



Florida Department  
of Education



## **Suwannee County Schools & 21<sup>st</sup> Century Community Learning Centers**

**2019-20**

***Parent & Student Handbook***

*Please sign and return the last page of this booklet.*

## Recreation/Physical Education

Students participate in activities designed to increase confidence, promote teamwork, and encourage physical activity. We use the SPARK curriculum for our recreation sessions. SPARK is a research-based organization that disseminates evidence-based physical education, after-school, and early childhood health programs for students and teachers.



## Discipline Policy

Students are expected to follow the rules that are implemented in the school's discipline policy. Please refer to the district Student Code of Conduct for specific policies. In order to maintain a safe and fun learning environment, the 21<sup>st</sup> Century staff will work closely with you and your child to ensure proper behavior. In addition, administrators are on campus at each site for both morning and afternoon programs to assist staff in maintaining the safe and fun learning environment.

***In some cases, behavior issues can result in suspension or expulsion from the program.***

The district's dress code for the regular school day is in effect for the morning program and the afternoon program. Parents should maintain contact with 21<sup>st</sup> Century staff regarding any behavior and/or discipline issues.

## Media Release

Your signature on the enrollment form gives the 21<sup>st</sup> Century program permission to access records and confidentially exchange information about your child with appropriate personnel. Staff members may also photograph, video- and audio-record members and other participants in the program. Any and all forms of media including newspaper articles may be used at the discretion of the 21<sup>st</sup> Century staff for reports and promotion of the program. If you do not want your child's

photograph to be published on district websites and/or local newspapers, please contact the Site Coordinator at your site.

## Consent to Release Information

Your signature on the enrollment form gives the 21<sup>st</sup> Century staff permission to access records and confidentially exchange information with appropriate personnel. The 21<sup>st</sup> Century program works closely with your child's teacher and the whole school site.

## Our Community Sponsors

**CASPER Center  
Live Oak Artists Guild  
Live Oak Pest Control  
Suwannee County Sheriff's Office  
Suwannee Parks and Recreation  
Suwannee Valley Electric  
University of Florida IFAS Extension**

## Contact Information

### District Coordinator:

Janene Fitzpatrick  
(386) 647-4647

[janene.fitzpatrick@suwannee.k12.fl.us](mailto:janene.fitzpatrick@suwannee.k12.fl.us)

### Project Coordinator:

Lesley Fry  
(386) 590-0926

[lesley.fry@suwannee.k12.fl.us](mailto:lesley.fry@suwannee.k12.fl.us)

## School Site Contact Information

<b>Staci Greaves</b> (386) 647-4300 staci.greaves@suwannee.k12.fl.us	Site Coordinator <b>Suwannee Primary School</b>
<b>Rhonda Furry</b> (386) 647-4400 rhonda.furry@suwannee.k12.fl.us	Site Coordinator <b>Suwannee Elementary School</b>
<b>Julie Griswold</b> (386) 647-4700 Julie.griswold@suwannee.k12.fl.us	Site Coordinator <b>Suwannee Intermediate School</b>
<b>Denah Phillips</b> (386) 935-5700 denah.phillips@suwannee.k12.f.us	Site Coordinator <b>Branford Elementary School</b>

A link is also provided on the district website at:  
[www.suwannee.k12.fl.us](http://www.suwannee.k12.fl.us)  
Look for the link on the menu bar under

**Departments**  
**>Curriculum and Assessment**  
**>21<sup>st</sup> Century After School Program**

Or scan this code with your smart device and go directly  
to our website!



## Off-Campus Activities

The program may include local walking field trips. Your signature on the enrollment form provides permission for your child to participate in these activities. You will be provided advance notice of any off-campus activities, and your child will be allowed to opt out if you choose.

## **Health/Illness/Emergency**

Parents are asked to provide **current and accurate** health information on the enrollment form.



There is not a school nurse on campus during the after-school program. If your child becomes ill or injured, you (or another authorized contact) will be contacted to come pick him or her up immediately.

***Please make the 21<sup>st</sup> Century staff and front office staff aware of any changes to your contact information.***

## **Family Events**

Each site is required to hold Family Events, and parents are strongly encouraged to participate in order to make the 21<sup>st</sup> Century programs more effective for the entire family. In addition, parent and family support is an important part of the 21<sup>st</sup> Century Community Learning Centers experience.

## **Summer Camp**

Summer camps will provide student services for 28 days during the summer for four hours daily Monday through Thursday. Dates will be announced near the end of the current school year.

**\*\*\*\*\*We understand that circumstances come up and you may need to check your child out of the program early on some days. However, early checkouts are discouraged so your child can get the full benefit of the program.\*\*\*\*\***

## Programming

### Morning Program



The morning program follows the school calendar, and is open Monday through Friday from 7:00-8:00 a.m. at each site. Your child may participate in the morning program even if

they do not arrive at school at 7:00 a.m. Students will be served breakfast before the regular school day begins.

### After School Program

The after-school program follows the school calendar, and is open Monday through Friday. A snack is provided for each student by the National School Lunch program and the school cafeteria. Each site's after-school program begins at the end of the regular school day and ends according to the site's schedule. There is no after-school program on early dismissal days.

### Activities



Activities in both programs may include, but not be limited to: reading, math, project-based learning units, family events, summer camp, recreation/fitness, art, music, drama, technology, science, writing, and character education.

## Helpful Parent Resources

<b>Transportation Department</b> Suwannee County Schools 386-647-4125	<b>Migrant Education</b> Suwannee County Schools 386-647-4723
<b>Suwannee River Regional Library</b> 1848 S. Ohio Avenue Live Oak, FL 32064 (386) 362-2317	<b>Suwannee Parks and Recreation</b> 1201 Silas Drive Live Oak, FL 32064 (386) 362-3004
<b>Suwannee County 4-H</b> 1302 11 <sup>th</sup> St. Live Oak, FL 32064 (386) 362-2771	<b>Suwannee County Health Department</b> 915 Nobles Ferry Rd. Live Oak, FL 32060 (386) 362-2708

## Other Contact Information


### FunBrain for Parents

Educational games are the highlight of this site. The games cover all interest areas and target specific age levels. There are “parent-kid challenges,” “homework relief,” and “books on the run” links. Also linked to this site, there is a family education newsletter that helps with school, life, entertainment, and special needs issues.

<http://www.funbrain.com/parents/index.html>

### KidsReads

This website shares reviews of “cool new books” and authors. The books are categorized by age and by genre. There is a link for podcasts and another for book clubs. The newsletter highlights the newest and best on the site.

<http://www.kidsreads.com/index.asp>

### PBS For Parents

This site contains guides on a variety of topics such as child development, curriculum connections, and technology for kids. It also shares information on hot issues in education. On the lighter side, there are games, stories, and guides to the TV programs offered by PBS. **The guide is also available in Spanish.** Bienvenidos a PBS Padres!

<http://www.pbs.org/parents/>

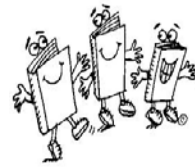
### Homework Help for Parents

Help your child discover the best individual homework strategies for him/her with this helpful and interactive website.



<http://www.internet4classrooms.com/parents.htm>

## Enrollment



Students at each school site are invited to join the before-school program, after-school program, or both programs. Enrollment is on a first-come, first-served basis. When enrollment reaches capacity, students will be accepted based on availability and student need.

## Attendance

Our primary goal is to provide a safe and nurturing environment where learning can take place. However, the child must be present to get the full benefits of the program. Chronic absenteeism may result in an exit from the program so that students on the waiting list may be added.

## Pick-Up Policy

We encourage each child to stay the full length of the program each day. For your child's safety, we request that you sign your child out in the front office. We will not release your child to anyone not on the authorized list provided by you. Anyone checking out a child early will need to provide proof of identification. Students must have a note signed by a parent in order to walk home or leave with a friend.



It is important that you are on time to pick up your child from the after-school program. If you are going to be late, please notify the school by calling the appropriate number listed in the back of this booklet. If your child has not been picked up by the time the program ends, our staff will attempt to contact you. As a last resort, should no one be reached by phone, staff members may call the Sheriff's Office or other authorities. **Chronic late pick-ups, without prior contact with the staff, may result in exit from the program.**

# Suwannee County Schools

## Vision Statement

Suwannee County Schools will meet the highest academic and social standards set by the State of Florida and the federal government.



## Mission Statement

Suwannee County Schools will educate all students in a safe and supportive learning environment that will develop life-long learners and productive citizens.

## Goals of the 21<sup>st</sup> Century Program



The 21<sup>st</sup> Century Community Learning Centers program will provide a comprehensive before-school and after-school program that provides high quality and engaging activities that support students' learning and development. The

program will enrich, extend, and remediate the academic needs of students. Program activities are designed to

- Encourage attendance
- Improve behavior
- Increase student performance

Our program offers physical, performing, and visual arts activities as well as positive youth development opportunities. We support a Project-Based Learning model as well as family involvement and community involvement with our partnership-driven before- and after-school programs. Our program will increase the number of opportunities per year that parents can interact with their child's educational environment.

**Please sign the statement below indicating  
that you received this booklet, and have  
your child return this page only to the 21<sup>st</sup>  
Century staff at his/her school.**

My child and I have received a copy of the 21<sup>st</sup> Century Community Learning Centers Parent & Student handbook. We agree to abide by the district rules and guidelines and the guidelines presented in the handbook.

Parent Signature

Child's Name (please print)