



# Rolette 21<sup>st</sup> Century Extended Learning Program Registration Form 2019/2020



Name \_\_\_\_\_ Birth date-mm/dd/yy \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ Date Enrolled-mm/dd/yy \_\_\_\_\_

**YOU MUST HAVE A REGISTRATION FORM COMPLETED BEFORE YOUR CHILD CAN ATTEND OUR BEFORE OR AFTER SCHOOL PROGRAMS.** Even if you don't plan to have your child attend before or after school, it is a good idea to have one on file in case of an emergency, or in case you need to drop off your child early at school. If you plan to have your child at the school before 8:15 a.m., you must fill out this form, because of supervision purposes.

**Programs:** *\*Please check all programs that your child is interested in attending.*

- Elementary Morning Homework Room (K-6)
- After school Enrichment (Tutoring) (K-12) (Including afterschool art!)
- Open Gym (Grades 7-12)
- High School Morning Homework Room (7-12)

**\*Parent/Guardian (2)**

Relation: (please circle 1) FATHER/STEP FATHER MOTHER/STEPMOTHER  
 GRAND PARENT GUARDIAN FOSTER PARENT OTHER

Address \_\_\_\_\_  
 CITY ZIP CODE

Home # \_\_\_\_\_ Work Place & # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

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Email \_\_\_\_\_

**Transportation:**

*How will your child be picked up after school?*

- ( ) Permission to walk home alone ( ) Picked up by parent/guardian
- ( ) Permission to walk home with sibling ( ) Child May Be Picked Up By (list below)

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Child May NOT Be Picked Up By: Name \_\_\_\_\_ Relation \_\_\_\_\_

Please list any allergies, medical conditions and medicines/treatments the 21<sup>st</sup> Century Program should be aware of:

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**Required 21<sup>st</sup> Century Community Learning Center Information:**

**Gender:**  Male  Female

**Number of Family Members:** \_\_\_\_\_

**Ethnicity:**  American Indian/Alaska Native  Asian/Pacific Islander  
 African American  White  Hispanic or Latino

**Special Service or Programs:**

Limited English proficiency  Special needs  Special Education  IEP  
 Eligible for free or reduced-price lunch  Behavior Plan

**Picture Release:**

I give my consent to the 21st Century Community Learning Center programs to photograph or videotape my child during 21<sup>st</sup> Century program activities. These pictures/videos will be used for educational and public relations purposes. Please check a box:

21st Century **may use** my child's photo  I do **not** want my child photographed

- A completed form for **each** child is required before your child can attend any 21<sup>st</sup> Century Programs. They can be returned to the school office.
- Please try to complete all information; the more data that we have, the easier it is for us to prove that the 21<sup>st</sup> Century money is being spent effectively.
- All behavior issues that arise will be addressed by Rolette Public School Administration and the 21st Century Program Coordinator and Staff.
- **FOR AFTER SCHOOL ACTIVITIES: You must be here by 5:30pm to pick up your child. If a parent/guardian are tardy picking up their child more than once, their child(ren) will not be allowed to attend after school for the remainder of the year. Local authorities will be contacted if attempts to contact parents/guardians and all provided contacts on forms are unsuccessful. We hope that this will not have to happen as we want each and every child to be able to participate in 21<sup>st</sup> Century Activities.**

*Please Read our 21st Century Program Family Handbook.  
By signing this form, you are agreeing to comply to all rules and regulations  
for all 21<sup>st</sup> Century programs.*

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Parent/Guardian Signature

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Date

AFTER SCHOOL PROGRAMMING

2019-2020

**Mondays- Math & Reading Workshops**

**Tuesdays- STEM Tuesdays**

**Wednesdays- WONDER Wednesdays**

**Thursdays-- 2nd-6th ART with Mrs. Graber  
K-1 ART with Mrs. Hill**

**\*\*See back for details**

## Mondays- Math & Reading Workshops

\*\*Students will engage in math and reading lessons on Monday that focus on different aspects of math and reading, including centers, reader's theater, reading improvement, vocabulary, math facts, games, and many other activities.

## Tuesdays- STEM Tuesdays

\*\*Students will engage in STEM Activities that focuses around the engineering design model, as well as problem-based learning. Students will use science, technology, engineering, and math to solve different problems presented by the teacher.

## Wednesdays- WONDER Wednesdays

\*\*WONDER Wednesdays are days during the week where teachers can decide what area of need best the supports the students. It is also a day where the afterschool teacher can finish up a project from the day before. This day can have STEM activities, math activities, reading activities, or even science projects. This also is a day where we may have special speakers come in and work with our students or even possibly go on a field trip. Not every Wednesday will be the same!

## Thursdays— 2nd-6th ART with Mrs. Graber K-1 ART with Mrs. Hill

\*\*Kindergarten through 1<sup>st</sup> grade will always have art with Mrs. Hill on Thursdays. In order to meet the needs and the requests of our students, Mrs. Graber is going to do art with 2<sup>nd</sup>-6<sup>th</sup> on Thursdays throughout the year. Each month we will have a different grade level that will go to her for art. We tried to split up the grade levels as equally as possible with the days that we had. Please plan accordingly.

<u>September-</u> 2 <sup>nd</sup> Grade	<u>January-</u> 5 <sup>th</sup> Grade
<u>October-</u> 3 <sup>rd</sup> Grade	<u>February-</u> 6 <sup>th</sup> Grade
<u>November-</u> 4 <sup>th</sup> Grade	<u>March-</u>
<u>December-</u>	1 <sup>st</sup> Thursday (5 <sup>th</sup> )- 2 <sup>nd</sup> & 3 <sup>rd</sup> Grades
1 <sup>st</sup> Thursday (5 <sup>th</sup> )- 2 <sup>nd</sup> & 3 <sup>rd</sup> Grades	2 <sup>nd</sup> Thursday (12 <sup>th</sup> )- 4 <sup>th</sup> & 5 <sup>th</sup> Grades
2 <sup>nd</sup> Thursday (12 <sup>th</sup> )- 4 <sup>th</sup> & 5 <sup>th</sup> Grades	3 <sup>rd</sup> Thursday (26 <sup>th</sup> )- 6 <sup>th</sup> Grade
3 <sup>rd</sup> Thursday (19 <sup>th</sup> )- 6 <sup>th</sup> Grade	<u>April-</u> Spring Activities
	(Open to all Grades- signup for a spot)



**21st Century Community Learning Centers  
Rolette Public School  
Family Handbook  
2019-2020**



**Site Coordinator:**  
**Angela Kitzman**  
**701-246-3595**  
**Angela.Kitzman@k12.nd.us**

## **Welcome to the Rolette 21<sup>st</sup> Century Program!**

The 21st Century Community Learning Center Program was established by Congress as part of the Elementary and Secondary Education Act. The 21st Century Community Learning Center Program provides grants to communities to develop or expand on out-of-school time programs. These programs give students opportunities for academic enrichment and provide a broad array of additional services that are designed to reinforce and complement the regular academic program. The Rolette 21<sup>st</sup> Century Program is funded by a federal grant from the U.S. Department of Education and administered by the North Dakota Department of Public Instruction.

This handbook is designed as an overview of the program and is part of the enrollment agreement between the 21<sup>st</sup> Century Program school and parents/guardians. The handbook is reviewed and updated on an annual basis.

### **Mission Statement**

*To bring the school and community together to create a learning environment which inspires students to reach their full potential and live a life of quality.*

### **Vision Statement**

The Rolette 21<sup>st</sup> Century Program will improve academic achievement, keep kids safe, and help working families.

### **Program Information**

Enrollment information **must be completed before** a student may attend the extended school program. Enrollment forms are available at the main office. An information letter which includes forms is sent out to parents at the beginning of each school year. Enrollment forms can also be found on the school's website [www.RoletteSchool.K12.nd.us](http://www.RoletteSchool.K12.nd.us) in the 21<sup>st</sup> Century Info.

### **Program Goals and Objectives**

**Goal 1:** To provide an exciting learning environment for academic improvement

**Objectives:**

1. To achieve proficiency or increase the reading level of students
2. To achieve proficiency or increase the mathematics level of students
3. To achieve proficiency or increase the science knowledge of students

**Goal 2:** To provide a safe, respectful, secure environment for children outside of the regular school day

**Objectives:**

1. Provide before school and after school programs for students

**Goal 3:** To establish partnerships among families, students, and our community

1. Increase student interaction with positive role models/mentors that will provide individualized assistance with homework and teach new skills.

**Before School Programing**

The Elementary STEM Group (formerly morning homework room) begins at 7:30 am, Monday – Friday, in the Library. Parents can drop elementary students off anytime between 7:30 am to 8:15 am. Please ***do not*** drop off your child before 7:30 as we do not want children to be unsupervised before our program begins. Anyone in grades K-6 are welcome to attend any morning before school starts!

The High School Homework Room opens at 8:00 am on Monday – Friday in the High School IVN Room where students can receive homework help and use the computers until 8:30 am. Help in Science, English, and Math are available every week, each day school is in session.

Open Gym for grades 7-12 opens at 8:00 am in the High School Gym on Mondays – Fridays. Students can use the gym until 8:30 am. Students who are on the Ineligibility list are ***not allowed*** to attend Open Gym, as they are advised to attend a morning homework room instead to work on homework/missed work.

***As an approach to becoming a more secure school, ONLY the MAIN LOBBY doors will be open in the mornings before school starts. Please drop off and advise your children to use those doors in the mornings.***

**After School Programing**

The After School Enrichment program operates from 3:30 pm – 5:30 pm Monday-Thursday. Students in grades K-12 can participate in academic and enrichment activities. A variety of activities will be offered including: math, reading, and science activities, homework help/tutoring, technology units, arts, music, character education, and recreational activities. A nutritious snack is served each day. Students will NOT be allowed to purchase candy from the candy machine.

School Policy: ***All students in K-6<sup>th</sup> grade must be accompanied by an adult to ALL sporting events held in the school and on school property. In accordance to this new rule, parents and guardians MUST pick up their student from the after school programs and take them to the game with them. Students will not be allowed to leave an after school program to attend a sporting event without parents coming to check them out.***

Students may walk home if parental permission is received. Please note this on the registration form. Parents and guardians must come into the school to pick up their child(ren) from all after school programs. The best door to use is the kindergarten doors; please use the doorbell to be let in the school.

### **Program Cost**

Currently, a funding source is available that allows us to offer this program free of charge to all children.

### **21<sup>st</sup> Century Program Staff**

The 21<sup>st</sup> Century Program Staff who have direct contact/interaction with the students enrolled in the program have had background checks. At this time all personnel are classroom teachers and non-certified staff who work at the school.

### **Holidays and Storm Day Policy**

During the regular school year, the calendar for the 21<sup>st</sup> Century Program follows the calendar of the school district. On days when there is no school, including snow days, the 21<sup>st</sup> Century Programs are not in session. *Please note: Afterschool Programs will not be in session the day before holiday breaks.* On school days when regular classes are in session, but bad weather is predicted for late afternoon, the after school program may be canceled, and parents will be notified over the all-call system. If a late start for school is announced due to weather conditions or any reason, there will be no before school program.

### **Release of Students**

Activities end between 4:00pm and 5:30 pm during the school year. Parents are free to pick up their children at any time between those times. If students are to be picked up by persons other than those designated at the time of registration, the activity supervisor must be notified prior to pick up time. Parents/guardians are expected to pick up their children on time! Please note, if you are late picking up your child(ren) and all attempts to contact you have failed, appropriate authorities will be contacted. ***If you are late for pickup more than once without prior notification, your child will not be allowed to participate in 21<sup>st</sup> Century Programs for the remainder of the year.***

*Please note:* Younger students typically have a really long day if they stay in the afterschool program until 5:30 pm, so please try to pick them up from their afterschool program as soon as possible. This will help our program be more successful and help our kiddos be the best student they can be. Thank you for cooperating.

### **Visitors**

Parents or guardians are welcome to visit the program, but visitors **must** check in with the school office and lead teacher upon arrival. For liability and supervision reasons, students who are not enrolled may not take part in activities.

### **Field Trips**

Field trips may be taken during 21<sup>st</sup> Century Programs throughout the year. Written parent/guardian permission is required before students may participate in field trips. Parents/guardians will be notified a week or more ahead of time of these events.

### **Snacks-After school**

During the school year, two healthy snacks plus an 8-ounce carton of milk or juice will be provided at no extra charge. If your child has a dietary requirement or preference, he/she is welcome to bring his or her own nutritious snack. Candy, gum, and soda are not allowed. The site coordinator must be notified of any special dietary concerns.



### Accidents or Illness

Should your child become ill or injured during the time he/she is participating in the 21<sup>st</sup> Century Program, parents/guardians will be notified immediately to make arrangements for the child to be picked up. If your child did not attend school or was sent home during the school day for any reason, he/she will not be allowed to participate in the 21<sup>st</sup> Century Program that day.

### Medications

The 21<sup>st</sup> Century Program is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment.

### Responsible Behavior

Enrollment in the 21<sup>st</sup> Century Program is entirely voluntary. Students are expected to conduct themselves in a positive manner. We believe everyone in our school district has the right to a learning environment where he or she feels respected, protected, and safe. Violence/harassment can take many forms, from a cruel comment about someone's appearance to an act of physical aggression. Violence is: any mean word, look, sign, or act that threatens a person's body, feelings, or things. Students that exhibit poor behavior and distract from the program may be **suspended from the 21<sup>st</sup> Century Program** according to the behavior. Incidents, which threaten the safety and well being of others or themselves, will result in a permanent dismissal. This year we will continue our "3 strikes, you're out of the program" rule. Please read the following procedures.

### Dismissal Procedures

Infraction 1: Student will be suspended from ALL 21<sup>st</sup> Century programs for the **rest of the week**.

Parents/guardians of the students will be notified by the School Superintendent or Site Coordinator with a phone call and in writing of the infractions requiring suspension from the program.

Infraction 2: Student will be suspended from ALL 21<sup>st</sup> Century programs for **2 WEEKS**, starting the following day after the infraction. Parents/guardians will be notified by the School Superintendent or Site Coordinator. A meeting will be held with parents/guardians, 21<sup>st</sup> Century staff and the school Superintendent.

Infraction 3: Student will be dismissed from the program for the **remainder of the school year**. A meeting will be set up with school officials and student's parents/guardians to discuss infractions and consequences.

***\*Please note: Failure to pick up your child on time will be considered an infraction for your child(ren) and will result in suspension/dismissal from our 21<sup>st</sup> Century Programs.***

### Nondiscrimination Statement

The Rolette Public School District is committed to a policy of nondiscrimination in relation to race, color, creed, age, religion, national origin, sex, marital status, status with regard to public assistance, and/or disability. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the district does business. Inquiries concerning Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 may be referred to the



school principal. Inquiries concerning Title IX of the Educational Amendments of 1972 should be referred to the school principal.

**Sexual Harassment Statement**

Sexual harassment is a form of sex discrimination prohibited by the Rolette Public School District. It is the policy of the school district to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee, to harass a student or an employee through conduct or communication of a sexual nature. Inquiries concerning sexual harassment should be referred to the school principal.

**PARENT COPY- Keep for your records and return the next sheet.**

**PARTNERSHIP AGREEMENT**

The 21<sup>st</sup> Century Program is a combined effort!

**AS PARTNERS:**

**21<sup>st</sup> Century Staff Members Agree To:**

- Regularly inform families about 21<sup>st</sup> Century activities
- Provide enrichment activities that appeal to a variety of interests and needs
- Assure that all children have equal access to equipment, materials, and facilities
- Treat all children with respect
- Assure the safety and well being of all children
- Inform parents/guardians of any issues associated with their children and give parents/guardians opportunity to visit with staff
- Work closely with school staff to maintain communication and provide a positive learning environment

**Families Agree to:**

- Visit with staff regarding concerns related to their child(ren) or the program and follow up on any communication from staff
- Inform program staff if their child(ren) will not be attending the program as scheduled
- Pick up their child(ren) on time
- Volunteer and participate in family 21<sup>st</sup> Century Program activities as opportunities arise
- Keep your contact information current-In case of emergency, children attending 21<sup>st</sup> Century programs MUST have working phone number for their parent/guardian or they cannot stay.
- Complete 21<sup>st</sup> Century Program surveys to help as better serve your family

**Students Agree To:**

- Conduct themselves in a positive manner, emphasizing our Respect for All policy!
- Provide feedback on activities in order to better meet the needs and interests of all students.

---

Please detach and return this signed bottom portion.

**CONTRACTS**

**Parent/Guardian Contract:**

I understand the information I have read in the Family Handbook. I agree to follow my part of the Partnership Agreement.

---

Parent/Guardian Signature

Date

**Student Contract:**

My parent/guardian has read the Student Partnership Agreement to me. I understand and agree to follow my part of the agreement.

---

Student Signature

Date

***Contract is required to be signed and turned in before starting any and all 21<sup>st</sup> Century Programs.***

**PLEASE SIGN AND RETURN**

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