



21st Century Community Learning Center
Parent/Student Manual
2024-2025

“PURSUING EXCELLENCE, EXCEEDING POTENTIAL”

21st CCLC Afterschool Site

Monroe Charter Academy
7513 Broomes Old Mill Rd.
Waxhaw, NC 28173
980.210.3627

Dear Families,

Welcome to 21st Century Community Learning Centers of Monroe Charter Academy (MCA 21st CCLC). We are committed to providing high quality and engaging enrichment activities that support students' learning and development. The program provides students with health, physical and nutritional opportunities, offers field trips that allow them to explore new interests, provides homework learning projects, engages students in cultural projects, and more.

This handbook is a comprehensive guide to understanding the 21st Century Community Learning Center's policies and procedures. As the Program Director, please let me again extend my heartfelt gratitude to you and your child. May you have a wonderful academic and or summer school year.

Sincerely,

Don Williams

Program Director

Email: don.williams@mcalions.org

Website: www.mcalions.org

Monroe Charter Academy (MCA) 21st Century Program

What is the 21st Century Community Learning Center?

The 21st Century Community Learning Centers Program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001. The program provides supervision during non-school hours for children, particularly students who attend high-poverty and low performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and math. We are excited to partner with you on this very important initiative. Working with parents, schools and community organizations to provide a safe, educational, and fun environment for our youth is our mission. With your parental support, we know we can make a difference for your child after school.

Mission Statement

The mission of 21st Century Community Learning Centers is to provide:

- Quality before and after school care
- Academic instruction/tutoring in math and reading
- Homework assistance
- Enrichment activities
- Recreation and sports activities
- Cultural activities
- Nutritional meals, following USDA guidelines
- Field trips
- Service-learning projects
- Safe environment before and after school
- Highly qualified Curriculum Project Director
- Certified Site Coordinators
- Certified teachers
- Experienced staff members

Results expected from the program:

1. An out-of-school-time experience for students that is enriching, and education provides a sense of belonging and safety, involves parents and promotes
 - a. Community spirit.
2. Programs will focus on academics, especially from the academic curriculum used during the school day to link to the afterschool program.
3. Develop committed relationships among Monroe Charter Academy and Monroe Charter Academy After-school Program for the benefit of students.
4. Programs will focus on recreation, enrichment and cultural activities based on the needs of the participants, the school and their communities.
5. Children and youth succeed in school.
6. Increased parental involvement in both the afterschool program and day school programs.

All participating students and families can expect the following:

1. To be safe while participating in the afterschool program. Parents of community sites must always sign their students out each day.
2. Adult supervision of students always
3. Kind, respectful communication throughout the program
4. Staff always interacting with children
5. Staff on time and prepared with daily program schedules, lesson plans, and adequate materials and supplies.
6. Workshops that provide relevant information for parents and adult care givers.

The long-term goals for this initiative are as follows:

1. Students enrolled in the MCA 21st CCLC will have after-school opportunities that address their unique needs
2. Garner additional resources to serve students with long-term plans for sustainability
3. Agencies will provide a multitude of services to students and their families at the 21st CCLC site.
4. Families will be able to participate in family literacy and STEM activities.
5. The support infrastructure will continue to aid those schools involved as well as continually work to improve community school relationships and partnership opportunities.

For More information on 21st CCLC afterschool Programs please visit:

<http://www.dpi.state.nc.us/21cclc/>

Enrollment Forms

Parents are required to complete the following:

1. MCA student enrollment application
2. Emergency Contact Information

Parental Partnership Agreements emergency persons, names, employers, addresses, phone numbers, transportation mode and medical information. Notifying the school office is not adequate, a written note or revised application form must be provided to the Site Coordinator or Program Director. These changes are vital for your child's records and their safety.

Enrollment Process

The 21st Century program encourages students of all backgrounds to attend. The program does not discriminate based on sex, race, color, creed, national origin, ethnic background. To attend the program, a child must be enrolled. This includes the completion of the full enrollment packet by the parents/guardians. Without complete enrollment, the program cannot authorize services for the child, nor, under any circumstances, allow the child to attend the program. Forms are available at your children's school and the community site office. You must complete a separate form for each child. There is no limit on how many students can enroll in the 21st CCLC program from a family. Students can be enrolled at any time there is an opening. However, if transportation is requested the students' start date may be delayed pending bus route update.

Attendance

The primary and priority service of ABS 21st CCLC is academic achievement, enrichment and recreational activities. It is imperative that all students participating in the program have regular attendance to receive the full benefit of the program. Each afterschool site maintains a daily log of student attendance and participation.

We encourage parents to avoid early pick-up. Early pick-up causes students to not receive the full benefit of the program offerings. Consistent early pick-up could result in your child being dismissed from the program.

If for any reason your child will not continue attending the MCA 21st CCLC program, we ask you to give us proper notice. This will allow us to enroll students on the waiting list and cancel bus transportation if applicable.

Field Trips

MCA 21st CCLC provides students with field trip opportunities throughout the school year. All if not most field trips take place during the afterschool programming. Some field trips do require Saturday and overnight attendance. Field trips are educational and aligned to one of the NC Common Core educational standards. Our field trips are taken on state approved and licensed transportation carriers. Field trips are offered at no cost to students.

Absences

If your child will not attend the program due to scheduled appointments, religious holidays/commitments, vacations or other planned absences, please notify the Site Coordinator in advance. When your child is absent from school, they are not allowed to attend MCA 21st CCLC afterschool.

Students suspended from day school are not allowed to MCA 21st CCLC during the duration of suspension. School Principals or School Resource officers are permitted to disallow students to attend after-school programs located on school premises.

Release of Students

Students who are car riders must be signed out of the program daily by their parent/guardian or other authorized pick-up person indicated on the enrollment application. An exception will be permitted if you authorized your child to walk home on the enrollment application. Elementary school students are not permitted to walk home under any circumstances. Students will be escorted by the parent/guardian or authorized pick-up person to and from the program areas as designated by the program policies. It is the student's responsibility to come directly to the afterschool program upon school dismissal or bus drop-off. The 21st CCLC program becomes accountable for students after they have signed in and until they have signed out.

Photo Id's should be brought by people picking up your child. The program will ask for photo identification of any person who arrives to pick up a student if they are not a regular person that picks up the student. We do not allow children to verify people when they do not have a valid ID. If a parent has a one-time emergency pick-up by persons not listed on the Pick-Up list, they must email permission to the Site Coordinator. No child will be permitted to leave based on telephone permission. It must be emailed or faxed. Faxed permission must have a signature of the parent or guardian.

Persons who appear to be under the influence of alcohol and/or drugs or displaying inappropriate behavior will not be allowed to remove a student from the program. Although this will be the last result, if necessary, we will contact the local police department and or Department of Social Services.

Distribution of Medications

Whenever a student is to be given a prescription or over-the-counter medicine, the parent must provide the Site Coordinator with a completed and signed Medication Release Form. The medication must be provided in the original or duplicate container with the child's name on it, or a container accompanied by the doctor's directions. Medication will not be given if it is in an expired container. All Medications are kept under lock and key.

Health and Safety Policy

Our staff strives to provide a safe and healthy environment for all children. Staff and students are reminded that hand washing is a requirement after using the bathroom and before eating.

Please include any medical or mental health conditions your child has on the Registration Form. If your child has a known medical or mental health condition (asthma, diabetes, ADD, autism, seizure disorder, migraines, severe cramps, nose bleeds, etc.) you must be sure the Site Coordinator knows what to do if a problem should occur during program hours. Parents must make sure that any medication needed is available and that the appropriate forms for its use have been completed. Failure to notify the MCA 21st CCLC program of your child's physical or mental health condition limits our ability to serve your family and may mean services cannot be rendered.

The parent/guardian/ or adult caregiver will be notified to pick up the child immediately if a child has any of the following symptoms or behaviors and may not return until symptom-free for a 24-hour period:

1. Any communicable disease
2. Chills and or fever over 101 degrees Fahrenheit
3. Nausea, vomiting or diarrhea
4. Undiagnosed rash
5. Prolonged Cough
6. Head lice
7. Ringworm
8. Pink eye
9. An accident requiring medical attention
10. Physically act out
11. Is verbally abusive.

In case of accident or illness or unacceptable behavior, the staff will call immediately the child's parent/guardian/caregiver and or emergency contact persons listed on the

Internet Safety

Monroe Charter Academy 21st CCLC programs provide students attending our afterschool program with access to electronic communications and wireless connection networks.

School Based Sites

Students who attend our school-based afterschool programs are allowed to access the Monroe Charter Academy computers, laptops and tablets that allow students internal access information, resources and external access to the Internet.

Access to the MCA network and the Internet while attending MCA 21st CCLC afterschool program is a privilege provided to students solely to support student education, research, enrichment activities and career development, and is therefore subject to certain restrictions. The provisions of this regulation apply to all students and include all aspects of network use, whether via desktop or laptop computer, or personal technology device.

Violations of any provision of these regulations may result in cancellation of the students' access to the Monroe Charter Academy network and possible disciplinary actions. If the violation occurs while attending MCA program, disciplinary consequences for violations of this regulation will be imposed according to rules set forth in the current Monroe Charter Academy Code of Student Conduct.

Unacceptable Uses

Unacceptable uses include, but are not limited to, the following types of conduct:

1. Taking any actions that may disrupt the network, including introducing viruses into the network.
2. Unauthorized access (“hacking”) into computer systems or networks
3. Logging into the network on a personal account and or allowing others to access that account without the knowledge or permission of the instructor.
4. Encouraging or committing unlawful acts, violations of the Monroe Charter Academy Code of Student Conduct, or using MCA network to promote illegal activities.
5. Accessing or using threatening or obscene material.
1. Accessing pornography; use of discriminatory, defamatory, offensive, or harassing statements or language including disparagement of others based on their race, color, ancestry, national origin, sex, sexual orientation, socioeconomic status, academic

status, gender identity or expression, age, disability, religious, or political beliefs through any means including phone, online, or other digital communications.

6. Sending or soliciting abusive or sexually oriented messages or images; or accessing material that is harmful to minors.
7. Downloading, installing, or otherwise using unauthorized games, music, public domain, shareware, or other unauthorized programs on any school computer or network.

Monitoring and Filtering

MCA afterschool staff and our volunteers will monitor the online activities of students. MCA staff are required to always be in the classroom when any internet usage is occurring. Stud

Filtering

School Based Site Filtering: Students using electronic equipment provide by Monroe Charter Academy are protected by filtering software to inhibit access to content that is obscene, pornographic, harmful to minors, or whose purpose is to promote, encourage or provide the skills to commit illegal activities, including gambling, use of illegal drugs, hate speech, or criminal skills. The filtering software is also intended to prohibit access to sites for online merchandising, alternative journals, and games. CMS will make every effort to update the filtering software daily.

Community Based Site Filtering: MCA does not provide filtering software on MCA electronic equipment but makes every reasonable attempt to block inappropriate websites as described above, along with providing intense supervision of students during usage of all electronic devices.

CIPA Policy

MCA Abides by the following CIPA Policy as mandated by the federal government as it applies to our program.

Children's Internet Protection Act: the Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires: Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

1. Access by minors to inappropriate matters on the Internet.
2. The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications.
3. Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures restrict minors' access to materials that are harmful to them.

FERPA: Family Educational Rights and Privacy Act

MCA follows the following FERPA guidelines:

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 are transferred 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."

1. 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.
2. Parents or eligible students have the right to request that a school correct record 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.
3. 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):
 - A. School officials with legitimate educational interest.
 - B. Other schools to which a student is transferring.
 - C. Specified officials for audit or evaluation purposes.
 - D. Appropriate parties in connection with financial aid to a student.
 - E. Organizations conduct certain studies for or on behalf of the school.
 - F. Accrediting organizations.
 - G. To comply with a judicial order or lawfully issued subpoena.
 - H. Appropriate officials in cases of health and safety emergencies; and
 - I. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directly" 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, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

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. 20202-8520

Cell Phone Usage

MCA follows the Monroe Charter Academy guidelines for Cell Phone Usage. Students are not permitted to have cell phones during afterschool programs. If an emergency arises and you need to contact your child, we respectfully ask that you contact the Site Coordinator who will take your child to the office telephone.

MCA do not resume responsibility for lost, stolen or damaged cell phones brought into the afterschool site, on field trips or during parent meetings.

Occasionally, teachers will give special permission for students to use cell phones to participate in online curriculum, polling or other afterschool related activities. If you do not desire for your child to use data during the afterschool program, we will provide other electronic options for your child to participate.

If students abuse the cell phone usage policy the following will occur:

1st offense: Student will receive a warning and given the opportunity to comply with directions

2nd Offense: Students phone is taken by teacher and given to Site Coordinator, parent must come to retrieve cell phone

3rd Offense: Students will not be allowed to have cell phones in the program for a period of 30 days.

4th Offense: Student is suspended from program and must go on a waiting list to re-enter.

Bullying Policy

MCA is a 21st CCLC afterschool program free of discrimination, violence, and bullying. Our program works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Bullying Definition

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

- A. Each student at MCA 21st CCLC has a right to:
 - a. Learn in a safe and friendly place
 - b. Be treated with respect
 - c. Receive the help and support of caring adults

Types of Bullying

There are three types of bullying:

- A. Verbal bullying means saying or writing things. Verbal bullying includes:
 - a. Teasing
 - b. Name-calling
 - c. Inappropriate sexual comments
 - d. Taunting
 - e. Threatening to cause harm
- B. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - a. Leaving someone out on purpose
 - b. Telling other children not to be friends with someone
 - c. Spreading rumors about someone
 - d. Embarrassing someone in public
- C. Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
 - a. Hitting/kicking/pinching, spitting, tripping, pushing
 - b. Making mean or rude hand gestures
 - c. Taking or breaking a people belongs

Stop Bullying on the Spot

MCA Staff will not accept, ignore or tolerate any form of bullying. Our staff will take these steps to stop bullying on the spot and keep kids safe.

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

Our Staff will follow the following 6 Don'ts in bullying.

- Don't ignore it. Don't think kids can work it out without adult help.
- Don't immediately try to sort out the facts.
- Don't force other kids to say publicly what they saw.
- Don't question the children involved in front of other kids.
- Don't talk to the kids involved together, only separately.
- Don't make the kids involved apologize or patch up relations on the spot.

As a parent you will be notified if your child is the victim or perpetrator of bullying. Bullying could result in loss of privileges, temporary suspension, or permanent expulsion. 21st CCLC student enrollment package. It is the responsibility of parents to update the Site Coordinator with any new information.

If immediate hospital attention is needed for a serious medical emergency, staff will call 911 and the child will be taken to the nearest local hospital for treatment by emergency vehicle and the parents will be called immediately following as soon as time permits. If you have a hospital preference, please make sure that is known and noted on the Emergency Release Form (included in Registration). The child's parent(s) or legal guardian will be held responsible for all costs incurred.

Parent, Family and Community Involvement and Program Feedback

It is the expectation of the MCA 21st CCLC program that parents are involved in the program. Some ways parents may be involved in is through volunteering for the program, participation in family events, parents' meetings, Parent Advisory Board and or visiting the programs. As a requirement of the program, parents will also be asked to complete a survey(s) regarding your child's social and academic progress.

Parents, community partners and agencies play an important role in the MCA 21st CCLC program. Student schools play an important role in designing and implementing the afterschool program. We strongly encourage all parents, community partners and organizations, related service agencies and neighborhood residents to participate in our students' success by collaborating with the Site Coordinator. Opportunities include being a volunteer or mentor, assisting with school activities during program time and special events.

MCA welcomes feedback and encourages feedback from all stakeholders. The Site Coordinator and Program Director of the staff are willing to meet with you to hear your ideas, address your concerns as well as testimonials. Please contact the Site Coordinator to schedule a visit if written feedback is not appropriate.

**Questions, Concerns, or Suggestions please contact:
Don Williams, Program Director
980.483.8028**

Thank you for allowing MCA to serve your child(ren). As a team of dedicated professionals, we are daily helping each child pursue excellence and exceed potential.

Please visit our website www.mcalions.org for additional information.

Parent Acknowledgement

2024-2025 Academic School Year

MCA desires to be ecologically friendly. For this reason, we review the parent handbook during parent orientation. After the meeting, we will mail electronic copies to parents. Parents who elect to receive a printed copy will be accommodated. By signing this form, you acknowledge that you have reviewed the Parent Handbook and have signed up to receive an electronic copy of the Monroe Charter Academy Students Program Handbook for the current year which outlines all policies and procedures of the MCA 21st CCLC programs. If your electronic copy is not received via email within 10 business days, please contact your Site Coordinator. You have the right to request a printed copy at any time. Each Site has a printed copy located in the Site Coordinators office which is available for review at any time. **If needed, a Spanish version of this handbook can be made available.**

I understand that all questions and concerns should be directed to the Site Coordinator for my child's site. If the Site Coordinator is unable to answer questions to your satisfaction, please feel free to email or contact the Program Director.

Student(s) Name: _____
(Please Print)

List Additional Students: _____
(Please Print)

Parent Name: _____
(Please Print)

Signature: _____

MCA IS PROUD TO BE A 21ST CENTURY COMMUNITY LEARNING CENTER



For More Information of 21st CCLC programs, visit the NCDPI website at:
<http://www.dpi.state.nc.us/21cclc/>