

# PROGRAM HANDBOOK

2018-2019

<https://www.stlucie.k12.fl.us/departments/federal/21-century/>



This Student-Parent Handbook has been prepared to provide essential information, as well as district and state requirements, to the students and parents that attend the 21<sup>st</sup> Century Community Learning Center program.

## Table of Contents

Schools .....	3
Terrence Platt .....	3
Kimberly Roberts .....	5
General Information .....	6
Student Application .....	6
Example of student application .....	7
Late Child Pick .....	8
Sign out Procedures .....	8
Attendance policy .....	8
Excused Absence .....	8
Unexcused Absence .....	9
Schedule Changes .....	10
Program Incompatibility/Termination .....	10
Personal Belongings .....	10
Educational Philosophy .....	11
Emergency Procedures .....	11
Security .....	11

Terrence Platt, 21<sup>st</sup> Century Program Manager

7000 N.W. Selvitz Road  
Port Saint Lucie FL 34983  
772.340.7153

Northport K-8

250 N. W. Floresta Drive, Port Saint Lucie FL 34983  
772.340.4700  
4:05 to 6:35 p.m.  
Principal: Glenn Rustay  
Site Coordinator: Rachel Savela  
Website: <http://www.stlucie.k12.fl.us/our-schools/profile/?sch=npk>

Samuel Gaines Academy K-8

2250 S. Jenkins Road, Ft. Pierce FL 34947  
772.462.8888  
4:15 to 6:45 p.m.  
Principal: Keith Davis  
Site Coordinator: Tina Eaker and Erin Paul  
<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=sga>

Southport Middle School

2420 SE Morningside Blvd, Port Saint Lucie FL 34952  
772.337.5900  
4:05 to 6:35 p.m.  
Principal: Nicole Telese  
Site Coordinator: Tammy Altizer  
<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=spm>

Terrence Platt, 21<sup>st</sup> Century Program Manager

7000 N.W. Selvitz Road  
Port Saint Lucie FL 34983  
772.340.7153

Dan McCarty Middle School

1201 Mississippi Ave, Fort Pierce FL 34950  
772.465.5700  
4:05 to 6:05 p.m.  
Principal: Lisa Sillivan  
Site Coordinators: Carman Alvarez and  
<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=dmm>

Lakewood Park Elementary

7800 Indrio Road, Fort Pierce FL 34951  
772.468.5830  
3:25 to 5:25 p.m.  
Principal: Dianne Young  
Site Coordinators: Alma Mosley-Ware and Andrew Webster  
<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=lwp>

Parkway Elementary

7000 N.W. Selvitz Road, Port Saint Lucie FL 34983  
772.340.4800  
3:15 to 5:15 p.m.  
Principal Carolyn Wilkins  
Site Coordinators: Christine Duane and Valerie Lindh  
<https://schools.stlucie.k12.fl.us/pkw/>

St. Lucie Elementary

2020 South 13<sup>th</sup> Street, Fort Pierce FL 34950  
772.468.5213  
3:35 to 5:35 p.m.  
Principal: Michelle Herrington  
Site Coordinators: Staceyann Rolle and Octavius Robinson  
<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=sle>

Kimberly Roberts, 21<sup>st</sup> Century Program Manager

7000 N.W. Selvitz Road  
Port Saint Lucie FL 34983  
772.340.7153

Chester A. Moore Elementary

827 N. 29<sup>th</sup> Street, Ft. Pierce FL 34947

3:35 to 6:05 p.m.

772.468.5315

Principal: Ucola Barrett-Baxter

Site Coordinators: Martha Nixon and Joi Gardner

<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=cam>

Floresta Elementary

1501 SE Floresta Drive, Port Saint Lucie FL 34983

3:15 to 5:45 p.m.

772.340.4755

Principal: Jennifer Hedeem

Site Coordinator: Victoria Pease

<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=flo>

Lawnwood Elementary

1900 South 23<sup>rd</sup> Street, Ft. Pierce FL 34950

772.468.5740

3:30 to 6:00 p.m.

Principal: Traci Wilki

Site Coordinators: Elizabeth Fisher and Julie Mark

<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=lwe>

Weatherbee Elementary

800 E Weatherbee Road, Ft. Pierce FL 34982

3:35 to 6:05 p.m.

772.468.5300

Principal: Michael Hitsman

Site Coordinators: Tina Montalbano

<http://www.stlucie.k12.fl.us/our-schools/profile/?sch=wbe>

## **21<sup>st</sup> Century Community Learning Centers Program (CCLC)**

The 21st CCLC grant is a competitive, federally funded grant authorized under Title IV, Part B. The grant is awarded for a five year period with a continuation application being submitted each year.

In October of 2014 the School Board of St. Lucie County was awarded two grants, Explorer and Steam. These grants will operate through the summer of 2019 at seven school site locations. The Explorer grant operates a 32 week afterschool program within three Title I schools in Ft. Pierce: Samuel S. Gaines Academy K-8, Northport K-8 and Southport Middle. The Steam grant operates 32 week after school programs within four Title I schools in Ft. Pierce and Port St. Lucie: Chester A. Moore Elementary, Floresta Elementary, Lawnwood Elementary and Weatherbee Elementary. During the summer, each of the grants will offer a four week program at one of St. Lucie Public Schools identified summer sites for the North and South end of St. Lucie County.

In October of 2017 the School Board of St. Lucie County was awarded an additional grant, Tinker. This grant will operate through the summer of 2020 at four school sites locations. The Tinker grant operates a 32 week afterschool program within four Title 1 schools in Ft. Pierce and Port Saint Lucie: Dan McCarty Middle School, Lakewood Park Elementary, Parkway Elementary and St. Lucie Elementary. During the summer, Tinker will offer a 20 days of program at each school site.

The programs, which are offered at no cost to students or families, provide a safe environment during non-school hours for additional educational opportunities. Each school operates a unique program of services based on the needs of the community, with the same set of goals as its premise using project based learning: Academic Enrichment in Reading and Language Arts, Academic Enrichment in Science and Mathematics, Personal Enrichment, and Educational Services to Adult Family Members. Priority of services is offered to students of Title I eligible schools, with academic needs in Reading and/or Math (Level 1 or 2 on FCAT). Each school is limited as to the number of students that can be served and continued funding is contingent on student attendance each day of the program.

### **Enrolling Your Child**

All forms provided to you upon enrollment must be completed before your child may attend. To enroll or re-enroll your child, you must complete and sign all enrollment paperwork, including required local or state-specific forms. Please be sure to update all emergency information as needed, including your address, home and work phone numbers, cell phone numbers, e-mail addresses, any changes in your child's medical information, and changes of individuals authorized to pick up your child. Please read this handbook thoroughly so you have a clear understating of our policies and procedures.

## Student Applications

Student applications for each school is located at:

<http://www.stlucie.k12.fl.us/departments/federal/21-century/>

### Example of a student applications

This program is being offered to your child to improve his/her math, reading, writing, and science skills. The after-school program will consist of project based learning incorporating academics and extracurricular/personal enrichment activities.

Reading, Writing, and STEM (Science, Technology, Engineering, and Math), will be taught through project based learning. Students will work collaboratively to investigate, research, and employ the 21<sup>st</sup> century skills learned in order to complete a variety of projects throughout the year. Students will also be provided time to work on homework and participate in extracurricular activities such as sports, arts, tutorials, and mentoring activities. Your child may be involved in both the morning and the afternoon session.

The After-School session is for two and half hours. Look at the individual school for times. The program will begin Monday, August 21, 2017 through Friday, May 18, 2018. The days offered are Monday through Friday. A supper prior to the afternoon session will be served at no cost to the parent/student(s). Program space is limited and applications are accepted on a first come first served basis. If our numbers are more than we are able to accommodate, your child will be placed on a waiting list.

### Please note the rules that are listed below:

- **Transportation is not provided for students participating in the After-School program.** If your child walks home, please send in a note stating this.
- If your child signs up, attendance is mandatory unless absent from school on that day. A note from the parent must be brought in when absent.
- No student will be allowed to leave campus without written notification (from the parent) to the site coordinator. Parents will need to sign students out in the office if picking up early.
- Students are bound to the St Lucie Public Schools Code of Student Conduct during their participation in the 21<sup>st</sup> CCLC.  
<http://stlucie.k12.fl.us/pdf/codeofconduct.pdf>
- Disruptive behavior will result in termination from the program – **no exceptions.** Students must respect their peers, faculty and staff.
- **Students must be picked up by the end of the program. After 3 late pickups, they will be terminated from the program.**

Below is the link to the 21<sup>st</sup> CCLC home page with student applications and information.

[21st CCLC](#)

Please complete this form completely and return with your child to the school's front office.

**Make sure this application is filled out completely before turning it in. If not, it will not be processed.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Siblings Attending This School: \_\_\_\_\_

Student Lives With: Mom \_\_\_\_\_ Dad \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_

Student Receives: Free Lunch \_\_\_\_\_ Reduced Price Lunch \_\_\_\_\_ Full Price Lunch \_\_\_\_\_

Student Receives Services In:

Exceptional Student Education (ESE) \_\_\_\_\_ English as Second Language (ESOL) \_\_\_\_\_

Student Will Be Parent Pick-up \_\_\_\_\_ Student Walks Home \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Comments Regarding Medications or Health Issues: \_\_\_\_\_

Persons Authorized to Pick Student Up: \_\_\_\_\_

**I have thoroughly read and discussed the requirements and rules on the front and back of this application with my child and will uphold these throughout the year. I understand that my child must be picked up on time (by 5:45 p.m.) each day. After 3 late pickups, he/she/they may be terminated from the program.**

Parent Name (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**St. Lucie Public Schools  
21<sup>st</sup> Century Community Learning Center  
RELEASE OF INFORMATION**

I agree that the following information may be released for my child (Failure to check "NO" may result in the release of information):

- Yes**  **No** - My child's name, photo, voice & video to the press for recognition or news purposes.
- Yes**  **No** - My child's name, photo, voice & video for publicly assessable school or district websites or broadcast.
- Yes**  **No** - My child's name, photo, voice & video for publicly assessable Florida Department of Education or 21<sup>st</sup> CCLC websites or broadcast.
- Yes**  **No** - My child's name, photo, and contact information to the yearbook photographers'.
- Yes**  **No** - My child's directory information (student's name and grade)

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**If you wish to receive communication by email, provide email address:**



## **Late Child Pick Up**

Children look forward to the arrival of their parents or guardians at the end of the day. Please make every effort to pick up your child on time. If you know that you cannot arrive on schedule, please arrange to have your child picked up by another adult who has previously been designated on your enrollment paperwork. If a late pick-up is unavoidable due to an emergency, please notify us immediately.

If your child is not picked up after the normal program pick up time and you have not notified the school of the possibility of a late pick-up, the following guidelines will apply:

- We will attempt to contact you or the person(s) authorized to pick up your child.
- If we have not been successful reaching you or another authorized person thirty minutes after program pick up time the Site Coordinator will determine whether and when Child Protective Services or the appropriate authorities should be contacted.

Please be advised that students picked up late three times will be removed from the program.

## **Sign Out Procedures**

If you are picking your child up early from the 21<sup>st</sup> CCLC program, you are required to sign your child out through the front office

## **Absences**

Attendance is very important to your schools 21<sup>st</sup> CCLC program. Any student present during the school day is expected to attend the afterschool program. **After three unexcused absences or early pick up, your child will be removed from the program.**

### **Q: What is an excused absence?**

**A:** Absences for the following reasons are excused when an explanation is provided by the parent or by the student's physician, when the physician authorization policy threshold has been reached:

- Illness of the student
- Major illness in the immediate family of the student that requires the student to miss school
- Medical appointments of the student
- Death in the immediate family
- Required court appearance
- A religious holiday of the specific faith of the student or the student's immediate family

- Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- Major disaster that would justify the absence that has been approved by the principal
- Head lice, maximum of two excused days per incident with a maximum of two incidents per semester
- Missing the school bus when the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Other planned absences approved in advance by the principal
- Vacation travel where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.

**Q: What is an unexcused absence?**

**A:** Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees and include the following:

- Truancy or out-of-school suspensions
- Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel
- Failure to provide an explanation of the absence to the school. The Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence
- Missing the school bus unless the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Non-attendance for immunization non-compliance
- Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester

**Schedule Changes**

The 21<sup>st</sup> CCLC program is scheduled for Monday through Friday. The only exception to this schedule is SLCS holidays and early dismissal days. Please refer to the Saint Lucie Public Schools calendar. Reminders of school holidays and early dismissals will be sent home with the students the day prior.

If it becomes necessary for the program to close early due to inclement weather, it will be the family's responsibility to arrange for the child's pick up.

### **Program Incompatibility/Termination**

Sometimes children or families may not adjust to the extended day schedule and/or environment. In these cases, we may ask the parents/guardians to withdraw their child. If we make that decision, we will give the family as much notice as possible to find alternative care. Certain instances may require an immediate withdrawal.

Because we provide project based learning in a group setting, we must be concerned for the welfare and safety of all children and staff. If a particular child's or parent's behavior threatens the safety or comfort of the other children or staff in our program, we reserve the right to dis-enroll the student immediately.

Participation in the 21<sup>st</sup> CCLC program is a privilege. We reserve the right to dis-enroll any student as deemed necessary or appropriate at our sole discretion, without notice.

### **Personal Belongings**

Please do not let your child bring toys, electronics, or other belongings from home. We cannot assume responsibility for

### **Educational Philosophy**

Learning is meant to be a natural, joyful experience. Our goal is to help your child develop socially, emotionally, physically, and intellectually.

Children thrive when the process of discovery is loving encouraged and gently reinforced. Our program is designed around project based learning that encompasses S.T.E.A.M. (Science Technology Engineering Arts and Mathematics). .

### **Emergency Procedures**

We regularly schedule and practice emergency evacuations. Please see the emergency plan and evacuation procedures posted in the school. If an actual emergency requires evacuation, we will notify you as soon as the children have been relocated to a safe area.

### **Security**

Keeping your child safe and secure is our first priority. In addition to built-in security, we strictly follow established procedures for departure and supervision throughout the scheduled program. When you first enroll your child, you will authorize specific individuals to pick up your child, and you will name contact persons to whom we may release your child. You are responsible for maintain accurate, complete, and current information.