21st Century Community Learning Centers (CCLC) Grant Program

Bearcats’ After School Academy

Virginia Middle School

**(276) 821-5660**

**Student Handbook**

 

|  |  |  |  |
| --- | --- | --- | --- |
| **Table of Contents** | | | |
| I. |  | Contact Information | Page 1 |
|  |  |  |  |
| II. |  | Program Goals and Objectives | Page 3 |
|  |  |  |  |
| III. |  | Program Overview | Page 4 |
|  | A. | Location (s) |  |
|  | B. | Dates and Times of Operation |  |
|  | C. | Instructional Program Description |  |
|  | D. | Enrichment Program Description |  |
|  | E. | Family Program Description |  |
|  | F. | Timeline or Calendar of Activities |  |
|  |  |  |  |
| IV. |  | Attendance Policy | Page 5 |
|  | A. | Expectations |  |
|  | B. | School Closing |  |
|  |  |  |  |
| V. |  | Arrival and Dismissal Procedures | Page 5-6 |
|  | A. | Arrival |  |
|  |  | 1. School Bus |  |
|  |  | 1. Car Drop Off |  |
|  | B. | Dismissal |  |
|  |  | 1. School Bus |  |
|  |  | 1. Car Pick Up |  |
|  |  | 1. Walkers, Bike Riders, Student Drivers |  |
|  |  | 1. Early Dismissal (School Closings, Early Pick Up Procedures including communication protocol) |  |
|  |  | 1. Unauthorized Pick Up |  |
|  |  |  |  |
| VI. |  | Student Behavior and Expectations | Page 6 |
|  | A. | Expectations |  |
|  | B. | Behavior Plan (Consequences and communication procedures) |  |
|  |  |  |  |
| VII. |  | Parent Procedures for Communication | Page 6 |
|  | A. | Protocol |  |
|  | B. | Information for non-English Speaking Families |  |
|  |  |  |  |
| VIII. |  | Emergency and Safety Procedures | Page 7 |
|  | A. | Health and Medical Needs |  |
|  | B. | Emergency Contact Information |  |
|  | C. | Alternate Location |  |
|  | D. | Video/Picture Consent and Release Form (usually on file at school) |  |
|  | E. | Internet Safety Policy (usually on file at school) |  |
|  |  |  |  |

1. **21st CCLC Staff Contact Information**

|  |  |  |
| --- | --- | --- |
| **Staff** | **Position** | **Email** |
| **Jodi Davidson** | **Site Coordinator at Virginia Middle School** | **jdavidson@bvps.org** |
| **Dick Collins** | **Coordinator of Boys and Girls Club** | [**djcollins@bvu.net**](mailto:djcollins@bvu.net) |

1. **Program Goals and Objectives:**

**Through deliberate efforts to create opportunities for learning and growth, Bristol Virginia Public Schools (BVPS) and Boys & Girls Club of the Mountain Empire have collaboratively developed a plan that will encompass a plethora of enrichment activities and varied instructional activities. The proposed program addresses the 8 grant objectives; a combination of academic and social/emotional. The design of the 21st Century CCLC is divided into two venues, one at Virginia Middle School and one at Boys and Girls Club.**

1. **Program Overview:**

**The program will also be broken into a morning and afternoon program four days per week. A before school program will be made available to students who are early car or bus riders. The early morning program will utilize the “Flood in” model to provide an intense half hour of small group reading remediation. To maximize time, students will enjoy a free USDA breakfast provided by BVPS Food Service Department while they engage in the varied literacy circles.**

**To jump start activities in the afternoon, students will meet in the cafeteria where students will sign in and receive a free after-school snack provided by Bristol Virginia Public School’s Food Service Program following USDA guidelines. The school site coordinator will provide an overview of the day’s activities and provide general announcements of upcoming events. The first portion of the afterschool program will run from 2:45 – 4:30 at Virginia Middle School. 3 of the 4 days will be devoted to intense remediation in reading and mathematics. Students will be divided into a 2 station rotation, with one being devoted to math remediation/homework help, the other devoted to reading remediation. The tutoring sessions will be broken into two 45 minute periods of time.**

**At 4:30, if students are not picked up at VMS or are not walkers that dismiss to go home, they will be bussed from VMS to one of two Boys and Girls Club locations. Students that live in the east side of Bristol will go to the Bristol Tennessee Boys and Girls Club. Students that live in the west side of Bristol will go to the Bristol Virginia Boys and Girls Club. There they will be served a hot dinner and then will be involved in enrichment activities.**

**Timeline of Activities**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Event** |
| 09/25/17 | 7:05-7:35 | Morning sessions begin |
| 09/26/17 | 6:00 | Bearcats’ Kick off and Literacy importance for student success |
| 10/19/17 | 5:30 | Book tasting, literacy and anti-bullying presentations |
| 11/16/17 | 5:30 | The “magic” of reading =success. Magician Joseph Young will also be there. |
| 12/05/17 | 5:30 | Minute-to-win-it games, financial planning, Christmas dinner family night. |

1. **Attendance Policy- In order for students to be able to participate in our summer field trip (this year it will be to Williamsburg for 3 nights and 4 days), students must be in attendance of the program at least 60% of the program days. Students cannot have more than 3 minor offenses or no more than one major offense to be eligible for the Williamsburg trip.**
2. **Arrival and Dismissal Procedures- Students will go to the Library upon arrival in the morning to participate in the morning session of Academy. In the afternoons, students will meet outside the cafeteria doors to check into Academy for the day. They will eat their snack in the cafeteria then will be divided into their groups. At 4:30, students that are walkers or parent pickups will go to the Euclid side of the building. Students going to the Boys and Girls Club will go to the bus circle to be transported to the Boys and Girls Club via BVPS bus.**
3. **Student Behavior and Expectations- Students are expected to abide by the same rules and regulations that they have for the school day. Any misconduct will be handled by Mrs. Davidson.**
4. **Parent Procedures for Communication- There will be several forms of communication for Academy. Mrs. Davidson will give you a Bloomz code to register for the Academy notifications. The link to Bearcats’ After School Academy’s Facebook page is-https://www.facebook.com/vmsafterschoolacademy. There is also a weebly page for After School Academy at –** [**http://vmsafterschoolacademy.weebly.com**](http://vmsafterschoolacademy.weebly.com)**. There will be all calls sent out the day before a family event or a field trip as a reminder to parents as well.**
5. **Emergency and Safety Procedures- The same emergency and safety procedures that are outlined during the school day are in effect for After School Academy. If an emergency arises such as illness or injury, Mrs. Davidson will contact the numbers that are on the Bearcats’ After School Academy registration.**
6. **Student and Parent Acknowledgement Form**

**By signing below, I acknowledge that my child and I have** **read and understand the rules and expectations of Bearcats’ After School Academy.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Signature**