



**NITA M. LOWEY 21<sup>ST</sup> CENTURY**  
COMMUNITY LEARNING CENTERS

**F L O R I D A**

# Family Handbook

2022-2023



# WELCOME

The role of the 21st Century Learning Center, as designated by the Pinellas County School District, is to serve and support the mission of 100% Student Success.

21st Century students are provided opportunities during after school hours to participate in a variety of academic enrichment activities in ELA, mathematics, arts, music, physical fitness, nutrition and health, drug and violence prevention, technology, and financial literacy.

The program also offers families opportunities for active and meaningful engagement in their children's education, including a better understanding of what to expect as students navigate through their academic path to graduation and beyond.

# 21st Century Program Locations



Monday - Friday  
3pm to 6pm



Dunedin Elementary

Eisenhower Elementary

74th Street Elementary

New Heights Elementary

High Point Elementary

Gulfport Elementary



# Daily Schedule

3:00 - 3:15 Snack/Attendance

3:15 - 4:00 ELA

4:00 - 4:30 Recess/Physical Activity

4:30 - 5:15 Math

5:15 - 5:45 Science/Enrichment/Art

5:45-6:00 Clean-up / Dismissal

\* Schedules can vary by school and/or due to any special events

# 21st Century Enrichment Vendors

We have vendors who will be bringing exciting experiences to students in the 21st Century program.

This year, we plan to have Creative Clay, Snapology, Keep St. Pete Lit, The Wildlife Discovery Center, and Challenge Island to come to our classes!



# 21st Century Family Engagement

Our program provides opportunities for active and meaningful engagement in your child(ren)'s education.

As part of our grant requirement, each family must attend/participate in at least 2 family engagement activities.

This upcoming year we will share resources to assist with navigating the digital age, scholarship opportunities, 7 Habits of Highly Effective Families from Franklin Covey and family activity nights.

Please look for more information soon!

# 21st Century Advisory Board

If you are interested in playing a role in our program's development and your child's experience, please join our advisory board today!

The 21<sup>st</sup> Century Community Learning Centers (CCLC) program wants to hear from YOU!

We would like to know how you think an academic focused program can work to help increase student achievement, behavior, and engagement in the classroom. If you have any other ideas or items relating to the program, this is the best way to share those!

We need at least 2 parents and 2 community members from each of our schools to participate!

**First Meeting: Thursday, October 13th 2022**

Interested? Please register for the meeting using the link below or email [mcdonaldb@pcsb.org](mailto:mcdonaldb@pcsb.org)

<https://forms.office.com/r/8gPniMQTL5>

If you have questions, please call (727) 588-6000 ext. 1369

# 21st Century Attendance

According to the 21<sup>st</sup> Century guidelines, students in the program are expected to attend the full hours of the program, 5 days per week, unless an arrangement has been agreed upon with the program manager.

## **Absences:**

### Absence Defined:

A. Student who is not present in class at least 2.5 hours of the class period shall be counted absent from the class. To be counted present for the after school day, the student must have attended the regular school day for at least 3.75 hours.

### B. Excused Absences:

Student is ill or injured

Student has a medical or dental appointment

Major illness in the student's immediate family

Death in the Family

Student attends a religious event

Student has received a subpoena by the courts

Student is suspected of having communicable disease



# 21st Century Attendance

Students that have excellent attendance in the 21st Century program will receive a quarterly incentive!

Excellent attendance is a student attending 90% or more of program days offered each quarter.

Incentives last year included gift cards, pop-its, art supplies, athletic equipment, and tickets to Astro Skate!

# 21st Century Policy & Procedures

## **Student Selection:**

Students attending a 21st CCLC school in grades 3–5 are eligible to participate in the program. The program is free of charge to all eligible applicants on first come first serve basis. \*Private school students are welcome to attend the program. Gulfport and High Point program serve students in 2nd-5th grade.

The maximum number of students accepted per school : 60 students - 20 per class

\* Students may be placed on a waitlist at the discretion of the school coordinator and/or director of the program if attendance is between 50-60 students. Waitlists may be utilized to ensure enough staff members are available to ensure student's are learning in a safe environment.

In order to be considered, a family member/guardian must fill out a registration form. Registration forms may be submitted electronically or as a hard copy to the school front office or 21st Century staff member.

Please share this information with any family or friends that have students who attend a participating school and could benefit from the 21st Century program.

Online Registration: <https://forms.office.com/r/pnNnTHfdPA>

# 21st Century Policy & Procedures

## **Days of Operation & Hours of Operation:**

The days of operation will be Monday – Friday from 3pm - 6pm.

Students will report to the cafeteria after being dismissed from their regular school day class for attendance and snack. The school coordinator or teacher will then walk students to their designated classroom.

The 21st Century program follows the PCS calendar for days of observance, non-student days, breaks, and inclement weather.

PCS Calendar:

<https://www.pcsb.org/studentcalendar>

# 21st Century Policy & Procedures

## **Student Discipline:**

Decisions regarding student discipline can be handled by the site coordinator, teacher, and/or program director. Students are expected to follow the guidelines and procedures and any discipline issues will be handled according to the levels described below.

**\*\*Please note that depending upon the circumstances, the program administration has the right to dismiss a student due to egregious behavior at any time.**

Families will receive a written communication requesting a signature of acknowledgement for any behavior that is considered Level 2-4. This form will need to be provided prior to the student returning to the program.

Level One - Verbal Warning with students

Level Two - Discussion with parent/guardian – possible meeting

Level Three - Student suspended from 21<sup>st</sup> century iClass up to 3 days

Level Four - Program Dismissal – Student will no longer be able to attend the program

# 21st Century End of Day Dismissal

Parents are responsible for ensuring that students have transportation home after the program. It is the expectation that parents are on-time (**6:00 pm**) to pick up students at the conclusion of the program hours. On the application, it is important that you designate how your child will be going home.

**Walker** – Student walks home after the program. A student is considered a walker even if a parent/sibling escorts the student home.

**Car Rider/Parent Pick-Up** – Student will be picked up by a vehicle in the designated area.

**Bike Rider** – Student rides home on their bikes.

**\*\*\*** Students that are bike riders and walkers will be dismissed from the program early during daylight savings time when daylight hours are shortened.

This information will be kept on file and students will be released  
**ONLY** to contacts identified on the application.

# 21st Century End of Day Dismissal

Students that are picked up more than 10 minutes late will receive a late pick-up notice.

1st Notice –Warning

2nd Notice –Meeting with Parent/Guardian

3rd Notice –Program Dismissal

Please be aware that if your child is here more than 15minutes to 45 minutes after the program ends, the following procedures will be in effect:

- 1.The site coordinator will try to reach the parents/guardians at home or at work.
- 2.If they cannot be reached, the site coordinator will call the emergency numbers on the enrollment form.
- 3.If no authorized person can be reached, the site coordinator will notify the program director and campus police.
- 4.The officer will investigate and try to contact the parent or guardian. If the parent/guardian cannot be reached, the school will contact the Department of Children and Families. If the Department of Children and Families is not able to respond in a timely manner, the local jurisdiction will be contacted.

# Volunteering

If you would like to volunteer in the 21st CCLC program, you must complete a Level 2 background check.

Please use the link below to complete the online application ASAP!

\*Background checks can take up to three weeks to complete. Volunteers must have an active status to volunteer.

**Volunteer Registration and Background Screening Procedures**

<https://www.pcsb.org/Page/12334>

# 21st Century FAQ's

**1. What are the program hours?**

Dismissal from class to 6:00pm

**2. Will the 21st Century Learning Center provide transportation to the program?**

We do not provide transportation. Students who enroll in 21<sup>st</sup> Century iClass Program will need transportation home from their selected school site.

**3. Which students are eligible for the program?**

Students entering 3rd grade, 4th grade, and 5th grade

\*Entering 2nd Grade for students attending Gulfport or High Point

**4. Is there a cost for the program?**

No

**5. Will parents be required to participate?**

Yes! Parents are asked to attend engagement night events such as our Franklin Covey 7 Habits of Highly Effective Family Sessions, Webinars, and family nights.

**6. What will be the class sizes?**

Maximum 20 students per class / 60 students per school site



# Communication



TalkingPoints App - We use this app/site to send and receive sms text messages to/from your cell phone. This is the most convenient method for information delivery and messages can be answered with or without signing up for an account from your phone. This app also provides our program with the ability to translate to families in many different languages.



For more information you can visit the 21<sup>st</sup> Century Website:  
<https://www.21stcenturycohort15.com/>



General questions or concerns : 727-588-6000 ext. 1369



General questions or concerns: [mcdonalddb@pcsb.org](mailto:mcdonalddb@pcsb.org)

# 21st Century Summer Program

Our summer program is \*ONLY open to students that attend a school listed below during the regular academic year or will be enrolled to attend Summer Bridge at one of these schools for the summer of 2023.

\*Students that attend private schools in our district are eligible to attend.

Dunedin Elementary

Eisenhower Elementary

74th Street Elementary

New Heights Elementary

High Point Elementary

Gulfport Elementary

2023 Summer Registration will open March 1st, 2023.

Please look for more information 2nd semester!



We look forward to an amazing school year with you!  
If you have any questions, please contact us!

