About 21st Century Community Learning Centers
This program is funded by a federal grant from the U.S. Department of Education and administered by the Tennessee Department of Education.

The 21st Century Community Learning Center Program was established by Congress as part of the Elementary and Secondary Education Act. The 21st Century Community Learning Center Program provides grants to communities to develop or expand on out-of-school time programs. These programs give students opportunities for academic enrichment and provide a broad array of additional services that are designed to reinforce and complement the regular academic offered by the Tennessee Department of Education.

Mission
The mission of Extended Learning Programs is to provide highly effective educational experiences beyond school hours.

Vision
The vision of Extended Learning Programs is to provide equity and access of out of school time through direct service and alignment of community and resources.

Goals
- Performance Goal 1: All students will reach high academic standards at a minimum attaining proficiency or better in reading/language arts and mathematics.
- Performance Goal 2: All students will exhibit positive behavior changes that support academic and social growth.
- Performance Goal 3: The percentage of students who are chronically absent from school will decrease.
- Performance Goal 4: Family engagement will be embedded in the entirety of the program.

Eligibility
The following guidelines have been established to determine student eligibility for participation in the LEAPs program:
- Students 5-18 years old and enrolled in elementary or secondary school
- 50% of students enrolled must also meet one of the following criteria: qualify for free/reduced lunch; be at risk of educational disadvantage and failure due to circumstances of abuse, neglect or disability; be at risk of state custody due to family dysfunction; be enrolled in and attending a public school failing to make adequate yearly progress (AYP); be attending a public school, including a public charter school, instead of a public school failing to make AYP as a result of parent choice; or be at risk of failing one or more subjects or are behind grade level by at least one year.

**Preference shall be given to programs of which at least 80% of the students enrolled meet one of the criteria above.

Program Concerns and Grievances
Guardian input concerning the program is important. Guardians are encouraged to share your concerns and feedback with the school-based site leader. All questions concerning policies and procedures of the program can be addressed with the school-based site leader, Program Specialist or Grant Manager.

<table>
<thead>
<tr>
<th>Grant Manager, Morgan Campey</th>
<th>Program Specialist, Keneetha Dabney</th>
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<tbody>
<tr>
<td><a href="mailto:Morgan.campey@mnps.org">Morgan.campey@mnps.org</a></td>
<td><a href="mailto:Keneetha.dabney@mnps.org">Keneetha.dabney@mnps.org</a></td>
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<tr>
<td>P: 615-259-3202 x.858308</td>
<td>C: (615) 474-6771</td>
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Non-Discrimination Policy
The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services, or activities, and provides access to the Boy Scouts and other designated youth groups. MNPS does not discriminate in its hiring or employment practices.
Program Sample Schedule
Monday-Friday 7:30-8:30 Study Hall (Homework Help)
Monday-Thursday 3:00-3:30 Supper or Snack
3:30-4:30 Clubs

Curriculum Design

- Academic - Remediation and Acceleration
- Enrichment - College and Career Exploration, Arts/Humanities, Health and Wellness, STEM
- Social/Emotional Learning

Attendance
Students enrolled in ELP will receive academic activities to support their learning in the classroom along with exposure to a variety of enrichment activities and experiences. In order to benefit from the services provided, families participating in the program are expected to be committed to attending the program for the duration or at least 1 hour each day of participation. In addition, families must commit to at least 30 days of participation. Attendance is crucial for your child to succeed in our program. It has been found that intensity and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores. If your child(ren) miss more than 10 consecutive days of the program, they will be withdrawn from the program.

Inclement Weather/ Holidays
During the regular school year, the calendar for Extended Learning Programs follows the district calendar. If school is released due to bad weather, there will be no after school programming. On school days when regular classes are in session, but bad weather is predicted for morning or afternoon, 21st CCLC programs may be canceled.

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<tr>
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<th>Before Care Programs</th>
<th>After School / After Care Programs</th>
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<tr>
<td>One Hour Late Start</td>
<td>Before Care programs open one hour late</td>
<td>N/A</td>
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<tr>
<td>Two Hour Late Start</td>
<td>Before Care programs open two hours late</td>
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<tr>
<td>School Closure</td>
<td>Before Care /After Care Programs closed</td>
<td>Before Care /After Care Programs closed</td>
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<tr>
<td>Early Dismissal</td>
<td>N/A</td>
<td>After School / After Care programs closed</td>
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Accidents and Illness
Should your child become ill or injured while participating in Extended Learning Programs, the parent and/or guardian will be notified immediately to make arrangements for pick up. Immediate pick up is required. If your child is released from school due to illness or any other reason, he/she will not be permitted to participate in Extended Learning Programs for that day.

Please do not send a child with illness to the program. Policy requires that a child be picked up as soon as possible in the event of illness while in the program. The “No Nit Policy” on lice for our district also applies to the program. If a child has been found to have bugs or nits, they will have to be picked up from the program. Students will not be allowed to return to the program until the Site Manager has proof the child has been treated and the hair is totally clear of all nits.
**Medication Policy**
If a child has to be given daily medication, a medication form must be on file with the school office. Furthermore, a copy of the medication form must be provided to the site leader. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician’s signature. The medication must be given in the original prescription bottle. Antibiotics and over the counter medications such as cough syrup, aspirin, and cold medicines cannot be administered in the program.

**Example of Broken/Lost/Stolen Items Policy:**
The program strongly discourages children from bringing toys/personal items from home. The program will not be responsible for broken, lost or stolen items (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry, and any other personal item brought into the building).

**Safety Drills**
Every precaution is taken to ensure the safety of your child during the extended day program. Periodic fire, tornado, and other safety drills are executed to make sure students learn proper safety procedures and adhere to all safety guidelines.

**Parent Engagement**
We recognize the significance of supporting your child’s educational experience. Parent engagement opportunities will be scheduled throughout the school year. Parents and/or guardians will receive communication regarding these learning opportunities. Parent participation is encouraged.

**Snacks and Meals**
Snacks and meals are provided at no cost through the Child and Adult Care Food Program (CACFP) to students participating in Extended Learning Programs. If for any reason your child is unable to eat the snacks provided or has special food restrictions, please notify the site leader in writing to provide your own snacks.

**Transportation**
Bus riders
Bus transportation is available after school only at most 21st CCLC site locations. Ask your site leader if transportation is available. No student will be allowed to ride the after-school bus until the parent and/or guardian has completed the transportation form and been notified that the student has been approved for transportation. All school rules and policies apply to the after-school bus. A student who receives disciplinary action for behaviors exhibited on the after-school bus may not be eligible to receive after school transportation.

**Pick Up**
Only the person(s) listed on the student’s enrollment form are considered authorized to pick up a student; even family members, if not listed, are not considered authorized to pick up the student. Individuals authorized to sign out students must be at least 18 years of age, and listed on the transportation form. Children will not be released to any person other than the parent or other persons authorized to pick-up the child as indicated on the registration form. Identification will be required for pick up. Notify the site leader in writing if a person other than those authorized will be picking up a child.

Please check with your site leader for the specific location to pick up your child. All children must be personally checked-out from the program in the afternoon by means of a sign-out sheet.

**The Department of Children’s Services requires licensed child care centers to have a written policy regarding intoxicated adults or adults who display behavior which may place the child/children in immediate risk when picking up. MNPS will inform adults who appear intoxicated or display “erratic” behavior that they allow us to call another adult from the transportation list to pick up the child. Should the adult take the child in the car anyway, we are required to contact the police or child protective services and report the incident.**
Code of Conduct
All students participating in a Extended Learning Programs are expected to adhere to the school discipline policy. The districts Zero Tolerance Policy extends to Extended Learning Programs. Furthermore, students who exhibit level 2 or level 3 offenses may be suspended or expelled from the program for the remainder of the school calendar.

Action:
1. Verbal Warning
2. Parent Contact
3. Referral

Offenses that may result in immediate suspension or expulsion include, but are not limited to:

1. Possession of weapons, contraband, and other dangerous objects
2. Fighting or assault of a student or staff
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar Language, Cursing
6. Harassment
7. Bullying
8. Theft
9. Inappropriate use of technology
10. Other behavior deemed inappropriate and unacceptable by the Site leader

Children enrolled in the program are expected to exhibit behavior that does not disrupt or interfere with the school climate or the learning process and social interaction of other children. Parents will be notified in writing when a major discipline problem occurs. A student will be suspended from Extended Learning Programs for repeated violation of rules and policies.

Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated.

Example of Withdrawal Policy:
The program reserves the right to withdraw a child for any of the following reasons:

• Repeated failure of parents to pick the child up from the program on time.
• Failure to provide the Site Leader with current emergency/medical information as stipulated by state licensing.
• Continuous disciplinary problems.
• Inappropriate conduct of parent or guardian.
• Absences that exceed ten days.

If a child is dismissed from the program; he/she is not eligible for re-enrollment for the duration of the school year.
Statements of Understanding and Permissions

☐ The student has permission to participate in all the program activities, including field trips. I will be notified in advance of all field trips and will grant permission for each event.

☐ I give permission for school records to be reviewed to aid in the academic needs of the students and for communication between the program staff and school day teachers in reference to student's progress.

☐ I give permission for program staff to administer CPR or first aid if needed

☐ I am aware of the program's "Code of Conduct", behavior requirements and expectations that must be met in order for student to attend program.

☐ I confirm receipt and acknowledgement of the content included in the Student Handbook.

☐ I authorize permission for MNPS, its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

By signing below, I give permission for all of the above statements and that the information on this form is correct and true to the best of my knowledge.

Parent/Guardians Signature: ___________________________ Date: _______________
