



21st Century Community Learning Centers

HANDBOOK 2008/2009



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*On behalf of
Community Resource Development,
Communities In Schools of Mancelona,
our Choose Success team,
and the Mancelona Public Schools
we THANK
the Community of Mancelona
and our dedicated volunteers
for their support and commitment
to the success of our students.*

**CHOOSE SUCCESS
HANDBOOK
2008/2009**

Table of Contents

Welcome.....	2
Calendar.....	4
Mission & Program Description.....	5
Section A: Registration & Enrollment.....	8
Section B: Scheduled & Unscheduled Days off.....	8
Section C: School Bus Rules Transportation & Pick-Up Procedures.....	9
Section D: Attendance Procedures & Absences.....	12
Section E: Discipline & Discharge.....	13
Section F: Meals & Snacks.....	15
Section G: Health & Medical.....	15
Section H: Withdrawal Procedure.....	15
Section I: Children's Personal Property.....	16
Section J: Field Trips.....	16
Section K: Internet/Network Acceptable Use.....	16
Section L: Staff Screening Process.....	17
Handbook Acknowledgement Form	18



Dear Families,

Welcome to the second year of Choose Success! We are grateful for the overwhelming support we have received from administration, teachers, staff, and the community of Mancelona. Over the school year, feedback from parents, students and school staff helped shape the activities we offered. The 21st Century Community Learning Centers grant provided funding for teaching staff and busing allowing Choose Success to bring extended day learning opportunities to more students. This handbook is a comprehensive guide to understanding Choose Success policies and procedures.



Choose Success Calendar

September 15, 2008	Kick-Off Choose Success
October 8	NO AM OR PM CHOOSE SUCCESS
October 13	Choose Success PM Transportation Begins
October 16	Lights on AfterSchool SPECIAL PM PROGRAM
October 22	High School College Night No PM Choose Success
November 13	$\frac{1}{2}$ day School No PM Choose Success
November 26	$\frac{1}{2}$ day students No PM Choose Success
December 18	No PM Choose Success
February 4	$\frac{1}{2}$ day School No PM Choose Success
February 12	No PM Choose Success
February 25	Art Exhibit No PM Choose Success
March 18	$\frac{1}{2}$ day No PM Choose Success
March 26	$\frac{1}{2}$ day No PM Choose Success
April 9	No PM Choose Success
May 28	Last Day Choose Success

Dates to be Determined:

As the Mancelona Public Schools district calendar is confirmed, adjustments will be made to the Choose Success Calendar. On special nights (i.e. elementary School Carnival, Middle School Wax Museum, High School College/Career Night), Choose Success PM programming will be cancelled. Families will be notified in advance of these dates so that child care and transportation arrangements can be made.

WHAT IS CHOOSE SUCCESS?

Choose Success is a 21st Century Community Learning Centers (21st CCLC) Program that provides out-of-school time activities for K-12 students in the Mancelona Public School District. The goal is to expand academic enrichment and youth development opportunities for students attending by offering a broad array of services.

MISSION STATEMENT

Our mission is to promote academic achievement by providing quality after-school activities for students in a fun, safe, educational, and caring environment.

PROGRAM COMPONENTS

Academic Enrichment - Students will improve academic performance in reading, math, science, social studies, and writing skills.

- Tutoring and Homework help

Enrichment - Students will be prepared for their future personally and in the workplace

- Arts and Music
- Recreation, Health and Nutrition
- Technology education

Youth Development - The school site for non-school hour programming will be a safe, tolerant environment that promotes positive development and healthy expression.

- Character development
- Asset development
- Mentoring
- Drug and violence prevention

Family Services - Families will join their children as life-long learners

- Family activities and involvement

PROGRAM EXPECTATIONS

Student's Rights - Each child attending Choose Success is entitled to the following rights and or privileges:

- To be placed in a safe and healthy environment with all necessities of care.
- To be treated with respect by all staff and or other persons.
- To be free from an environment with corporal punishment, bullying, intimidation, ridicule, threats, humiliation, physical restraint or mental abuse.

Choose Success Staff Members' Rights - Each staff member of Choose Success is entitled to the following rights and or privileges:

- To be treated as a professional caregiver by all parents, students, school staff members, and visitors.
- To provide care in a safe and healthy environment.
- To be free from an environment with threats, intimidation, ridicule or mental abuse.

In order to protect the rights of all staff employed with the Choose Success program, infringement upon these rights may result in the suspension or disenrollment of a student or family.

RELATIONSHIP WITH PARENTS

Parents are always welcome to visit our program to observe and participate in activities and events. Staff members will update all family members about a child's day as long as it does not interrupt supervision of other children. Staff will handle all problems or concerns with parents in a courteous and professional manner.

Daily contact with parents is an important part of our program. By sharing information concerning a student's activities and welfare, we can work together to better meet the student's needs. It is extremely important that any change in contact information be kept current.

COMMUNICATION

Stacey Knoertzer.....	Elementary School.....	231-587-8661 ext. 304
Rachel Davis.....	Middle School.....	231-587-9869 ext 207
Ryan Hudson.....	High School.....	231-587-8551 ext. 411
Pami Sprague.....	Project Director.....	231-587-4370

**SECTION A:
REGISTRATION AND ENROLLMENT**

1. Help us keep current! Parents must provide updated information such as emergency contact persons; employers phone numbers, arrival/departure changes and newly authorized persons to pick up child.
2. Complete the registration packet completely during the enrollment period. When the program has openings, they will be filled on a first-come, first-served basis. Forms include:
 - Handbook Acknowledgement Form
 - Choose Success Registration form
 - Child Information Card
 - USDA Food Program Application (if not already on file)
 - A copy of your child's shot record is mandatory and immunizations must be up to date to enroll

**SECTION B:
SCHEDULED AND UNSCHEDULED SCHOOL DELAYS AND CLOSINGS**

1. **Scheduled or Unscheduled No School Days** - There will be no Choose Success on days when school is cancelled
2. **Scheduled or Unscheduled Early Dismissal Days** - There will be no Choose Success on early dismissal days
3. **Delayed Start Days** - If Mancelona Public Schools are on a delayed start, there will be NO am Choose Success
4. **Non-Choose Success Days** - There will be days when Choose Success is closed due to staff trainings. Parents/guardians and the school will be notified in advance of any such days.
5. **Saturday School** - A Saturday School calendar will be published and distributed annually (for Middle and High School academic programs)
6. **Summer Enrichment** - A summer calendar will be published and distributed annually.

SECTION C: TRANSPORTATION

1. Parents/guardians must complete the pick-up and child release portion of the registration form. This is required for students who are authorized to walk home and for students who will be picked up.
2. Parents/guardians must pick up their child(ren) at the designated time.

SCHOOL BUS RULES

1. Students should observe classroom conduct while riding the bus (except for ordinary conversations).
2. Students must keep head, arms, and hands inside the bus at all times.
3. Students will be returned to their assigned stop every day. Arrangements for baby-sitters, visits, etc. must be made from the stop. Written permission for a parent or guardian, signed by the office, will be required before a student may get off at a location other than the assigned stop.
4. Students must avoid unnecessary disturbing noises. The driver must not be distracted while the bus is in motion.
5. Fighting, pushing, shoving, foul language, disrespect for the bus driver, or other rowdyism will not be tolerated and will result in a ticket being issued.
6. Each bus driver may make reasonable rules governing the conduct of students.
7. A student will be issued a ticket for a first violation and the parent/guardian will be contacted by the building principal. This ticket must be signed by a parent/guardian and returned to the driver before the student is allowed to ride again. Beginning with the second offense, the student will be referred to a committee from the building the student attends consisting of the site coordinator, the principal, the bus driver, the head bus driver, and others as deemed necessary. The student and parent/guardian must appear before the committee for a hearing. If it is deemed by the committee that the student is in violation of rules for the second ticket a one week suspension from bus riding privileges will be imposed. Beginning with the third ticket, the student and parent/guardian must appear before a committee consisting of the Director of Transportation, the head bus driver, and the bus driver. If a student is deemed to be in violation of rules, a buss suspension ranging from 20 to 90 days will be imposed.

8. For a violation deemed flagrant, including those listed in 5 the student may be referred to either of the above mentioned committees on a first offense.

TRANSPORTATION AND STUDENT PICK-UP PROCEDURE

Children must be signed out by parent or authorized person. For the protection of your child, adults will be asked to provide their driver's license for proof of identification. We will then check the child information card before we release your child. If a parent wants their child released to an older sibling or another minor, we need a signed note on file from the parent in addition to their name listed on the child information card. If a parent wants their child released to walk home, we need a signed note on file from the parent.

LATE PICKUP PROCEDURES AFTER CLOSING HOURS

If after program closing time - 5:15 pm Elementary School or 5:30 pm Middle/High School - a child has not been picked up, the following procedure will be implemented by Choose Success personnel:

1. Staff will begin to call family's home, parent's work, and then the adult emergency contact person listed by parents on the child emergency card.
2. If there is no response or a refusal to pick up the child, messages will be left at all emergency contact numbers and by 5:45 pm (Elementary School) and 6:00 pm (Middle/High School), the police and possibly Protective Services will be called and notified of the situation. All of this will be done as discreetly as possible so that the children are not made to worry.
3. As the police arrive or call for more information, our staff will cooperate with the requests of the Police Officer and/or the Protective Service Worker while reassuring the child that things will be okay. The staff will keep normalcy for the child.
4. Depending on the contact or lack thereof with the parent, the police officer may take the child into their custody and continue with the contacting procedure.

It is the responsibility of the child's parents to notify the Site Coordinator if their child is absent for the day. Choose Success is not responsible for any child until they sign in.

LATE PICK-UP CHARGE

Parents are encouraged to call the Site Coordinator if they are going to be late due to an emergency. If after 5:15 pm (Elementary School) or 5:30 pm (Middle/High School) the child has not been picked up, the staff will contact the person(s) designated on the emergency card to arrange for pick-up. If a child is not picked up from Choose Success by 5:15 pm (Elementary School) or 5:30 pm (Middle/High School) there will be a late pick-up fee per child. Our budget does not include overtime pay for our employees; therefore, these fees will compensate for their overtime:

Elementary School	Middle School	High School	Late Fees
5:15-5:30 pm	5:30-5:45 pm	6:05-6:20 pm	\$10.00
5:31-5:45 pm	5:46-6:00 pm	6:21-6:30 pm	\$20.00
5:46pm or later	6:01 pm or later	6:31 pm or later	\$25.00

Consequence of Late Pick-Up:

1st Offense: Verbal warning and late charge

2nd Offense: Written warning and late charge

3rd Offense: Possible exclusion and late charge

SECTION D: ATTENDANCE PROCEDURES

A child is expected to attend Choose Success every school day Monday through Thursday. If this is not possible, a Modified Attendance Form will be completed indicating the number of days the child will attend. Any day that a child does not attend school, he/she cannot attend Choose Success.

Students are not allowed to leave any Choose Success site unless picked up by an authorized adult with identification or a walk waiver has been signed, allowing the child to sign out or walk home. Students will be enrolled as walk OR pick-up **only**; Changes for each occurrence will require a note signed by an authorized parent or guardian. An authorized adult is **ONLY** someone whose name has been listed on the Choose Success registration form. The parent(s) or legal guardian are the only persons who can authorize Choose Success to release a child to another individual, in which case, a written note must be given.

ABSENCES

Parents/guardians of a child who will attend school, but will be absent from Choose Success, should notify the Site Coordinator by note or telephone call. Absentees without prior notification may be mistaken for a missing child and cause unnecessary concern.

Parents/guardians of children who are present in school but absent from Choose Success without prior notice will be notified by telephone of their child's absence.

Parents/guardians of a child with a scheduled excused absence may notify Choose Success staff in advance.

SECTION E: DISCIPLINE AND DISCHARGE

Students are expected to comply with all regular school rules and regulations. A written Incident Report will be completed and discussed with a child's parents or legal guardian whenever the child behaves disrespectfully or improperly, destroys property, injures another person, uses improper language, or in any way disrupts the Choose Success program.

Choose Success students are expected to cooperate with, and respect the rights and property of other students and adults. Choose Success students must stay in the designated activity areas. Choose Success believes this discipline plan will help each child to be responsible for his or her actions in a positive manner. Discipline is a means to help children display appropriate behavior. The ultimate goal of these behavior guidelines is to ensure a positive and safe learning environment for all children while helping them to develop self-control and inner discipline.

Students are expected to abide by the following rules:

1. Respect yourself and others.
2. Bad attitudes, cursing, violence, and stealing will not be tolerated.
3. Respect other people's property. If you would like to use something that is not yours, ask first.
4. If your activity center happens to be in a classroom that you are assigned to for school, do not use any supplies, even if they are yours during the school day.
5. Choose Success begins as soon as the school day ends. You must report to your designated area with all of your homework, supplies, coats, hats, etc. You will not be allowed back into your classrooms to retrieve items.
6. Choose Success is a tobacco and substance-free program. Tobacco or other substance use is strictly prohibited
7. Leaving Choose Success for any reason without a written permission note from parents/guardians or a Choose Success staff member will result in disciplinary action as described in this handbook.
8. Attendance is taken daily at each Choose Success activity.

Students unable to follow the rules will face these actions:

1. Will be asked to stop the action;
2. Will be asked to stop the action and be removed from the situation.
3. Site Coordinator or Assistant will remove the child from the activity and accompany the child to call home to explain the difficulty to parents/guardians.
4. A note will be sent home with the student explaining the difficulty. The participant will not be allowed to return the following day without the note in return, signed by parents/guardians.

If the above steps fail to resolve the behavior difficulty, the following consequences will occur:

1. A conference with the Site Coordinator and parent/guardian.
2. Possible loss of Choose Success privileges.

Continued behavior difficulties or seriously inappropriate behavior as listed below will incur suspension or exit from Choose Success:

1. If a participant willfully harms another child or staff.
2. If a participant willfully destroys property.
3. If a participant knowingly takes another person's property without permission.
4. If a participant has exhausted all other, discipline measures and has proved to require constant supervision and discipline.

**SECTION F:
BREAKFAST, DINNER AND SNACKS**

During the school year, breakfast will be available through the school's food service program. Cost for breakfast is \$.75 (reduced \$.30 or free if you qualify). Dinner may be available at no cost to all students that participate in Choose Success. Throughout the school year, a nutritious snack will be offered to your child each afternoon, the snack is no additional charge.

**SECTION G:
HEALTH AND MEDICAL**

EMERGENCY MEDICAL CARE

By state law, we must obtain written permission to seek emergency medical care unless the parent objects on the basis of religious grounds. There is a section on both the child information card and the registration form for parental signature.

IMMUNIZATION STATUS

By state law, we are required to obtain and keep on file at the time of registration, or not later than the first day of initial attendance, a certificate of immunization. The State now requires that all children attending childcare centers must be immunized with the Hepatitis B and Varicella vaccines.

**SECTION H:
WITHDRAWAL PROCEDURE**

Your child may be withdrawn from the program by notifying the Site Coordinator.

SECTION I: CHILDREN'S PERSONAL PROPERTY

Children's personal property, coats, clothing, school bags, etc. must be cleared from the Choose Success area after each activity. Any personal property that remains after the session will be taken to lost and found. Although Choose Success attempts to help children stay organized, the program is not responsible for lost or stolen property.

Children should not bring money (field trip days are the exception), candy, portable stereos, hand-held games, or other personal toys to Choose Success. These items will be confiscated and returned at the end of the day.

SECTION J: FIELD TRIPS

There are plans to leave the school several times during the year. Good behavior and positive participation is mandatory. Participants on field trips are representing the Choose Success program, the school, and their families.

Poor behavior on field trips may result in these actions:

1. Parents/guardians may be called to come and remove a child from the field trip.
2. May not be allowed to attend future field trips.

SECTION K: INTERNET/NETWORK ACCEPTABLE USE POLICY

The following terms and conditions must be read by students, parents and teachers responsible for setting up and using an internet account through the Mancelona Public Schools. After having read the conditions and terms set forth in both policies, and signing an agreement to the conditions and terms set forth in both policies, you may begin using the Internet under supervised conditions.

Violation of the agreement may result in any or all of the penalties listed:

1. Loss of computer privileges, suspension, or expulsion from Choose Success programs and or school.
2. Paying the damages, in replacement dollars, including servicing of equipment for damage by misuse and violation of this agreement.

**SECTION L:
STAFF SCREENING PROCESS**

All staff, substitutes, and volunteers are required to complete an application for employment and obtain a criminal history record check from both the State Police and DHS. They must provide a statement of health signed by a licensed physician and test negative of communicable tuberculosis.



21st Century Community Learning Centers

HANDBOOK ACKNOWLEDGEMENT FORM

We acknowledge that we have received a copy of the Choose Success Handbook.
We have read it and are willing to abide by the rules/policies set forth therein.
We have talked about the information in this Handbook.

Handbook Includes:

- Choose Success Calendar
- Choose Success Mission Statement
- Program Components
- Program Expectations
- Relationship with Parents
- Communication
- Registration and Enrollment
- Scheduled and Unscheduled School Delays and Closings
- Transportation
- School Bus Rules
- Transportation and Student Pick-Up Procedure
- Late Pickup Procedures After Closing Hours
- Late Pickup Charge
- Attendance Procedures
- Absences
- Discipline and Discharge
- Breakfast, Dinner and Snacks
- Health and Medical/Emergency Medical Care/Immunizations
- Withdrawal Procedure
- Children's Personal Property
- Field Trips
- Internet/Network Acceptable Use Policy
- Staff Screening Process

Student Signature: _____

Date: _____

Student Signature: _____

Date: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____