

Student/Parent Handbook



Sumner County Schools Extended Day Programs
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School :
Cell : Phone:

Site Manager :
Email :

Mission Statement

Unity Learning Center provides extended day enrichment activities and supervision for students in a way that will improve their attitudes, grades, and behavior so that they will be positive members of the school and community.

Major Objective

To provide a safe, well-supervised environment that promotes students' productivity in a structured setting. This program proposes to tutor, counsel, and motivate students. Students will be challenged to stay in school, to achieve success in their scholastic endeavors, and to value themselves as contributing members of society.

Foreword to Parents and Students

Unity Learning Center is an academic, enrichment after-school program that functions within the umbrella of the Safe and Healthy Schools Department of Sumner County Schools. This Student/Parent Handbook states official guidelines for Unity Learning Center. Additionally, Unity Learning Center honors all guidelines stated in the SCS Student/Parent Handbook. Parent input concerning the program is important. Please share your comments with your Site Manager. All questions concerning policies and procedures of the program should be addressed to the Project Director at (615) 451-6367.

Nondiscrimination Policy

Nondiscrimination Notice: It is the policy of Sumner County Schools not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Guidelines To Enrollment

State childcare laws require that all students be officially registered in the program in order for service to occur. Program staff cannot and will not be responsible for any child who is not officially registered in our program. A parent applies for a student's enrollment by completing and submitting the following forms to the Unity Learning Center mailbox at your schools front office:

1. Student Application.
2. Non-refundable \$10 registration fee.
3. Student Release Form (for photographic purposes).
4. Parent/Student Handbook Acknowledgement.
5. Completed Emergency Medical Information.
6. Special Health Problem Form, if applicable.
7. Any medication taken by the student on a regular basis must be listed even though it may not be taken during Unity program hours.
8. The Emergency Card is considered complete when it contains **ALL** information.

It is the parent's/guardian's responsibility to notify the Unity personnel in writing if there are any changes in the parent contact and/or emergency information.

Pick Up of Children

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

Please check with your Site Manager for the specific location to pick up your child. All children must be personally checked-out from the program in the afternoon by means of a sign-out sheet. Children will not be allowed to wait for parents in the parking lot. They will not be released to commercial transportation personnel (i.e. taxi drivers), nor will they be released to anyone whose behavior may place the child(ren) in immediate risk.

*****The Department of Children's Services requires licensed child care centers to have a written policy regarding intoxicated adults or adults who display behavior which may place the child/children in immediate risk when picking up. Unity Learning Center will inform adults who appear intoxicated or display "erratic" behavior that they allow us to call another adult from the transportation list to pick up the child. Should the adult take the child in the car anyway, we are required to contact the police or child protective services and report the incident.***

Late Charge & Policy

Parents will be charged \$1 a minute after dismissal at 6:00 p.m. Please write a check to pay the late fee. Checks are to be made payable to the school. We cannot accept cash. Please note the student's name and school on the check. After all emergency numbers are contacted and no communication from the parent has been received by 6:30 pm, the local authority and/or Department of Children's Services may be called for assistance with the child(ren). **If you violate this policy three times, it will result in dismissal from the program.**

Emergency Procedures

Should an emergency situation (example inclement weather) arise during program time the staff will notify parents. In such circumstances, parents will be required to make arrangements for immediate pick-up of their student. Please make sure that the Site Manager has current phone numbers on file at all times.

Inclement Weather

When severe weather creates hazardous conditions, the after school program may be suspended to ensure students' safety. Parents will be notified of any cancellation in the after school program before 1:00 pm. It is then up to the parent to either pick up the student or tell the Site Manager which bus the student should ride. If school is dismissed early during the regular school day, there will be no after school program. Also, if school begins late, there will be no morning portion of the program.

Attendance Policy

Attendance is crucial for your child to succeed in our program. It has been found that intensity and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores. If your child(ren) misses more than 7 consecutive days of the program, they will be withdrawn from the program.

Medication Policy

If a child has to be given daily medication (such as Ritalin or seizure medicine), a medication form must be on file with the Site Manager. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Site Manager in a prescription bottle. Antibiotics and over the counter medications such as cough syrup, aspirin, and cold medicines cannot be administered in the program.

Special Health Problems

Since the school nurse's office is not open during program hours, a copy of the Special Health Problem form must be attached to the Student emergency Form.

Illnesses/Communicable Disease

Should your child become ill or injured during the program, you will be notified and you must make arrangements to pick-up the student **immediately**. Should a student be sent home from school by the school nurse or has not attended school on any given day, the student will not be allowed to participate in the after-school program until he/she returns to his/ her regular class schedule.

Please do not send a child to the program if they are ill. Policy requires that a child be picked up as soon as possible in the event of illness while in the program. The "No Nit Policy" on lice for our district also applies to the program. If a child has been found to have bugs or nits, they will have to be picked up from the program. Students will not be allowed to return to the program until the Site Manager has proof the child has been treated and the hair is totally clear of all nits.

Parent Involvement Notice

Families are a part of the program. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children in the program. Parent suggestions on enrichment offerings are always appreciated. The Site Manager will keep parents informed about special events in the program through postings and newsletters. Please check our website for special announcements.

It would be helpful to keep our program informed of any changes that may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations.

Safety Drills

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

Broken/Lost/Stolen Items Policy

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

Telephone

Any telephone messages must be text or called to the site manager at each school. In case of an emergency, you can call the Unity.Com project director at 451-6367.

Snacks

ULC will provide snacks for the students who are enrolled and participating in extended day program. If for any reason your child is unable to eat the snacks provided or has special food restrictions, please notify the site manager in writing to provide your own snacks.

Extracurricular Activities

Unity Learning Center supports participation in on-campus activities, however, students will not be excused to participate in any campus activity unless the parents have provided authorization in writing prior to the event. Please ask your Site Manager for a release form. Authorization must be detailed to include activity, dates and time and be on file with the Staff. Students may return prior to 6:00 p.m.

Program Schedule

Unity Learning Center offers a variety of enrichment and academic activities, including varying amounts of supervised sustained quiet study determined by grade level. Snacks, Homework Assistance, Recreation, Service Learning, STEM activities, and Related Arts have been planned for the students.

On all days that SCS classes are in session: Unity Learning Center begins immediately after school is out and continues until 6:00 p.m. **On Early Release Days:** Unity Learning Center is not available on early release days, school holidays or snow days.

Curriculum

Unity Learning Center endeavors to support the curriculum objectives of Sumner County Schools (SCS) through its curriculum and academic time. ULC curriculum is designed to guide the students to:

- develop proper study habits;
- experience achievement of homework assignments;
- expand thinking skills, problem solving skills;
- develop a better understanding of himself/herself;
- improve interpersonal and socio-emotional skills;
- develop an interest in recreational reading; and,
- revel in the joy of learning

Daily Procedures

Students will come prepared to Unity Learning Center for homework assistance, which takes place right after snack. Enrichment activities follow the scheduled Homework Assistance time.

Students Responsibilities

I have the responsibility to:

- arrive promptly and quietly.
- obey the school and Unity Learning Center rules.
- treat all staff and peers with respect.
- listen and take turns when the teacher or others are talking.
- not leave classroom area without permission.
- keep hands and feet to myself.
- use restroom between class activity times.

Homework Assistance Rules:

- Come prepared with written and signed agenda, books, paper, pens, and pencils.
- Agenda books should be opened to the current day, and on the desk for a staff person to review.
- Staff circulates the room and checks progress of students. They are available to help with questions, and ensure that students remain focused and free from distraction.
- When the students finish their assignment, they check in with a staff person who reviews their work and checks off what was completed.
- Respect others' need to work in a quiet area. Use quiet voices in the homework center.
- Raise your hand if you need help and let a staff person come to you.
- Try your best and help others to try their best.

Cell Phones

Students are expected to follow the Sumner County Schools policy on use of electronic devices, including cell phones. Site Managers will collect cell phones if they are being used without permission or as a means to have classroom order.

Discipline Policy

Children enrolled in the program are expected to exhibit behavior that does not disrupt or interfere with the school climate or the learning process and social interaction of other children. The program staff will enforce school rules throughout the program hours. Parents will be notified in writing when a major discipline problem occurs. After three (3) write-ups a child is suspended from the program for the year.

An exception to the above is when a major incident (deemed by the Site Manager & Project Director) occurs. This will result in immediate suspension or expulsion. The Zero Tolerance Policy for the school district applies for the program.

Parents are asked to cooperate with Unity Learning Center staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the Site Manager to correct any behavior that is interfering with the child's success in the program. This helps to keep the program fun as well as instructionally sound.

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

The following behaviors are considered inappropriate and unacceptable in the program. These behaviors may result in immediate suspension & possible expulsion from the program.

1. Possession of weapons, contraband, and other dangerous objects (Zero Tolerance Policy Applies)
2. Fighting, wrestling, spitting (with or on peers or staff)
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar Language, Cursing
6. Improper display of private body parts
7. Disrespectful behavior to other children or staff
8. Climbing on desks, tables, cabinets, etc.
9. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning on/off lights etc.)
10. Throwing balls, or other outside equipment while inside the building
11. Stealing
12. Physical attacks on staff or other students (Zero Tolerance Policy Applies).
13. Improper use of program and school equipment
14. Throwing objects (rocks, sticks, desks, tables, etc.)
15. Leaving group without permission (i.e. running away, hiding, etc.)
16. Behavior deemed inappropriate and unacceptable by the Site Manager

Withdrawal

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

- Repeated failure to turn in teacher initialed daily agenda.
- Repeated failure of parents to pick the child up from the program on time.
- Failure to provide the Site Manager with current emergency/medical information as stipulated by state licensing.
- Continuous disciplinary problems. Three parent signed write-ups is cause for withdrawal.
- Inappropriate conduct of parent or guardian.

If a child is dismissed from the program, he or she is not eligible for re-enrollment for the duration of the school year.

EXAMPLE OF UNITY DISCIPLINE FORM

Student Name: _____ **Grade:** _____ **Discipline Form 1 2 3**

Date: ___/___/___ **Teacher:** _____ **Location:** _____ **Time:** _____

Describe Incident:

Person(s) who witnessed occurrence:

Summary of Student's Statement: In order to improve my behavior at Unity, I will

CONSEQUENCES ASSIGNED BY SITE MANAGER

Student Signature: _____ Date: ___/___/___

Site Manager Signature: _____ Date: ___/___/___

Parent Signature: _____ Date: ___/___/___