

# Claiborne County LEAPs Parent/Student Handbook

## SITE LOCATIONS

Ellen Myers Primary School 275 Nettleton Rd. Harrogate, TN 37752	H.Y Livesay Middle School 475 Highway 63 Harrogate, TN 37752	Springdale Elementary School 1915 Hwy. 25E South, Tazewell, TN 37879
Forge Ridge Elementary School 160 Hill Road Harrogate, TN 37752	Cumberland Gap High School 661 Old Jacksboro Pike Cumberland Gap TN 37724	Soldiers Memorial Middle School 1510 Legion Street Tazewell, TN 3787
Tazewell-New Tazewell Primary School 501 Davis Drive New Tazewell TN 37825	Claiborne High School 815 Davis Drive New Tazewell, TN 37825	<b>District Office:</b> CCBOE 1403 Tazewell Road Tazewell, TN 37879

## Claiborne County Schools Mission Statement

**The mission of Claiborne County Schools is to provide our students an opportunity to receive a high-quality academic education and career and technical experience which will enable them to continue their education or enter employment upon graduation from high school.**

# Application Procedure

Priority in LEAPs is given to students who:

1. ESL children, children of military, and foster children.
2. Are in need of additional instructional support in the area of reading/Language Arts that is a grade or more behind his/her peers in math, reading, and science, referred by the school as in need of extra assistance in math, reading, and/or science or referred by school or other agency for behavioral reasons.
3. Have poor attendance.
4. Are in need of additional support in social/emotional health and wellbeing as an individual.

**A registration form must be fully completed for each child enrolled. All supporting information must also be submitted before starting the program.**

LEAPs strive to help youth achieve academic success, good character and citizenship, and healthy lifestyles. In doing so, the before and afterschool programs align afterschool program activities to support content covered in the regular school day. Activities are aligned to the Tennessee State Standards. To help us better serve your child and to meet the reporting requirements that enable us to provide your child the best experience possible, we must have access to report cards/progress reports, IEP's or 504 Plans (if applicable) and permission to speak with classroom teachers for your child. All information is kept confidential.

## Hours of Operation

Monday- Friday 7:00 a.m.- 8:00 a.m.  
(Morning program)

Monday-Thursday 3:00-5:30 p.m.  
(Afterschool Program)

Each child must be picked up from the school site on or before closing. Parents will receive a warning for late pick-up and students may be expelled from the program for multiple late pick-ups.

- On occasion, the program will close early for special events or staff training. Parents will be notified in advance of any closings.

- Any time the school districts close early or cancel school for inclement weather, the before and afterschool programs will also be closed.

## **Transportation Plan (If Available)**

The LEAPs sites will provide transportation services in a manner consistent with state child care guidelines. All proposed sites have documentation showing full compliance in providing transportation to program participants by reports from Summer Cleek, program monitor employed with School-based Support Services Division of Student Support and Services Office of Early Learning. Every site meets all state public education requirements for health, safety, and fire codes.

### **Transportation Plan for the LEAPs morning program:**

Public school buses will provide transportation to all program participants to program sites/school each morning. Parents have the option to transport their children to the program sites/school if they choose to do so. The process by which the student checks in to be counted in attendance of the morning program varies from school to school. Parents and students receive a written copy of the check-in procedures during orientation. These procedures are also included in the Parent/Student Handbook.

### **Transportation Plan for the LEAPs afterschool Program:**

Each program participant has a transportation plan placed in their student file. Parents are required to complete the transportation form with the mode of transportation that the student will use upon dismissal each day. Parents are also required to provide an emergency plan in case there is a need to transport students home at a time other than the regular dismissal time. Even though there is an emergency plan in place, program staff contact the participants' parents by phone to ensure safe transportation for the student is secured before they are released from the site location. Parents are required to provide a list of names of the people who may pick their child up from the site.

Parents are also required to provide a list of people who cannot pick their child up (Restricted List) Parents/Guardians who pick their child up during dismissal at each program site are required to walk into the site. They enter the office at the site location where a list of student names is located. The parent/guardian signs their name beside the student's name that they are picking up. Parents/guardians are also required to write down the time they picked up their child so an accurate time can be documented for participation purposes. A clock is located near the "sign-out" sheet for convenience. Upon dismissal, high school students that can drive are required to complete the sign-out sheets with the date and time of departure themselves. The sign-out sheets and passenger lists are kept on file at each location.

## **Illness**

If your child becomes sick while attending LEAPs, site coordinators will take temperatures and if needed, contact the parent and/or guardian to pick him/her up from programming. Students will be in a sick waiting area away from other students in the program, out of concern for other students and staff.

## **Medical Emergency Procedures**

LEAPs do not administer or supply students with medical treatment, medicine, shots, etc... If your child must take medication while attending the program, the parent/guardian or the child must administer the medication. The school will not be responsible for lost or stolen medicine. If an emergency or accident occurs during programming, the staff will make every effort to contact the family by phone with the phone numbers that have been provided to us on the members' application. If no one can be contacted and medical treatment must be provided, the site coordinator will notify emergency medical services. Please update emergency contact information anytime you have a change.

## **Safety Procedures**

- Evacuation plans are posted at all facilities.
- All LEAPs sites conduct monthly safety drills for evacuation, tornados, hurricanes, fire, and lockdown.
- All staff members are trained in emergency response to severe weather and crisis management situations.
- Should a bad weather event occur after school hours the program staff will call all parents to notify them of the closing. For current information, parents may also call the school if they are concerned about severe weather occurrences.
- It is the policy of LEAPs to provide an environment free of harassing conduct, better enabling us to focus on and fulfill the district's mission. The program will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, age, national origin, sexual orientation, disability, or marital status. The term harassing conduct also includes sexual advances, requests for sexual favors and other conduct of a sexual nature.
- Any employee violating this policy will be subject to corrective action, up to and including dismissal/termination of employment.
- Harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- The policy applies to all employees and participants of the program. Any employee, including any supervisor or agent, who is found to have engaged in harassing conduct

will be subject to appropriate discipline, up to and including dismissal/termination of employment.

- All employees have a duty to report any harassing conduct either experienced or observed.
- Under no circumstances will a person's employment be jeopardized because of a bona fide report of what he or she perceives to be an incident of harassing conduct or behavior.
- In the event, an employee or participant suspects harassing conduct of any type the LEAPS Programs have an open door policy and encourages employees and participants to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, they are encouraged to speak with someone in the Human Resources Department or anyone in management whom they are comfortable approaching.
- All program employees are required to report suspected violations of the Code of Conduct to the Site Coordinator who has the responsibility to investigate and resolve all reported violations. If the complaint is against the Site Coordinator, it should be reported to the LEA Program Director. For participants, concerns should be brought to any staff member with whom they feel comfortable expressing their concerns. Staff members are required to communicate concerns to their Site Coordinator and/or a member of management. Concerns of participants and/or parents follow the same investigation process.
- All program employees are required by law (TN Code Annotated) to report all suspected cases of child abuse as mandated reporters. Child abuse is any act or omission or commission that endangers or impairs a child's physical or emotional health and development. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention.
- Program staff members follow specific procedures including clarification with students, notifying supervisors and notifying authorities.

# LEAPs Outcomes

LEAPS Programs provide high quality activities that result in positive youth development outcomes in the following three areas: Academic Success, Good Character & Citizenship, Increased School Attendance and Family Participation is embedded.

All students will work to increase report card grades.

Through good character & citizenship, students will demonstrate an increase in positive character traits and civic engagement and increase positive engagement with the community.

Healthy lifestyles will be exhibited while students demonstrate healthy habits and decision making skills and show a commitment to leading a healthier lifestyle

Students will be exposed to many social and emotional character building activities increasing mental health and awareness.

## Programs

- The Claiborne County LEAPS programs work on comprehensive youth development while providing academic, social and emotional support.
- The programs include Academic Enrichment and Remediation, Social and Emotional Development Activities and Counseling, Increased School Attendance and Family Involvement. Schedules are posted at each site.
- **Education:** Students are provided access to daily academic support. These academic related activities encourage students to value academics and reinforce what is taught during the school day.
- **Social and Emotional Development:** Students take part in activities that help build character and emotional support. Students will be offered counseling if necessary. Counselors will be available daily if needed.
- **Increased School Attendance:** Students will be rewarded for good attendance, as well as encouraged to strive for better attendance.
- **Embedded Family Involvement:** Families will be encouraged to participate in all

aspects of LEAPs programming. Many different programs will be offered throughout the county that will be directed for families: computer programming, yoga, counseling etc.

- **LEAPs** are for students in grades K-12. Students will be recruited for these programs amongst those currently enrolled in the Claiborne County School System. Student participants will include special populations that are in need of academic assistance in the areas of reading, math and science. Students in these special populations will be recruited by the program director and site coordinators from the school administration, counselors and classroom teachers. Interested parents will then enroll their student in the program following the general application process.

During LEAPs before and afterschool programs, students will work with a certified teacher for extra support in math, reading, and science.

Students are placed based on need; therefore not all students in the school will be able to participate because of funding and staffing numbers. LEAPs is currently funded through the Tennessee Department of Education Lottery Fund. As part of the grant requirements, youth who participate in the programs are expected to attend 3 out of 5 days per week. The more often your child participates, the more successful he/she will be in school. Regular communication with parents will be made to keep parents/guardians informed of student progress.

## **Technology**

LEAPs provides access to technology through the use of computers.

The primary purpose of our technology program is to prepare youth for the world of work and to provide educational opportunities. Every step necessary is taken to ensure internet safety is practiced. Students are only allowed to go on appropriate websites and are monitored by staff.

File sharing of copyright music or any other document is illegal and members will not be permitted to use the system for such activity.

## **Parent Involvement**

Parent Orientation will be required before programming begins. Parents/Guardians, we ask that you please take the time to sit down and discuss the program expectations and rules with your child to make sure he/she understands them. There are no exceptions to the code of conduct. Opportunities are also offered for parents to come to the school site and participate weekly, bi-weekly, monthly and quarterly. Programming provided will be fun and offer educational opportunities for you and your

child. LEAPs value input from our parents and guardians. We appreciate you participating in surveys and needs assessments that we distribute to gather your thoughts and opinions.

## **Student Code of Conduct**

- Play fair and be honest
- Be respectful of staff and volunteers
- Say good and encouraging things to others
- Resolve disagreements in a positive way
- Be respectful of other students and their property
- Be respectful of the clubs building and equipment
- Avoid the use of improper or abusive language
- Applaud the efforts of other members
- Participate in activities that are open to your age group
- Dress appropriately at all times - The school dress code policy applies.
- Smoking, drugs and alcohol are prohibited on property
- Any and all weapons are prohibited on school property
- Walk at all times while inside the club except for gym activities
- Eat and drink only in designated areas
- Name calling is prohibited
- All electronic devices are prohibited during instructional times



# Disciplinary Actions

## Discipline Policy Infractions and Consequences

### **Minor Infractions (examples):**

Running in the building  
Misuse of the school facilities  
Not following classroom rules  
Rude behavior to others  
Unsafe behavior

### **Minor Infraction Consequences: Verbal Warning Given to be signed by parent**

The above infractions may be handled by the teacher following his or her grade level behavior plan. Each classroom will have a classroom plan including rewards and consequences. Consequences may vary by grade level but should include a phone call to parents.

### **Major Infractions (examples):**

Fighting  
Bullying  
Disrespect to or defiance of staff

### **Major Infractions Possible Consequences: Written Warning signed by parent**

Visit to Site Coordinator  
Citation from Site Coordinator  
In-house/alternate classroom suspension  
Administration contacts parent at home or place of employment  
Teacher/parent conference  
Parent/Teacher/Principal conference

After both a verbal and written warning are given, the student will be dismissed from the program.

## LEAPs PROGRAM

## EXPULSION POLICY

### **Immediate Causes for Expulsion**

The child is at risk of causing serious injury to other children or himself/herself.  
Parent threatens physical or intimidating actions toward staff members.  
Parent exhibits verbal abuse to staff in front of enrolled children.

### **Parental Actions for Child's Expulsion**

Habitual tardiness when picking up your child.

Verbal abuse to staff.

Other-at the discretion of the Director.

### **Child's Actions for Expulsion**

Uncontrollable tantrums/angry outbursts.

Bullying or hurting other children (i.e. pushing, kicking, punching, cursing etc.)

Threatening other children with violent words. .

Other-at the discretion of the Program Director.

### **Schedule of Expulsion**

If the remedial actions have not worked, the child's parent/guardian will be advised in writing about the child or parent's behavior warranting an expulsion.

Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A Child will not be expelled If a child's parent (s)**

Makes a complaint regarding alleged violations of the after school requirements.

Reported abuse or neglect occurring at the site.

Questioned the site regarding policies and procedures.

### **Proactive Actions that can be taken in Order to Prevent Expulsion**

Staff will try to redirect child from negative behavior.

Staff will reassess the environment, activities, and supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behavior.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.

## **Wellness**

- A healthy snack is served daily at all sites. If your child has food allergies, please inform the staff at enrollment.
- Drinking water is available.
- We also encourage parents to send healthy snacks/drinks to the sites.
- Students are encouraged to participate in physical activities on a daily basis to help maintain a healthy lifestyle.

## **Staff Supervision**

An adult staff member will be assigned to each program area. There may be additional volunteers that will assist the staff in their program areas. At no time will a child be left unsupervised while in our schools or on a planned field trip. At no time will a child be left alone with a volunteer. All volunteer activities are monitored by staff.

## **Transportation Guidelines**

The purpose of the transportation program is to provide safe transportation of program participants. LEAPs adhere to all Tennessee Highway Patrol regulations regarding vehicles, drivers and safety procedures.

### **VEHICLE SAFETY RULES**

The following rules must be followed when transporting children:

- Staff should always accompany an orderly line of children to and from vehicles.
- Children should not be in the parking lot without a staff member.
- One staff member should be present during boarding and departing vehicles. Staff should be standing at the door helping the children.
- Staff only should open and shut doors. Children are never to touch the doors.
- Every child must sit in a seat. No one should sit on a lap, on the tire well, on the armrest or on the floor.
- All fingers, hands, and faces must remain inside the vehicle. Nothing should be put on the windows.
- No kicking or putting feet on the seats.
- Children must remain facing forward.
- No eating or drinking is allowed in the vehicles (staff and children).
- All papers and trash should be discarded after each use.
- Unless it is an EMERGENCY, staff will not transport members in their own personal car or vehicles.

Thank you for allowing us to serve your child during the 2021-2022 school year.