SW 16th Street, Belle Glade, Florida 33430

Phone (561) 257-2510 Fax (561) www.

This program is supported and funded by the Florida Department of Education

PROGRAM CONTACT INFORMATION

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PROGRAM DESCRIPTION

Belle Glade Excel Charter School, in collaboration with the Florida Department of Education (FLDOE), was awarded a grant from the US Department of Education to serve K-5 students at the Belle Glade Excel Charter School and surrounding schools. This grant allows Belle Glade Excel Charter School to provide an exclusive program which is designed to support the academic achievement and personal enrichment of students. Belle Glade Excel Charter School will use research/evidence based curricula to implement core program components for the youth and adult family members, which include, but are not limited to:

- Academic Enrichment
 - Reading
 - Language Arts
 - STEM (Science, Technology, Engineering, Math)
 - Career and College Readiness
 - Dropout Prevention

- Personal Enrichment
 - Arts
 - Performing Arts
 - Sports
 - Physical Education
 - Dance
 - Academic Games
 - Lego Robotics

HOURS OF OPERATION

21st CCLC program operates from 7:00 am – 8:00 am, 2:35-6:35 am five days a week, Monday through Friday. The CCLC program is open 7:30 am – 5 pm on 4 school holidays, 12-5 pm on half-days (PDD Days), 7:30 am – 5 for 8 weeks during the summer. Students will have the opportunity to go on field trips for educational purposes throughout Palm Beach County during the school year and summer

STAFFING

The academic enrichment classes and activities are led by certified teachers, who are Board Certified in the specific discipline of the classes they teach. The personal enrichment classes and activities are led by paraprofessionals. In addition, some sessions are also led by Community Partners who are experts in their field and a team of highly qualified and experienced professionals spanning over 20 years of working with youth and young adults.

ADMISSION AND ENROLMENT

All students attending the Belle Glade Excel Charter School and students attending schools in the surrounding area

are eligible for admission into the program. Parents/guardians can request an enrollment form from the program's Site Supervisor. The enrollment form must be completed and signed by the student's parent/guardian and returned to the Site Supervisor. Incomplete enrollment forms will be returned and the student will be unable to attend until the enrollment form is completed.

ATTENDANCE

Students are encouraged to attend all five days of programming, from the start of the programming day until the end of programming day (2:30-6:30 pm). Students are required to sign in and sign out each program day.

Excessive absenteeism, as determined by the Program Coordinator, may lead to termination from the program. Students who have been suspended or expelled from school are not permitted to attend the program until they return to school.

TARDINESS

Tardiness is defined as a student not being in the classroom when the youth programming is scheduled to begin. Tardiness without documentation may be considered unexcused. Habitual tardiness is defined as being tardy 5 times within a marking period. Loss of program privileges or termination may result.

PROGRAMMING

BEHAVIORAL AGREEMENT

All youth participants actively engaged in the 21st Century Community Learning Center's (21st CCLC) Belle Glade Excel Charter School Program are to adhere to the following expectations:

1. Treat all fellow participants and staff members equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
2. Commit the time and energy to your studies necessary to achieve academic success.
3. Be on time.
4. Communicate concerns/suggestions about the curriculum, teacher/staff members, or the learning environment in a respectful, appropriate manner.

For the safety and well-being of all students and staff, we need the cooperation of everyone in order to encourage positive behavior.

As a participant you are expected to:

- Be free from teasing and putdown;
- Have a safe, calm, clean and orderly environment;
- Have a fair turn in any group activity;
- Be free from fear and physical harm;
- Make mistakes without being ridiculed
- Be treated with dignity and respect
- Be fair and accepting of others eager to join an activity
- Work and play safely
- Use appropriate, acceptable language

- Be kind, considerate, helpful and respectful towards others
- Respect property, especially things that don't belong to you
- Cooperate with others
- Resolve conflicts without the use of physical or verbal violence
- Seek help from adults that are here to help you.
- Be free from teasing and putdowns;

o **ADDRESSING CONCERNS**

Participants should feel free to address situation(s) in which they feel that they have been the object of inappropriate behavior at various levels. At the most basic level, the most effective way of handling a situation is to address it immediately and non-confrontational. It is our hope that most problems can be resolved through a discussion and agreement with the student participants within the 21st CCLC program.

If we are unable to resolve a problem, we will contact parents and or guardians. If continued violation of these rules occurs, parents and or guardians will be called to pick the student up immediately. Additionally, continued behavior problems may result in the student no longer being able to attend the program

PARENT EXPECTATIONS

Parents of participants engaged in the Excel 21st Century Community Learning Center Program are expected:

1. Parents' set high and realistic expectations for your child's school performance (e.g., set goals together).
2. Parents' hold your child accountable for his/her actions.
3. Parents' reinforce the expectations of appropriate behavior while in school and attending (21st CCLC) after-school program.
4. Parents' reinforce that attendance and participation in school and in the (21st CCLC) program are significant to participants overall academic success.
5. Parents' reinforce daily, clear, consistent expectations and guidelines about school work and behavior.

SCHOOL SAFETY PLAN

21st CCLC Belle Glade Program is in alignment with the Palm Beach County School District's Safety Plan.

DISASTER PREPAREDNESS

Hurricane season extends from June 1 to November 30 each year. Belle Glade Excel Charter School is responsible for providing buildings, staff, and buses in the event of an emergency situation. In the event that it becomes necessary for the School to close in preparation of a hurricane, the Program Director will issue an announcement that will be forwarded throughout the School and also provided to the local news media.

EMERGENCY PREPAREDNESS

The School Board of Palm Beach County, Florida, maintains a comprehensive Emergency Preparedness Program. This program is defined and contained in a notebook that is provided to every school site. The Emergency Preparedness Program provides flow charts and information on how to handle the most common emergencies that could occur at a school. These include bomb threats, chemical spills, fires, gas leaks, major utility failures, medical emergencies, and tornado procedures. It is recommended that each school keep this book, along with other important safety books, in the reference section of the Principals office.

FIRE/FIRE DRILLS/FIRE ALARMS

The District is required to have a minimum of ten (10) fire drills a year. Each school administrator is responsible for providing staff with a fire evacuation plan. Guidelines for establishing an emergency evacuation plan, along with information on fire drills and when they should to be held are listed in the Schools Emergency Preparedness Program. All Fire Alarms and Fires, with or without damage need to be called into the local Fire Departments.

SEVERE WEATHER/TORNADO DRILL

Each school is equipped with a NOAA weather alert radio that is connected with the National Weather Service in Miami. Any severe weather bulletin affecting Palm Beach County will alert these radios. The alert will provide important information concerning severe weather conditions and what safe actions should be taken. The School District also utilizes WeatherBug Weather Alert cell phones to provide information and alerts for all outdoor events.

In order to prepare for severe weather, the state requires a minimum of two tornado drills at each school be conducted. One drill should be conducted in August and the second drill should be conducted during Severe Weather Awareness week each February. All staff, parents and students must respond immediately to any alarm.

HEALTH

When do we automatically send students home?

If a student has: (most common issues)

diarrhea

vomiting

temperature of 100.0° degrees or higher

possible pinkeye ~ conjunctivitis

possible broken, fractured or dislocated

bones lice ~ pediculosis

ringworm ~ tinea all forms (scalp, skin, feet)

Any other condition that is highly contagious, or if they are have a high degree of pain and need medical attention.

INCIDENT REPORTS

If your student is involved with an incident or is hurt, an incident report will be sent home with the student and

they will not be permitted back to programming until it is signed and returned to the site coordinator by his/hers parent or guardian.