

**NEW HAVEN PUBLIC SCHOOLS**  
21<sup>st</sup> Century Community Learning Centers

# **Parent/Student** **HANDBOOK** 2019-2020





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*Please be advised...*

The policies and procedures described in this handbook may be updated during the course of a school year. The 21<sup>st</sup> Century building leader will notify parents of any changes to the handbook.





# NEW HAVEN PUBLIC SCHOOLS Program Overview

The New Haven Public Schools (NHPS) 21<sup>st</sup> Century Community Learning Centers provide students at select NHPS K-8 schools with high-quality before- and/or after-school programming to promote students' academic growth, character development, and health & wellness, and to expand students' horizons. Students who participate in the program engage in a broad array of enrichment activities that complement their regular academic programs and give students opportunities to explore their curiosities outside of normal school hours. The NHPS 21<sup>st</sup> Century programs are committed to providing an open, welcoming, safe, and supportive environment for all students, parents, and families.



~~Program Fees~~  
**THERE ARE NO FEES**  
for students participating in 21<sup>st</sup> Century before-and after-school programs.

Students who participate in the program engage in a broad array of enrichment activities that complement their regular academic programs and give students opportunities to explore their curiosities outside of normal school hours. The NHPS 21<sup>st</sup> Century programs are committed to providing an open, welcoming, safe, and supportive environment for all students, parents, and families.

## The Importance of After-School Programs

High-quality after-school programs play an important part in achieving NHPS school and district goals. A range of evidence shows that 21<sup>st</sup> Century after-school programs support several NHPS priority areas.

**Increase academic achievement.** The National PTA says that quality after-school programs promote academic success. Extensive evidence confirms the impact of after-school academic programs on the academic achievement of K-12 students, particularly low-income and academically at-risk students. A review of 57 studies of out-of-school-time academic programs found “evidence of effectiveness in improving the reading and math achievement of academically at-risk students.”

**Increase state test scores.** Research shows that after-school programs that focus on engaging students in hands-on learning experiences and long-term projects that require students to ask questions, dive deeper into content, experiment with concepts and think critically about problems support teachers and schools in their work with the Common Core State Standards. <sup>1</sup>

**Improve school attendance.** A Connecticut State Department of Education guide to reducing chronic absenteeism lists before- and after-school programs as an intervention that encourages good attendance for all students by engaging students and parents and creating a school climate that encourages students to come to school every day. <sup>2</sup>

**Strengthen partnerships with families.** *Connecticut's Definition and Framework for Family Engagement* lists several best practices for high-impact family engagement in after-school programs. NHPS 21<sup>st</sup> Century programs apply many of these practices, as the NHPS encourages the families of its 21<sup>st</sup> Century students to play a role in shaping positive before- and after-school climates that foster learning and personal growth for all children. <sup>3</sup>

1 Knopf, J. A., Hahn, R. A., Proia, K. K., et al. (2015). Out-of-School-Time Academic Programs to Improve School Achievement: A Community Guide Health Equity Systematic Review. *J Public Health Manag Pract*, 21(6), 594–608.

2 Devaney, E. and Yohalem, N. (2012). The Common Core State Standards: What Do They Mean for Out-of-School Time? The Forum for Youth Investment. Washington, D.C. Retrieved from [http://forumfyi.org/files/ost\\_7.31.pdf](http://forumfyi.org/files/ost_7.31.pdf).

3 Connecticut State Department of Education (April 2017). Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts.

4 Connecticut State Department of Education and Connecticut Office of Early Childhood (August 2018). Full, Equal and Equitable Partnerships with Families: Connecticut's Definition and Framework for Family Engagement.



## Program Activities

Activities offered by NHPS 21<sup>st</sup> Century programs are specifically designed to address needs identified as priorities by school leaders, teachers, and staff, as well as by students and their parents, and to appeal to student interests. The list below provides several examples of the types of activities the NHPS 21<sup>st</sup> Century programs offer students:

- **Homework help sessions** led by certified teachers and supported by highly qualified paraprofessionals and/or other staff;
- **Academic enrichment programming** ranging from small-group literacy, math, and science enrichment to dynamic, hands-on, and interest-based activities;
- **Cultural enrichment activities**, including visual arts, theater arts, dance, and music;
- **Recreation and team building activities**, including sports, physical fitness, cheerleading, and activities that promote teamwork; and
- **Character development activities** that promote resilience, self-confidence, and healthy decision-making.

All activities are held in a safe, secure, and structured learning environment. Students receive nutritious suppers or snacks every day after school to keep their bodies and minds fueled and focused on learning.

Religious activities during federally-funded 21<sup>st</sup> Century programming are prohibited.



## SAMPLE ACTIVITY SCHEDULES

*Actual schedules may vary*

<b>School 1</b>	3:00-3:15 – Snack 3:15-4:00 – Homework Help & Academic Enrichment 4:00-5:00 – Cultural Enrichment, Recreation, and Character Development
<b>School 2</b>	3:00-3:45 – Homework Help 3:45-4:00 – Snack 4:00-5:30 – Cultural Enrichment, Recreation, Team Building
<b>School 3</b>	<u>Before-school</u> 8:00-9:00 – Academic Enrichment <u>After-school</u> 3:30-3:45 – Snack 3:45-4:15 – Homework Help 4:15-5:15 – Cultural Enrichment & Recreation
<b>School 4</b>	2:15-2:30 – Snack 2:30-3:30 – Homework Help & Academic Enrichment 3:30-4:45 – Cultural Enrichment & Recreation
<b>School 5</b>	3:00-4:00 – Homework Help 4:00-5:00 – Cultural Enrichment & Recreation 5:00-5:30 – Supper
<b>School 6</b>	2:15-2:30 – Snack 2:30-3:45 – Cultural Enrichment & Recreation 3:45-5:00 – Homework Help & Academic Enrichment



## Field Trips

NHPS 21<sup>st</sup> Century programs run several field trips to build on themes covered in students' before- and after-school curricula, to expand students' horizons, and to celebrate students' cultural heritage. Field trip sites may include the Eli Whitney Museum, Connecticut Science Center, and National Museum of African-American History, with sites chosen by each school to build on after-school themes. The selected field trip sites offer a blend of academic and cultural enrichment, and involve a host of hands-on learning activities that are both fun and intellectually stimulating.



Parents are invited and encouraged to attend field trips so that they can share these new and engaging learning experiences with their children. Field trips are offered free-of-charge and often take place on Saturdays to make it easier for parents to attend. Free bus transportation is provided for students and parents to and from field trip sites.

If a student wishes to attend a field trip without their parent or guardian present, permission from the student's parent or guardian must be secured prior to the trip. Permission forms are provided for parents and guardians to sign and submit to program staff.

## Program Goals and Objectives

NHPS 21<sup>st</sup> Century programs aim to provide over 400 students across the participating K-8 schools with high-quality out-of-school-time academic enrichment activities that promote engagement in school and academic skill development, as well as additional enrichment activities that promote students' health, wellness, and character development. Furthermore, the program gives parents opportunities to participate in program activities, strengthening their connection to their children's education and growth.

The table below outlines the three fundamental goals of the NHPS 21<sup>st</sup> program, as well as the outcome metrics used to measure progress towards each goal.

NHPS 21 <sup>st</sup> CENTURY PROGRAM GOALS AND OUTCOMES	
<b>1. Increase students' academic achievement</b>	Improved student performance on state tests in core academic areas Improved school attendance
<b>2. Increase students' physical health, mental health, and wellness</b>	Improved student performance on state physical fitness tests Improved behavior
<b>3. Increase parental engagement in students' academic achievement</b>	Increased parent participation in school and after school Increased parent confidence in their ability to support their children's academic achievement



## Community Partners

NHPS collaborates with a host of community partners to deliver 21<sup>st</sup> Century programs and activities. To become a partner, an organization must demonstrate a strong track record of serving children and families effectively. Each participating school selects partners based on several factors, including their experience providing similar services and ability to address an identified need of the student population. Past and current partner programming has included:

- **Academic and cultural enrichment activities;**
- **Mentoring and academic support;**
- **Hands-on, minds-on, inquiry-based science lessons;**
- **Recreation and team-building;**
- **Zumba classes for parents and students;**
- **Hands-on building projects that blend art, math, and science;**
- **Arts-integrated instruction and artistic expression activities;**
- **Health education, character education, and life skills training;**
- **Music instruction (one-on-one lessons, group classes, music theory, and ensemble opportunities); and**
- **Environmental stewardship activities.**



# General Information



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## Participant Recruitment

NHPS 21<sup>st</sup> Century programs provide valuable academic and enrichment support to students at participating schools. Due to the great need for these services, and a limited number of students that can be served due to limited funding, a fair recruitment method is a critical component of operating 21<sup>st</sup> Century programs.

The participating NHPS schools take great care to ensure that each method used to recruit students and families to the 21<sup>st</sup> Century program satisfies the following criteria:

- **Provides notice to the families of all eligible students, the program's hours of operation, its expectations, and the registration process, in both English and Spanish.**
- **Does not discriminate based on race, national origin, religion, sexual orientation, gender identity or expression, disability, or any other protected class.**

Students will be enrolled in the program on a first-come-first-served basis, with preference given to students who commit to attend full-time (i.e., every hour of every day the program is open) and to the siblings of students who have attended full-time in previous years. If the number of students who register exceeds the number of program slots, programs will maintain a waitlist to fill program spaces as they become available.

## Program Enrollment

Each family that enrolls children in a NHPS 21<sup>st</sup> Century program must complete the required registration paperwork and provide a signature affirming their commitment to fully engage in the program and follow all related rules and procedures.

Specific enrollment requirements vary by program site. If you would like more information about the enrollment process, please call or email the 21<sup>st</sup> Century Building Leader at your child's school. These contacts can be found on Page 18 of this handbook.

## Attendance Policy

Students who enroll in the program every day it is open and who attend the program consistently receive priority over students who attend part-time or who are enrolled full-time but do not attend consistently. Students whose families demonstrate a commitment to full-time enrollment and consistent attendance receive enrollment preference. Inconsistent or lack of attendance may result in a student being removed from the program.

**Attendance Expectations**  
**NHPS 21<sup>ST</sup> CENTURY PROGRAMS ARE NOT DROP-IN PROGRAMS.**  
Students who enroll every day the program is open and who attend consistently receive enrollment priority.

The NHPS 21<sup>st</sup> Century programs follow this policy due to the requirements of federal 21<sup>st</sup> Century grant funding and because of national 21<sup>st</sup> Century evaluation data showing that students who attend regularly experience greater benefits academically, socially, and behaviorally than those who attend irregularly.

Attendance is expected on all scheduled program days. If your child is absent from school or is dismissed from school early due to illness, they are excused from the program for that day.



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## Early Closings and Late Openings

All 21<sup>st</sup> Century programs follow the NHPS calendar (see page 19). If schools close early due to inclement weather or a planned half-day, after-school programs are cancelled. If schools open late due to a weather-related delay, before-school programs are cancelled.

## Program Accessibility

It is the policy of the New Haven Board of Education not to discriminate on the basis of race, color, national origin (in accordance with Title VI of the Civil Rights Act of 1964), sex (in accordance with Title IX of the Educational Amendments of 1972), handicap (in accordance with Section 504 of the Rehabilitation Act of 1972), religion, or gender identity or expression in any of its educational programs, including 21<sup>st</sup> Century programs. No student will be denied participation in program activities based on any of these factors.

Program materials and publications are made available in both English and Spanish so that students and families are not deterred from participation on the basis of their primary language. Bilingual staff are available to provide further assistance to students and family members with limited English proficiency.

The participating NHPS schools also provide reasonable accommodations to ensure that students and family members with disabilities are able to participate in activities. Available accommodations include Telephone/Teletype (TT/TTY) services for the deaf and hearing impaired and program materials with enlarged print for the visually impaired.



## HANDICAP ACCESSIBILITY

**All NHPS schools hosting 21<sup>st</sup> Century programs, services, and activities comply with all relevant handicap accessibility requirements outlined in the Americans with Disabilities Act (ADA) of 1990. Under the ADA rules, all classrooms are wheelchair accessible (including via an elevator in two-story school buildings). Additionally, ramps and handicapped parking are available for facilitating easy access to school buildings. Bathrooms have wheelchair accessible toilets and a lowered sink. In lunchrooms, there are wheelchair accessible tables.**





## Transportation

**After-School Program Pick-Up.** Students attending after-school programs must be picked up by a parent or guardian at the designated time of dismissal. A parent or guardian must sign their child out before departing from the program site. Staff members are encouraged to meet and greet each student's designated pick-up person(s) in an effort to become familiar. For the safety of your child, they will only be released to their parent or legal guardian. Should there be a need for another adult to pick up your child, please send written notification and be advised that they will be asked for photo identification. If they do not have photo identification, they will not be allowed to pick up your child. If a person picking up the student is not listed as a parent or legal guardian, and there is no note sent, the student will not be released.

If a parent, legal guardian, or another designated adult fails to pick up your child within 15 minutes of the dismissal time, they will be cited for a late pick-up. The first two late pick-ups will result in warnings. Three or more late pick-ups will require a parent or caregiver to meet with the 21<sup>st</sup> Century Building Leader and may result in termination from the program.

**After-School Walkers.** During the program registration process, participating schools may enable parents and caregivers to authorize the 21<sup>st</sup> Century program to allow their older children (typically grades 5-8) to walk home at the end of the after-school program. Parents/caregivers may also authorize younger children to walk home with their older siblings.

**Before-School Program Drop-Off.** Students attending before-school programs are dropped off by a parent or guardian at the designated drop-off time and location.



**Bus Transportation.** Some students may be transported by bus from school to their after-school program site. The parents/caregivers of these students shall make arrangements with the program site for their children to be picked up or transported home at the designated time of dismissal. Bus transportation will also be provided to and from field trip destinations. 21<sup>st</sup> Century students who are transported by bus to their after-school program or field trip destination must follow the NHPS bus transportation guidelines. At all times while riding on a bus, students are to:

- **Remain seated while the bus is moving;**
- **Keep arms, feet, and articles out of the aisle;**
- **Never bring glass containers or glass articles on the bus;**
- **Never throw items out of windows or on the bus;**
- **Keep head and arms inside the bus;**
- **Talk quietly and never play actively on the bus;**
- **Help keep the bus clean;**
- **Be silent when the bus is crossing railroad tracks;**
- **Refrain from shouting, whistling, or gesturing to anyone outside the bus;**
- **Keep hands to oneself;**
- **Refrain from damaging or defacing the bus in any way; and**
- **Abide by all district behavioral expectations while on the bus.**

Failure to obey bus transportation rules may result in disciplinary actions, which may include verbal or written warnings and/or suspension of bus privileges.



## Snack and Supper

After-school students receive a nutritious snack and/or a nutritious supper at no cost through the NHPS school food program. NHPS is committed to serving your child snacks and meals that meet or exceed the federal meal standards. NHPS participates in the CT Nutrition Standards (CNS) for food and the CT Healthy Food Certification (HFC).

NHPS adheres to the guidelines developed and publicized by the Connecticut Department of Public Health and Connecticut State Department of Education for students with life-threatening food allergies. Such guidelines include (1) education and training for school personnel on the management of students with life-threatening food allergies, including training related to the administration of medication with a cartridge injector; (2) procedures for responding to life-threatening allergic reactions to food; (3) a process for the development of individualized health care and food allergy action plans for every student with a life-threatening food allergy; and (4) a process for the development of individualized health care and glycogen storage disease action plans for every student with glycogen storage disease.

All student meal modifications require that a medical statement be received to allow the school food authority to understand the extent of the student's special dietary needs. Forms are available on the NHPS website and at the school nurse office.



# Parents, Families, and the Community

## Family Engagement

The Connecticut State Department of Education defines family engagement as “a full, equal, and equitable partnership among families, educators and community partners to promote children’s learning and development.” Family engagement represents a vital component of all NHPS 21<sup>st</sup> Century programs.

Parents and families serve as the primary bridge between students’ in-school and out-of-school-time education, and they play an important role in helping to foster quality and enriching learning experiences for their children. Students whose parents are actively involved in the 21<sup>st</sup> Century program are more likely to experience positive academic and behavioral outcomes. Furthermore, 21<sup>st</sup> Century and other expanded learning opportunities can strengthen the bonds between parents and their children, and improve communication between families, local school districts, and the community.



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NHPS asks parents to support their child’s before- and after-school programming by:

- **Maintaining a positive attitude toward school and education;**
- **Ensuring that their child has transportation to the before-school program and home from the after-school program;**
- **Encouraging their child to respect school and program staff;**
- **Cooperating with school and program staff to resolve behavioral issues; and**
- **Showing interest in their child’s progress.**

NHPS 21<sup>st</sup> Century programs – including school and partner staff – will promote family engagement through the after-school programs by:

- **Linking after-school programs to school curriculum and keeping families up-to-date on their child’s progress;**
- **Hosting informal gatherings for families, school staff, and partner staff to collaborate and share information;**
- **Working with families to develop intervention plans to address students’ social and/or academic concerns;**
- **Sponsoring community-building and cultural events for 21<sup>st</sup> Century families; and**
- **Offering parent and family classes and workshops that promote family learning, job and life skills, and address health needs.**



NHPS 21<sup>st</sup> Century programs provide an array of opportunities for parent participation. These opportunities equip parents and family members with the tools needed to engage in their child's learning experiences. Parent and family engagement activities are determined by program leaders based on the stated preferences of parents, and may include:

- **Back-to-school cookouts and end-of-year celebrations;**
- **21<sup>st</sup> Century program open houses;**
- **Workshops to help parents support their children's learning and academic achievement (e.g., tips for helping children with homework, for reading to young children, for healthy and safe internet use, or for supporting children to manage standardized testing);**
- **Parent literacy courses (e.g., adult basic education, ESL), vocational training, computer literacy courses, and life skills courses (e.g., cooking, personal finance);**
- **Parent or parent/child fitness classes (e.g., Zumba);**
- **Parent/child field trips to educational enrichment, cultural enrichment, or recreation destinations;**
- **All 21<sup>st</sup> Century program performances, shows, and expos; and**
- **Open invitations to parents to share their talents and passions with after-school students.**

NHPS 21<sup>st</sup> Century programs are committed to Connecticut's Definition and Framework for Family Engagement. Page 12 of this handbook highlights several best practices for high-impact family engagement in after-school programs, as defined by the Connecticut State Department of Education.

## Communication with Families and the Community

NHPS 21<sup>st</sup> Century programs strive to make information about program goals, activities, events, and outcomes readily available for parents, families, and the community. Information is communicated across multiple access points and using a variety of different media, including:

- **Fliers sent home with students;**
- **Automated phone calls;**
- **Articles in school newsletters (electronic and hard copy);**
- **Direct communication between teachers and parents via email, in-person conversations, or other media (e.g., Class Dojo);**
- **Information on the school website;**
- **PTO meetings; and**
- **Community events (e.g., back-to-school cookouts, 21<sup>st</sup> Century open houses).**

Spanish translations are available for all printed materials and most other communications. To help establish and maintain effective lines of communication, staff are encouraged to reach out and get to know parents whenever possible and appropriate. Each school will follow a NHPS best practice for promoting interaction between parents and staff at the end of the after-school program day, as parents will sign their children out on sign-out sheets held by their children's after-school staff person. Parents and family members are encouraged to share information about their children's progress, as well as any feedback, questions, or concerns about the program.



# What does high-impact family engagement look like in after-school programs?

HIGHER IMPACT	MODERATE IMPACT	LOWER IMPACT
1. Afterschool classes are linked to school curriculum. Teachers and program staff collaborate to track students' growth targets and keep families up to date.	A teacher from the school shares data with tutoring staff on student skills.	Staff informs families that program offers tutoring on reading and math.
2. Frequent, informal gatherings for families, school staff, and community partners to foster collaboration and info-sharing.	Students perform and show their work at quarterly family nights.	Staff is available to talk with families on orientation day.
3. Staff and families co-develop intervention plans to address students' social and/or academic concerns.	Staff interview families regarding children's successes and challenges.	On orientation day, families fill out an information form.
4. Regular meetings with families to discuss student progress, share information, and confer on strategies to support learning.	Annual survey asks parents about students' experience with the program.	Tip sheets sent home on promoting student health and learning.
5. The after school program collaborates with other school-based and community programs to make the school a "hub" of activities for students, families and community members.	Program hosts information fairs about community resources and programs.	Community bulletin board posts notices about local happenings.
6. Family support groups and education classes promote family learning, develop job skills, and address health needs.	Staff refer families to GED and job training programs offered by community partners.	Families can sign up for the Volunteer Program.
7. "Community advocates" develop rapport with families of children at risk, provide advice and links to extra support, and help families navigate social services.	Program staff receive extra pay to serve as informal advisors and mentors to students.	Staff refers struggling children to outside counseling program.
8. Local partners co-sponsor community- building and cultural events at after school site, such as a Health Fair or Heritage Celebration, that attract hundreds of families and community members.	Families and staff plan special events to honor student success and celebrate the beginning and end of school year.	Program offers fall and spring celebrations for students and families.
9. In the Leadership institute, parents learn ways to foster their own and their children's education, support their families financially, develop social networks, and advocate for high quality schools.	Program staff invite public officials to attend events, meet families and answer questions about community issues.	Program office displays flyers and brochures about community resources and learning opportunities.

SOURCE: Connecticut State Department of Education and Connecticut Office of Early Childhood (August 2018). *Full, Equal and Equitable Partnerships with Families: Connecticut's Definition and Framework for Family Engagement*.



# Student and Family Feedback

To engage students and families, NHPS 21<sup>st</sup> Century programs must reflect student and family needs and interests. Each program was designed based on input from students and families, and each program will continue to request feedback from students and their families through:

- **Informal conversations with students during the after-school program and with parents at parent/family activities and daily after-school pick-up;**
- **Occasional surveys of students and parents to capture their feedback on the program and to solicit their ideas for new activities for students and parents;**
- **Observing student and parent preferences (by looking at which activities students and parents attend); and**
- **Encouraging parents to participate in school governance and 21<sup>st</sup> Century program oversight by joining the School Planning & Management Team (SPMT).**

# Cultural Competency

All NHPS 21<sup>st</sup> Century programs emphasize the value of our community's cultural diversity. Program staff are mindful of the varying national origins and religious practices of students and their families, and they operate programs to accommodate various types of cultural expression, including:

- **Dietary restrictions;**
- **Religious garb; and**
- **Social norms.**

NHPS 21<sup>st</sup> Century staff work with families and other knowledgeable district staff whenever cultural differences arise, and conduct themselves in a manner that is respectful of the beliefs of others and that does not tread upon that which is sacred to spirit and conscience. NHPS instructional staff receive extensive training on cultural competency and bring vast experience working with diverse students with a variety of needs. Cultural competency is incorporated into before- and after-school programming whenever feasible, and staff are encouraged to engage students in activities that celebrate and shed light on culturally relevant topics, as appropriate.



# Student Health and Safety

## CPR Policy

At least two 21<sup>st</sup> Century program staff per site are trained and certified in first aid and CPR, and at least one program staff trained in first aid/CPR will be on site during all program operating hours.



## First Aid Policy

It is the policy of NHPS that at least two 21<sup>st</sup> Century program staff per site are trained by the New Haven Health Department Bureau of Nursing to administer medication, including oral medication, inhaled medication, an EpiPen, and other medications, as appropriate.

In the case of a **minor accident or injury**, first aid/CPR-certified staff will administer basic first aid and determine if the student can resume program activities. If the student's condition is such that continuation of program activities is impossible or inadvisable, staff will contact the student's parent(s), legal guardian, and/or emergency contact to arrange an early pick-up.

If the **injury or illness is more serious but non-life threatening**, first aid will be administered and the student's parent(s), legal guardian, and/or emergency contact will be contacted immediately to assist in deciding an appropriate course of action.

If any **injury or illness is life-threatening**, Emergency Medical Services (EMS) will be contacted immediately, the student's parent(s)/guardian or emergency contact will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff will not transport children in staff-owned vehicles. Only parent(s), a legal guardian, or EMS are authorized to transport students who are undergoing a medical emergency.

If a student receives first aid and/or a more serious medical intervention (e.g., CPR, emergency transport, hospitalization) during program hours, staff will prepare an incident/injury report detailing the nature of the injury or illness, the cause (if known), and any medical interventions administered by staff and/or EMS personnel. If a student receives a blow to the head, or if an unusual or unexpected event occurs that jeopardizes a student's safety, an incident/injury report will be prepared whether or not first aid or any other medical intervention is required. Staff will deliver the incident/injury report to the student's parent(s), legal guardian, or emergency contact at pick-up.

The 21<sup>st</sup> Century Building Leader will include copies of all incident/injury reports in the 21<sup>st</sup> Century evidence binder, and will send copies of the reports to the NHPS Office of Youth, Family, and Community Engagement at the end of each month.

## Student Illness

Students who stay home from school as a result of illness, as well as students who become ill during the school day and are dismissed early, should not attend after-school programming.

<sup>6</sup> A civil emergency evacuation may be issued by a state or local authority when there is a significant in-progress or imminent threat to public safety. If such an evacuation were to occur, residents would receive information about the threat and instructions on how to evacuate the area.



# Emergency Contact Information

21<sup>st</sup> Century students and their parents/guardians are required to provide emergency contact and health information upon registering for the program. Each site designates a secure yet easily accessible location to store this confidential information. Each school has a procedure to ensure that emergency contact and health information is available and easily accessible during off-site trips.

Any changes to a student's emergency contact or health information must be communicated to program staff and the administration at your child's school.

## Emergency Readiness

Students are instructed to follow the emergency readiness plans and procedures specific to their program site. Each site has its own plan for lock-downs, fire drills, shelter-in-place, and emergency evacuations. Emergency evacuation maps are located in each program space. Each site conducts regular evacuation and lock-down drills during the school day. The same plans and procedures will be followed during the after-school program.

Each program has a designated staff member responsible for taking attendance before and after an evacuation. They are also responsible for taking along the classroom attendance list and first aid kit. Students' emergency contact information is readily accessible at all times so that staff are able to notify parents/guardians in the case of an emergency. If appropriate for a particular emergency situation, parents/guardians may be contacted and instructed to pick up their children.

In the event of a civil emergency evacuation, local police, fire, hospitals, and radio stations will be contacted immediately to inform the public of the evacuation. Program officials will be responsible for informing the appropriate authorities. If the city instructs us to vacate the city, we will follow the city-wide evacuation procedures as instructed. Program staff will make every effort to contact parents/guardians as soon as they are physically able to do so. If time permits, parents/guardians will be contacted prior to the evacuation. As the safety of the children and staff are paramount, notification may occur after any evacuation.

The 21<sup>st</sup> Century Building Leader will maintain a map of the school showing the location of all defibrillators and wheelchairs in the 21<sup>st</sup> Century evidence binder.

## Mandated Reporting

Connecticut General Statutes identify professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. All NHPS 21<sup>st</sup> Century staff are mandated reporters under Connecticut law.

In accordance with state law, all mandated reporters are required to report suspected abuse when there is reasonable cause to suspect or believe that a child under the age of 18 years has been abused or neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, or is placed at imminent risk of serious harm.

A mandated reporter shall make an oral report either by telephone or in person to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected. The mandated reporter shall inform their Building Leader or other designated supervisor that he or she will be making such a report. The Building Leader or other designated supervisor must then communicate this message to the building principal or the principal's designee. Not later than 48 hours after making an oral report, the mandated reporter shall submit a written report to the Commissioner of Children and Families or the commissioner's designee. The mandated reporter shall give a copy of the written report to the building principal or the principal's designee, as well as to the 21<sup>st</sup> Century Building Leader.



# Student Conduct



NEW HAVEN PUBLIC SCHOOLS

## Student Behavioral Expectations

NHPS 21<sup>st</sup> Century students are required to follow all New Haven Board of Education rules regarding appropriate behavior and conduct during program hours, as well as on field trips. We encourage you to review the NHPS Student and Family Handbook, as well as the NHPS Code of Conduct (both available on the NHPS website), for more information about district-wide behavioral guidelines. At a minimum, students are expected to:

- **Participate in all activities offered to ensure that everyone receives the full benefits of the program;**
- **Follow the directions of staff the first time they are given;**
- **Show respect and speak kindly to others (no swearing, put-downs, name-calling, threats, etc.);**
- **Keep hands and feet to themselves (no hitting, kicking, pinching, etc.);**
- **Ask permission to leave an area;**
- **Use equipment and materials properly, carefully, and with respect; and**
- **Clean up after themselves.**

Students are expected to be responsible for their own actions and cooperate with the directions of school staff and/or chaperones. School and program staff will use restorative 'affective' language to redirect behaviors that negatively affect others or disrupt the activity. Restorative 'affective' language will also be used to reinforce positive behaviors. Staff may also use verbal praise, rewards, and positive communications with parents/guardians. Staff may take disciplinary action should a student be unable to cooperate with the school/program rules or consistently behave in a way that negatively affects others, disrupts activities, or threatens the safety/security of other students or adults.

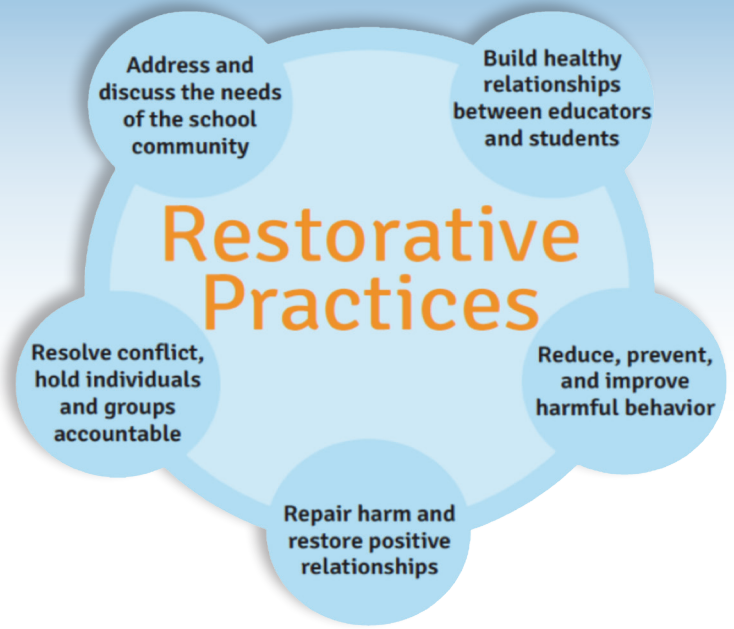


NEW HAVEN PUBLIC SCHOOLS

# Disciplinary Procedures

The NHPS and its 21<sup>st</sup> Century programs embrace restorative practices that proactively build healthy relationships and a sense of community to prevent and address conflict, behavioral issues, and rule violations, and to improve school climate and culture. Restorative practices allow those who hurt others to take full responsibility for their behavior by addressing those affected by their behavior.

21<sup>st</sup> Century staff are expected to implement restorative practices in addressing behavioral problems that occur during 21<sup>st</sup> Century programs. Within the framework of restorative practices, staff are instructed to follow the disciplinary procedures below for minor rule violations:



- **First Occurrence:** The student will receive a verbal warning. The behavior will be documented by staff, but the student will not be written up.
- **Second Occurrence:** The student will receive a written warning. The student’s parent/guardian will be contacted, and the issue will be discussed. The staff person, parent/guardian, and student will establish an agreed upon strategy to allow for success moving forward.
- **Third Occurrence:** Repeated rule violations will not be tolerated, and students may be terminated from the program. In addition, the NHPS Office of Youth, Family, and Community Engagement will be contacted to facilitate restorative practices that support a positive program climate.

The NHPS 21<sup>st</sup> Century program has a policy of responding immediately and appropriately to any action or behavior that threatens the health, safety, or security of the student committing the act, program staff, and/or other students. Such actions include bullying, sexual harassment, the use or distribution of illegal drugs, indecent exposure, possession of a gun or other dangerous weapon, fighting, willfully pulling a fire alarm when there is no indication of a fire, and any other behavior or action that constitutes a significant safety/security threat. Such actions or behaviors may result in immediate termination from the program.

# Dress and Grooming

Proper dress and grooming foster a conducive environment for learning and promotes good health and personal hygiene. Students should be well-dressed and well-groomed at all times during program hours and on field trips. Staff will discretely speak with students who do not meet NHPS dress or grooming standards, and will – with support from the student and their family, the school, and NHPS Youth, Family, and Community Engagement Department staff, if necessary – develop a plan to address the issues by calling upon family, school, district, and community resources, as needed.



# ATTACHMENT A. Important Program Site Information

## NEW HAVEN PUBLIC SCHOOLS 21<sup>ST</sup> CENTURY PROGRAM SITES

<p><b>Augusta Lewis Troup School</b> 259 Edgewood Avenue New Haven, CT 06511 (475) 220-3000 Principal Eugene Foreman, Jr.</p>	<p><b>Bishop Woods School</b> 1481 Quinnipiac Avenue New Haven, CT 06513 (475) 220-7300 Principal Dina Natalino</p>	<p><b>Davis Academy for Arts and Design Innovation Magnet School</b> 35 Davis Street New Haven, CT 06515 (475) 220-7800 Principal Sequella Coleman</p>
<p><b>East Rock Community and Cultural Studies Magnet School</b> 133 Nash Street New Haven, CT 06511 (475) 220-5900 Principal Sabrina Breland</p>	<p><b>John C. Daniels School of International Communication</b> 569 Congress Avenue New Haven, CT 06519 (475) 220-3600 Interim Principal Tina Mitchell</p>	<p><b>Wexler-Grant School</b> 55 Foote Street New Haven, CT 06511 (475) 220-5600 Principal David Diah</p>

## 21<sup>ST</sup> CENTURY PROGRAM BUILDING LEADERS

### Augusta Lewis Troup School

Gyna Grant • (475)220-3000 • gyna.self@new-haven.k12.ct.us

### Bishop Woods School

Cynthia Heiter • (475)220-7300 • cynthia.heiter@new-haven.k12.ct.us

### Davis Academy

Adrienne Douglas • (475)220-7800 • adrienne.douglas@new-haven.k12.ct.us

### East Rock Magnet School

Joseph Lewis • (475)220-5900 • joseph.lewis@new-haven.k12.ct.us

### John C. Daniels School

Stacy Gutierrez • (475)220-3600 • stacy.gutierrez@new-haven.k12.ct.us

### Wexler-Grant School

Dianne Stewart • (475)220-5600 • dianne.stewart@new-haven.k12.ct.us

## HOURS AND DAYS OF OPERATION

<b>Augusta Lewis Troup School</b>	Monday – Friday	•	PM: 3:00-5:00
<b>Bishop Woods School</b>	Monday – Friday	•	PM: 3:00-5:30
<b>Davis Academy</b>	Monday – Friday	•	AM: 8:00-9:00 + PM: 3:30-5:15
<b>East Rock Magnet School</b>	Monday – Friday	•	PM: 2:15-4:45
<b>John C. Daniels School</b>	Monday – Friday	•	PM: 3:00-5:30
<b>Wexler-Grant School</b>	Monday – Thursday	•	PM: 2:30-5:00

Programs start by the first week of October and run to early June, assuming funds are available.



# ATTACHMENT B.

## NHPS 10-Month Calendar / Calendario de 10 Meses

# 2019-2020

Labor Day / Día del Trabajo – Sept. 2

Rosh Hashanah – Sept. 30

Yom Kippur – Oct. 9

Columbus Day/ Descubrimiento de América – Oct. 14

Veteran's Day/ Día del Veterano – Nov. 11

Thanksgiving Recess/ Receso de Acción de Gracias – Nov. 28-29

Christmas Recess/ Receso Navideño – Dec./Dic. 23-31

New Year's Day/ Día de Año Nuevo – Jan./Enero 1

Three Kings Day/Día de Reyes – Jan./Enero 6

M.L. King's Birthday/Natalicio de M.L. King – Jan. 20

February Recess/ Receso de Febrero – Feb. 17-21

Good Friday/ Viernes Santo – April/Abril 10

April Recess/ Receso de Abril – April/Abril 13-17

Memorial Day/ Día de la Recordación – May/Mayo 25

**182 STUDENT DAYS/DIAS PARA LOS ESTUDIANTES**

**186 TEACHER DAYS/DIAS PARA LOS MAESTROS**

July / Julio					August / Agosto					September / Septiembre				
M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V
											3	4	5	6*
											9	(10)	11	12
											16	17(c)	18(d)	19
											23	24	25	26
						(27)	(28)	29	30					
														(18)
October / Octubre					November / Noviembre					December / Diciembre				
M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V
	1	2	3	4*					1(e)*	2	3	4	5	6
7	8		10	11	4	(5)	6	7	8	9	10	11	12	13*
	15	16	17	18*		12	13(a)	14(b)	15*	16	17	18	19	20#
21(f)	22	23	24	25	18	19	20	21	22					*
28	29	30	31		25	26	27#*							
				(21)					(17)					(15)
January/ Enero					February/ Febrero					March/ Marzo				
M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V
			2	3						2	3	4	5	6*
	7	8	9	10*	3	4	5	6	7*	9	10	11	12	13
13	14	15	16	17(e)	10	11	12	13	14#	16	17	18	19	20*
	21	22	23	24*					*	23	24	25	26	27(e)
27	28	29(a)	30(b)	31	24	25	26	27	28	30	31			
				(20)					(15)					(22)
April/ Abril					May/ Mayo					June/ Junio				
M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V	M / L	T / M	W / X	TH / J	F / V
		1	2	3*					1*	1	2	3	4	5
6	7	8	9#		4(f)	5	6	7	8	8	9	10	11	12*
				*	11	12	13	14	15*	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22(e)#				
27	28	29	30			26	27	28	29*					
				(16)					(20)					(16)

( ) = Teacher's Day Only/ Día para Maestros Solamente

\* = Pay days: Regular Plan – Día de pago: Plan Regular

# = Early Dismissal – Students & Staff/ Salida temprana de Estudiantes y Personal

a = Parent Conference, Report Cards K-8 only/ Conferencia de Padres, Calificaciones para K-8

b = Parent Conference, Report Cards high schools only/ Conferencia de Padres, Calificaciones para Escuela Superior

c = Open House, Meet the Teacher Night K-8/ Casa Abierta, Noche para Conocer a la Facultad, K-8

d = Open House, Meet the Teacher Night - High Schools/ Casa Abierta, Noche para Conocer a la Facultad Superior

e = End of Marking Period - K-8 and High School/ Final del Periodo de Calificaciones – K-8 y Escuela Superior

f = Staff In-Service – Students early dismissal/ Talleres para Maestros – Salida Temprana de Estudiantes





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