

Please keep the handbook for your records. Complete these forms and return to your student's school office.

21st Century On Demand Enrollment Form

Student Information:

Student's Name: _____
Grade: _____ Homeroom Teacher: _____ Circle: In Person or Blended Learning
Date of Birth: ____/____/____ Age: _____ Male: _____ Female: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Student's Cell Phone: _____

Parent/Guardian Information:

Parent/Guardian Name(s): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____ Cell: _____
Email: _____

How will your child get home from the program?

____ Bus ____ Will pick up ____ Walk (see below)

I give permission for my child to walk home from 21st Century _____

Signature of Parent or Guardian

The following additional persons may also receive communications about my student's involvement in the program:

1. Name: _____ Relationship to child: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Address: _____
Email: _____

2. Name: _____ Relationship to child: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Address: _____
Email: _____

3. Name: _____ Relationship to child: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Address: _____
Email: _____

4. Name: _____ Relationship to child: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Address: _____
Email: _____

Emergency Medical Form: Please see attached sheet, fill it out completely, and return with the other documents.

Medication Administration Form: Please request from site coordinator if applicable

Participation:

By voluntarily enrolling my child in the program I understand that:

1. My child will be required to participate in a weekly tutoring session in reading and math with a qualified teacher.
2. My child will participate in a variety of planned enriched academic activities including focused instruction support, cultural education activities, character education programs, recreational activities, and special community events.
3. My child will be provided with dinner
4. I will be asked to attend a conference with the staff in the event of a serious discipline problem with my child.
5. I will be asked to provide input, in person or in writing, which will help the staff know and serve my child better.
6. Photographs of the children participating in the program may be taken periodically and may appear in the newspaper or other publications unless I inform the Program Manager of my/our objections in writing.

I agree to:

1. Complete all forms necessary before my child can attend the program.
2. Give advance notice in writing, in the event I choose to withdraw my child from the program. The program reserves the right to remove my child from the program if my child has not participated in programming for five or more consecutive days.
3. Sign my child out of the in person afternoon program on the daily attendance sheet or provide the program with permission in writing to allow my child to walk home on his/her own.
4. Pick up my child at the program site no later than 5:30pm. In the event of consistent late pick-ups, my child may be dismissed from the program.
5. Notify staff in writing, in person, or by phone of the days my children may not be in attendance.
6. Notify the school office of any changes in my registration information (e.g. address, phone numbers, place of employment, etc.).

Signature of Parent or Guardian

Date

Photo/Tape/Audio Records

I authorize the Board of Education, its officials, employees, agents, etc. to consider my child's photograph/image during the 21st Century Program as "directory information" and to utilize, release, and/or publish my child's photograph/image in the following school publications: Calendar, Yearbook, Annual Report, Press Release, and/or 21st Century Program Publications.

Parent's Initials _____

Sharing of Information

We want to provide the best academic improvement program we can. I grant permission for the program to gather participation and school information regarding my child for evaluation purposes and to communicate with school staff, public, and nonprofit entities with which we may cooperate for programming such as the OSU Extension, Let's

Read 20, and the YMCA. Information will be confidentially processed for program evaluation solely by the Project Coordinator and Program Director.

Parent's Initials _____

Parent Handbook

I (parent's name), _____, have received and reviewed the Parent Handbook with my child/children. By signing below, we (parent and child) agree to abide by the rules and regulations of the program. **By my signature below, I agree that the above information is true and complete to the best of my knowledge.**

Parent's Signature

Date

Child's Signature

Date

Blended Learning 21st Century On Demand Program
Tutoring preference sheet

This sheet is **only** for 21st Century students who are enrolled in Marion City Schools Blended Learning program during the regular school day and who choose to enroll in 21st Century's Blended Learning program for the 2021-2022 school year. Please fill out the sheet below and return it along with the other forms in this enrollment packet. Please understand that we will make every effort to accommodate the schedule that you are selecting but actual tutoring times may vary depending on scheduling.

Student's Name: _____

Grade: _____ Student's home building: _____

Homeroom Teacher: _____

Tutoring availability

Please circle two days and two times that would work best for you and your student to be available for tutoring via a Zoom meeting:

Days that work best for an online tutoring session: Circle two

Monday Tuesday Wednesday Thursday Friday

Saturday

Times that work best for an online tutoring session: Circle two

Weekday times: only pick if you have specified weekday tutoring above

4:00-4:30pm 4:30-5:00pm 5:00-5:30pm 5:30-6:00pm 6:00-6:30pm

6:30-7:00pm

Saturday times: only pick if you have specified Saturday tutoring above

8:00-8:30am 8:30-9:00am 9:00-9:30am 9:30-10:00am 10:00-10:30am

PLEASE FILL OUT ONLY IF YOU WISH TO DECLINE

If you would like to **DECLINE** the 21st Century On Demand program, please complete and return this form to your child's school office.

Child's Name: _____

Grade: _____

School: _____

Homeroom Teacher: _____

Parent's Signature: _____

We would like to **DECLINE**:

**21st Century
On Demand Program
Family Handbook
2021-2022**



21st Century On Demand Family Handbook

Dear Families,

Welcome!

Please read the enclosed family handbook and fill out and return the enrollment forms to your school secretary.

This handbook has been prepared for your convenience to inform you of our policies, procedures, and goals and to answer many of the questions you might have about our program. Parents and students are responsible for reading and understanding the information in this handbook. Please keep the policies for your records and return the enrollment forms as soon as possible to your student's school.

If you have any questions, concerns, or comments, please email or call Lisa Morgan, Marion City Schools 21st Century Program Manager by phone at 740-223-4426 or by email at lmorgan@mcspresidents.org. For questions about programming specific to your child's school, please contact your school's Site Coordinator, listed below.

We are so excited to have your student in our program!

Site Coordinators by school:

Harrison: Estelle Marvich emarvich@mcspresidents.org

Hayes: Nicole Hamm nhamm@mcspresidents.org

Garfield: Mike Watson mwatson@mcspresidents.org

George Washington: Alicia Oswald aoswald@mcspresidents.org

Grant Middle School: Crystal Pratt cpratt@mcspresidents.org

Harding High School: Abby Chase areinwald@mcspresidnets.org

Program Manager:

Lisa Morgan 740-223-4426 lmorgan@mcspresidents.org

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Program Goals and Philosophy

The primary goal of the program is to help students by equipping them with the necessary skills in a safe, supportive environment. This will be accomplished through small group and individual tutoring by licensed teachers or qualified adults. We aim to provide a broad range of activities including academic, youth development, recreation, cultural and enrichment opportunities.

The focus of the 21st Century On Demand Program is to address students with the greatest need of academic support, **based on the fall assessment data (i.e., iReady, ALEKS, NWEA)**, to improve academic achievement in math/reading and build positive social skills. The programming will be divided into 6 focus areas: An adaptive software program to increase literacy and math skills; homework support; individual or small group tutoring focused on academic needs and data review; Family Activity Kits; Positive Youth Development, and College and Career Readiness exploration. The program also promotes family involvement/literacy and engagement through support with community partners.

Enrollment

An enrollment form must be completed prior to your child attending the program. Enrollment Forms can be found attached to this handbook and should be completed and returned to your school secretary.

Fees and Payment

- There is no fee to attend the program. All materials and supplies will be provided to the students.

Programming

- Programming will be delivered two ways: in person for students attending in person schooling and virtually for blended learning students
 - All programming includes monthly family engagement kits that will be sent home at the beginning of each month. Each kit will include STEAM activities for families to participate in together. All supplies, materials, and easy to understand directions will provided in the kit along with and watchable tutorials accessible through the virtual classroom in Schoology
- Programming begins October 11, 2021 and ends May 13, 2022
- Programming follows the regular school calendar. There will also be no programming on the following dates due to professional development:
 - October 29, 2021
 - December 17, 2021
 - February 25, 2022
 - April 29, 2022
 - November 19, 2021
 - January 28, 2022
 - March 18, 2022
- In person hours of operation are as follows:

Elementary:

- Monday-Friday 3:30-5:30pm In person programming
- Monday-Friday 5:30pm-6:00 office hours (appointment preferred)

Grant Middle School:

- Monday- Friday 3:15-5:15pm In person programming
- Monday-Friday 5:15-5:45pm office hours (appointment preferred)

Harding High School:

- Monday-Friday 2:30-4:30pm In person programming
- Monday-Friday 4:30-5:00pm office hours (appointment preferred)

- Blended Learning hours of operation are as follows:
 - All blended learning students (Elementary, Grant Middle School, and Harding High School) will have a scheduled tutoring session at least once a week between the hours of Monday-Friday from 4:00-7:00pm or Saturdays from 8:00-10:30am
 - Tutoring sessions must be scheduled with the individual tutor
- All students:
 - All students can access the virtual classroom 24/7 through their Schoology account.
 - Should in person students request an additional virtual tutoring session, accommodations will be made and can be requested via the student's Site Coordinator.

Staff to Student Ratios

The following staff-to-child ratios shall be observed:

- For school children ages five through 10---at least one staff member for every 18 children; and
- For school children ages 11 through 14---at least one staff member for every 20 children

21st Century On Demand Program in action:

Flexibility & Consistency

- An On Demand virtual classroom is available to students and families. The virtual classroom is located in the student's Schoology account which can be accessed through the Marion City Schools landing page.
- Students will be offered a variety of learning opportunities
- Family Activity Kits will include cross curricular content focusing on literacy, math, and science
- Certified teachers will offer tutoring services. The focus on instruction will be based upon student needs and data review. Specific lesson plans will be created and followed.
- 21st Century On Demand will have scheduled office hours for family and student needs
- Support staff will be available to help with the following, which includes but is not limited to: working with children, assisting with program implementation, and assembling and distributing Family Activity kits.

Student Choice:

- Students who chose to have in person programming will also have access to the virtual classroom in their Schoology Account.
- Blended learning students will be given a variety of activities and assignments to choose from through their Schoology account.
 - These activities will be required and consistent each week:
 - Attend a tutoring session weekly (scheduled with a tutor)
 - Work within their adaptive software
 - Complete the monthly family activity kit. Completing one activity from the kit per week.
 - These activities will be monthly optional resources to explore in the virtual classroom:
 - DEAR (Drop Everything And Read)
 - Journaling
 - Physical Activity
 - Art Activity
 - Music Activity
 - Virtual Field Trip

- Social/Emotional Curriculum
- Community Service Activity
- Celebrity Reader or Guest Author
- College and Career Readiness

Special Events and Family Engagement Opportunities:

- The following activities will take place
 - Parent Meeting (October 4, 2021 or October 5, 2021)
 - Winter Family Night (December 16, 2021)
 - Spring Family Night (May 13, 2022)
- Additional site specific events and family engagement opportunities may be scheduled

General Guidelines

Attendance

Students make the most academic gains when attendance is consistent.

- In person students: Daily attendance will be taken at your student's building for safety and security
- Blended learning students: Attendance will be calculated based upon participation and completion of the following:
 - Attending a weekly virtual tutoring session with an academic tutor
 - Weekly participation in 3 activities in Schoology
 - Completing a weekly activity in the family activity kit

If your child is ill or will not be in person or accessing the virtual classroom for more than 5 days, please contact the site coordinator.

Attendance Follow-up Procedure

When a child has not attended programming for 5 consecutive school days, the following will occur:

1. The site coordinator will check the school office to find out if the child was absent from school
2. If the child was in school, then the site coordinator will contact the parent or guardian

Parent Access

Any custodial parent or guardian of a child enrolled in the program is permitted unlimited access to the program for the purpose of evaluating programming.

- Parents have access to a master tutoring schedule and their student's virtual classroom through Schoology.
- Parents are encouraged to be actively involved in their child's program experiences by participating on the Advisory Board. The Advisory Board meets regularly to discuss the goals of the On Demand program. Please contact the program site coordinator if you are interested.
- A program newsletter will be sent home monthly
- Student progress reports will be sent home quarterly.

Dinner

Dinner will be provided to all 21st Century students starting October 11, 2021

- In person students: Will receive dinner nightly
 - All students are required to use hand sanitizer or wash their hands before and after dinner. A brief health check will be completed by a staff member at this time.
 - Group leaders (if applicable) will sit and monitor students while they are eating. No student should leave the cafeteria without permission.
 -
- Blended learning students: Dinner will be coordinated with the Food Service department and distributed weekly through your regular school day teacher.

Please let us know if your child has any dietary restrictions.

Dismissal

Our program dismissal is as follows:

- Elementary: 5:30pm
- Grant Middle School: 5:15pm
- Harding High School: 4:30 pm

Sign Out

Persons picking up the child(ren) must **enter the building** and inform the staff that the child is leaving **and indicate on the sign out sheet**. No child will be allowed to exit the program with any person not authorized on the emergency form. The program staff must be notified in writing if there is a specific person who should not pick up your child.

A child may not sign him/herself out unless the parent or guardian has provided the program with permission in writing for their child to walk home alone.

If a child is not picked up within 15 minutes of the program closing time, and we have been unable to reach a parent, the staff will notify the local Police Department. In the event of consistent late pick-ups, a child may be dismissed from the program.

Transportation

Students on a school bus are under the authority of and directly responsible to the driver. Students who violate bus rules will be subject to disciplinary action including, but not limited to, verbal reprimands, parental contact, written warnings, and denial of bus riding privilege. Your child will have a positive experience on the bus by following the bus rules and regulations given to them by their driver.

Holidays, Waiver Days, Teacher Work Days, Early Dismissal, and Snow Days

All 21 On Demand programming operates on the days school is in session, Monday through Friday and virtually on Saturdays.

- Programming (and virtual tutoring) will not be held on scheduled holidays, waiver days, teacher workdays, early dismissal, and snowdays.
- The program will NOT be held if schools are closed 30 minutes prior to their regular dismissal time because of an emergency situation.
 - If school is dismissed early in the day (30 minutes before the end of the school day) because of incoming severe weather, or for any other type of emergency, the program will be closed. You should have arrangements made for your child.

Emergency Procedures

The program has several procedures to follow in the event that an emergency would occur while a child is attending the program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated "safe spot". In order to prepare children for the rare need to evacuate, the program does conduct monthly fire drills, and periodic tornado drills.

a. Tornado

In case a tornado alarm sounds, students will go immediately to the assigned places. Students should keep calm and quiet while making every effort to stay in line. Windows and doors are to be left open. Roll will be taken once the class has reached the shelter area. Students should squat with hands locked at the back of the neck.

b. Fire

In case a fire alarm sounds, students are to stop working and leave the program in a rapid and orderly way, single file from the building. The first two students to reach an exit door are to open it and hold it open until all have exited the building. The last student out of the program is asked to close the door. Upon leaving the building, students are to move far enough away to allow all to get out without crowding at the outside door. Attendance will be checked when outside position is reached. Students should remain quiet until the signal to return to the building is given.

c. Evacuation

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the program, the emergency destination is the same location as the regular school day. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts listed on your child's registration information.

Student Injury Procedures

Any time a student is injured at school or in a school sponsored activity, an Incident Form will be completed by a staff member involved or witnessing the accident, as soon as possible. This form will be sent home with the injured student.

Clothing and Personal Belongings

Send your child dressed appropriately and comfortably to be indoors and outdoors. Research has shown that children stay healthier when they have daily outdoor play. Based on this information, we include outdoor play in our programs as weather permits. The amount of time outside will be limited when the temperature is extreme. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rises above 90 degrees.

Programs adhere to the school's temperature policy. Time outdoors will also be adjusted due to rain, lightning, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, time will be included for indoor large motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

If your child brings personal belongings to the program he/she must be responsible for those items. We are not responsible for any damaged or lost items.

Searches

General searches of students and personal items such as briefcases, purses, bookbags, pockets and any electronic equipment:

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, program staff have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by program staff and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to program disciplinary procedures for insubordination.

Medication Administration

We can only dispense prescription medication to your child if a form is filled out by the physician. The medicine must be in the original container with clear directions given. The parent must complete the Administration of Medication form if medicine is to be given during the program. We are not permitted to administer over-the-counter medication at any time such as aspirin, cough syrup, Tylenol, allergy medication, etc. Parents are permitted to come to school to give these medications as needed.

Field Trips

On occasion, the children may take a short walk in neighborhoods. You will be advised of the trip ahead of time. The Walking Permission Slip and the Emergency Medical Form must be on file with the school office.

Water Policy - Field Trips to the Pool

We **may** be going to the pool during the school year. This trip also requires us to transport each child by bus. Parents will be asked to sign a separate consent form for each trip. Each student will participate in a water safety class and will be assessed by trained lifeguards as to his/her ability to swim in the deep end of the pool. Only children identified by the lifeguards as able to swim in the deep end will be allowed to do so. All other children will swim in the shallow end. Appropriate dress is required for pool participation. Adequate time will be given for families to plan for such an event.

District Policies

Discipline Policy

The program's discipline policy is an extension of the established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In the after school program, these expectations are specifically outlined in a Children's Rights and Responsibility code. Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver. Constructive, developmentally-appropriate child guidance and management techniques will be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Children's Rights and Responsibilities (see below) have been established and are posted. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners. On those rare occasions when further discipline is necessary, the following steps will be taken:

- a. Parents will be asked to discuss Children's Rights and Responsibilities with child

- b. Staff /Child conference
- c. Staff/Parent/Child Conference
- d. Staff/Coordinator/Parent/Child Conference

A child at step "d" will be considered on warning. A child on warning may lose privileges or have appropriate consequences implemented.

A child at step "d" may be suspended for one day or removed from the program. Dismissal from the program may also occur in some cases of extreme behavior.

Children's Rights:

Every child in the program has the RIGHT:

- To be happy and treated with kindness
- To be treated fairly
- To be safe
- To hear and be heard and have their opinions and desires considered
- To participate in all activities

Children's Responsibilities:

- To honor others and their feelings. This means they will not laugh at or ignore the other people in the program.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. This means that they will not hit, kick, push, pinch or shove anyone.
- To listen when others are speaking and speak respectfully to others
- To participate in activities and encourage others to participate with them

According to Ohio Administrative Rule 3301-32-09:

The program's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule [3301-35-15](#) of the Administrative Code, the following apply:

- (1) There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) Discipline shall not be delegated to a child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so that the child may regain control.
- (4) No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
- (7) Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
- (8) Discipline shall not include the withholding of food, rest, or toilet use.
- (9) Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

(10) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency in accordance with section [2151.421](#) of the Revised Code and a serious incident report is to be completed and submitted to the department within twenty-four hours.

(J) The parent of a child enrolled in a program is to receive the programs written discipline policy. The program is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.

Complaints: The resolution of a complaint through free and informal communications as close as possible to the point of origin is encouraged. A student/parent with a complaint shall first take it to the Site Coordinator depending on the point of origin. In the event the complaint cannot be resolved through free and informal communication at this level, the student/parent with the complaint shall contact the building principal.

Special Needs Policy

The program will enroll any child regardless of race, disability, religion, sex or ethnic background. We strive to provide quality services to all children and youth. To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional or behavioral needs, medications, allergies, or any other special circumstances.

The Site Coordinator will request a “team” meeting before the first day of enrollment and as needed during the program. The “team” will include the student’s parents, case workers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth. The purpose of these meetings would be to share information about the student, including behavioral problems, past problems, what can be expected and discuss any means of interaction or discipline which should and/or could be used. All information shared with program staff or contained in program files will remain confidential.

All efforts and reasonable program modifications will be made to meet the special needs of the children enrolled in the program. However, a child requiring an individual aid is beyond the scope of our resources. All children must follow the program rules and adhere to the Discipline Policy.

Non-Discrimination Policy

The program affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. Inquiries concerning the application of this policy may be referred to Lisa Morgan, Program Manager. This policy shall prevail in all policies concerning employees and students.

Technology

We have many wonderful items in our program that allow students the opportunity to expand their knowledge base: computers, printers, televisions, digital camera, scanner, camcorder, laser disc player and numerous other small technology items. Although it is wonderful to have all of these items, we must make certain that the equipment is being used properly and with caution. The Internet is available and we have software in place to block inappropriate sites. Staff will screen web sites before students visit them and closely monitor student usage. Students are to use these items only with teacher permission and supervision. Any student who abuses equipment or uses it for illicit purposes will be denied further usage. Parents will be held liable for damage caused by their child to any of the above-mentioned technological items. See Computer/Internet Acceptable Use Policy.

Hazing

It is the policy of the program that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No students shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does NOT lessen the prohibition contained in this policy. Subjects who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

Acts of Disrespect/Insubordination

No student shall be disrespectful or insubordinate to any program staff, volunteer or authorized personnel on or off program grounds. Staff is acting “in loco parentis,” which means that the staff are allowed, by law, to direct a student as a

parent would. This applies to all staff. Disrespect/insubordination shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a staff member or program volunteer.

Harassment and Abuse

The Ohio Revised Code 3313.666 defines "harassment, intimidation or bullying" as "any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student; Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student."

The administration of the program believes that every individual deserves to be able to come to the program without fear of demeaning remarks or actions. The harassment of other students or members of the school and staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

1. Fighting and Physical- Abuse of another student while at the program or at any program function (home or away) will not be tolerated. A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from the program indefinitely. Instigating a fight through action or words may also result in disciplinary action.
2. Verbal Harassment- No student shall direct to another student words or phrases which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society.
3. Physical Harassment - No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.
4. Cyber-Bullying - Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyber-bullying can occur on program premises or can take place off of program premises. Cyber-bullying will be dealt with according to the situations and circumstances in which they may occur.
 - A. During the program: If cyber-bullying is found to originate during the program the situation will be investigated and treated accordingly.
 - B. Outside the program: If cyber-bullying is reported to be occurring outside the program the following guidelines will be followed:
 - a. Parents of the victims and cyber-bullies will be notified with the information that has been presented or discovered.
 - b. If the cyber-bullying involves threats or other inappropriate behavior, the parents will be encouraged to notify the police.
 - c. If the threat indicates an action relating to school grounds, the threat will be treated according to the student code of conduct.
 - d. Police will be notified if there is a threat of violence, extortion, obscene messages, stalking, hate crimes or child pornography.

Limits of Jurisdiction

The program assumes responsibility for students who ride our school busses from the time they are picked up until which time they are returned to their designated drop-off point. Supervision prior to pick-up and drop-off rests with the individual parents.

Responsibility for non-bus students begins when the student reaches the program and ends when the child leaves the program following dismissal. Should a student arrive at the program 15 minutes prior to the scheduled starting time, or remain at the program after they are signed out of the program, the program assumes no responsibility for supervision unless special arrangements have been made. In most cases the program will attempt to assist in dealing with problems that occur outside our jurisdiction, but such assistance shall not be a statement of responsibility.

FERPA Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920