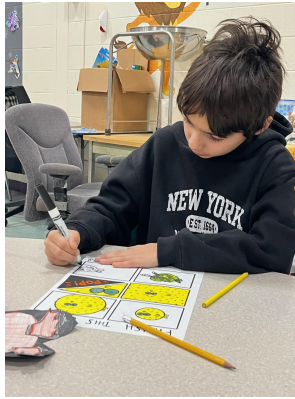


21st Century Extended Day Program

The Extended School Day Learning Program of the Nashua School District

Family Handbook





Family Handbook

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Parent/Guardian Acknowledgement Form

The Nashua School District's 21st Century Community Learning Centers (21st CCLC) program is an out-of-school time program offered through a federal grant administered by the New Hampshire Department of Education. The program offers academic support, academic enrichment, extracurricular enrichment activities, college and career readiness, and recreational opportunities for students who are registered to the program. To experience the full impact of the program, your child should attend daily. Students who have low attendance may be dropped so other students have the opportunity to participate.

Family engagement activities will be offered monthly. Please attend these as possible! Remember that families are responsible for attending at least two activities per semester to meet the program requirements outlined in our grant award given to us by the New Hampshire Department of Education. Family participation is very important to our program because of 21st Century's dual-capacity framework, meaning we serve both students *and* families!

Your child and family are expected to meet program guidelines and participate regularly. Instructors use positive reinforcement during the out-of-school time program to keep a positive and fun learning environment. To maintain that positive environment, we will not allow harassment or bullying from students or our program families. We have a "zero tolerance" policy for any weapons or controlled substances. We follow the practices and procedures developed by the Nashua School District's Board of Education. Expectations during the out-of-school time program are the same as during the regular school day. Our behavior/discipline policy states that if a student has a discipline issue, the parent or guardian will be notified of the incident. We reserve the right to suspend or terminate a student from the program immediately if a student or parent/guardian's behavior puts staff or other students in danger.

Please read and discuss this family handbook with your child. Then, please sign this form and return it to our Site Coordinator, with the completed registration form, to confirm your understanding and acceptance.

Student Name

School Name

Parent/Guardian Name and Signature

Date



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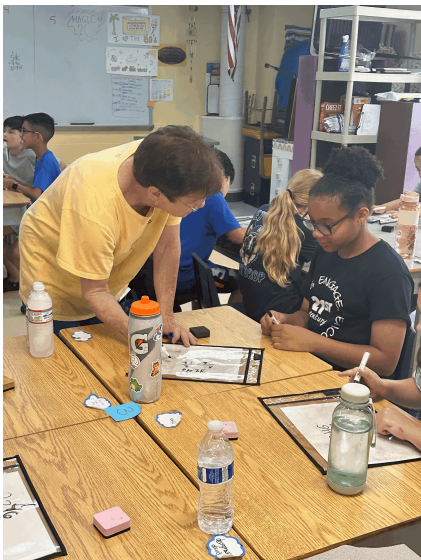
Section I: 21st Century Extended Day Program Introduction

The Nashua School District applies for the Nita M. Lowey 21st Century Community Learning Centers federal grant funding through the New Hampshire Department of Education. This competitive grant provides the resources necessary to offer our students a high-quality out-of-school time program that engages students in exploration of academic content in interesting and innovative ways.

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science and social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built to support the learning goals of the Nashua School District and align with your children's classroom instruction. We work closely with teachers and academic coaches to ensure the activities in the afternoon will complement student's learning during the day. The program strives to create strong, transparent connections to college and career exploration and readiness. It also includes sessions that promote health and wellness and support a student's success in school.

Program Goals

1. Help students achieve standards in core academic subjects such as reading and math.
2. Offer enrichment programs and activities that support students' interests and strengthen their connection to their community.
3. Provide opportunities for the families of participating students to engage in their child's learning and school community.





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Section II: Enrollment and Attendance

Attendance Policy

Our 21st Century Extended Learning programs are offered in elementary schools within the Nashua School District, where at least 40% of the student population qualifies for free or reduced lunch. As of 2024, the schools are identified as:

- Amherst Street Elementary School
- Birch Hill Elementary School
- Dr. Norman W. Crisp Elementary School
- Fairgrounds Elementary School
- Ledge Street Elementary School
- Mount Pleasant Elementary
- Sunset Heights Elementary School

Enrollment is on a first-come, first-served basis, while **also** reserving space for students who are identified by school leadership, teachers and student support teams as most in need of support.

Attendance is a very important part of our program. To get the most out of the program, your child should attend daily for the full program year. Parents are responsible for contacting the Site Coordinator through email, phone or the Talking Points family communication app before 3 p.m. if a child will be absent. If a child is absent from school, they will not be able to attend 21st Century on those days. If a child has a prior commitment, a written notice containing the parent's or guardian's signature and stating the reason for the weekly/monthly absence must be provided to the Site Coordinator. This notice will become part of the student's 21st Century file. Frequent absences may result in your child's removal from the program.

Excused Absences

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g., natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

The Site Coordinator will contact the parent or guardian of any student who has more than four unexcused absences.



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Unexpected Absences

Please contact the Site Coordinator in advance if you know your child will be absent from the 21st CCLC program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending the program. That is why communication with the Site Coordinator is so important. It's about your child's safety!

Section III: Program Dates, Hours of Operation and Activities

Important Program Dates

The 21st Century Extended Day Program is offered as an extension of the school day for students who are registered for the program. Please note, 21st Century will not be offered on non-school days, holidays, during school vacations and on scheduled staff professional development days. Please review the program schedule on the next page so families are aware of program closures.

Date	Program Status	Holiday or Occasion
9/9/2024	OPEN	All 21 st Century Programs Begin
9/10/2024	CLOSED	Primary In-Service Day – NO SCHOOL or 21 st Century
10/14/2024	CLOSED	Indigenous Peoples' Day - NO SCHOOL or 21 st Century
10/23/2024	CLOSED	Early Release - NO 21 st Century
11/5/2024	CLOSED	Election Day - NO SCHOOL or 21 st Century
11/11/2024	CLOSED	Veterans Day - NO SCHOOL or 21 st Century
11/27/2024 - 11/29/2024	CLOSED	Thanksgiving Break - NO SCHOOL or 21 st Century
12/11/2024	CLOSED	Early Release – NO 21 st Century
12/23/2024 – 1/1/2025	CLOSED	Holiday Recess - NO SCHOOL or 21 st Century
1/20/2025	CLOSED	MLK Jr. Day - NO SCHOOL or 21 st Century
2/12/2025 – 2/14/2025	CLOSED	Staff Professional Development Conference
2/17/2025	CLOSED	Presidents Day - NO SCHOOL or 21 st Century
2/24/2025 – 2/28/2025	CLOSED	Winter Break - NO SCHOOL or 21 st Century
3/19/2025	CLOSED	Early Release - NO 21 st Century
4/16/2025	CLOSED	Early Release - NO 21 st Century
4/28/2025 – 5/2/2025	CLOSED	Spring Break - NO SCHOOL or 21 st Century
5/21/2025	CLOSED	Early Release - NO 21 st Century
5/26/2025	CLOSED	Memorial Day - NO SCHOOL or 21 st Century
5/30/2025	OPEN	Last Day of All 21 st Century Programs



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Hours of Operation

- Monday to Friday from 2:40 p.m. until 5:40 p.m. - Amherst Street, Dr. Norman W. Crisp, Fairgrounds, Ledge Street and Mount Pleasant Elementary Schools.
- Monday to Friday from 3:25 p.m. until 6:25 p.m. - Birch Hill and Sunset Heights Elementary Schools.

General Program Schedule *(Generalized schedule based on a school dismissal time of 2:40pm)*

2:40 pm – 3:00 pm: Snack & Community Time

Healthy Snacks: Your child will start with a delicious and nutritious snack approved by the National School Lunch Program.

Community Time: A chance for students to unwind, share their day, and make new friends.

3:00 pm - 4:00 pm: Extended Learning Lab *previously "Homework Club"* (Runs Monday-Thursday)

Homework Help: Our NH-Licensed teachers are here to assist your child with their homework, making sure they understand and complete it.

Fun Learning: We create engaging lesson plans and activities to make learning fun.

Personalized Support: Using academic data, we identify areas where your child can improve and collaborate with their teachers to support school day learning.

4:00 pm – 5:00pm: Enrichment Activities *(3pm-5pm on Fridays in place of Extended Learning Lab)*

Monday: Let's get creative with Art!

Tuesday: Dive into exciting STEM projects!

Wednesday: Enjoy captivating Literacy activities!

Thursday: Another round of amazing STEM adventures!

Friday: Explore Community Service, College & Career Readiness, and Cultural Competency to prepare for a bright future!

5:00 – 5:40pm: Recreation Activities

Early Release

The 21st Century program does not operate on Early Release days. During registration, you will be prompted to let us know your child's school day dismissal plans for Early Release days. It will be your responsibility to inform your child's school if there is a change to your child's dismissal plans.

Holiday and Bad Weather Policies

During the regular academic year, the calendar for the 21st Century program follows the calendar of the Nashua School District. On days when there is no school, including bad weather days, the 21st Century program is not in session. If school is released early due to bad weather, the program will not be provided. On school days when regular classes are in session but bad weather is predicted for late afternoon, the afternoon program hours may be canceled.



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Dismissal

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. Upon arrival, please call the program phone or ring the doorbell to enter the school. Parents/guardians or other approved adults picking up students will go to the sign-out table, where they will meet with 21st Century staff to sign students out for the evening. A government-issued form of identification will be required to confirm the identity of the parent or guardian. If students are to be picked up by persons other than those designated at the time of registration (those listed on the student's registration form), the Site Coordinator must be notified prior to pick-up time, or the student will not be released.

Early & Late Pick-Up

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your son or daughter will not receive the full benefit if they do not participate in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.

At arrival, please check in with the 21st Century staff, and be sure to sign your child out for the evening before leaving the building. If you want a person other than those listed on the registration form to pick up your child, the Site Coordinator must be notified prior to pick-up time.

Students must be picked up by the time the program ends. The learning center is not staffed after these hours. A student may be removed from the program if he or she is picked up late three times or at the discretion of 21st Century Program Leadership. Local authorities may be contacted for assistance if a student is not picked up after program hours and we can't reach the parent, guardian or emergency contacts.

Family Participation

Family involvement is a very important part of your child's education; we encourage each adult family member to participate in this program as much as your schedule allows. Each trimester, we plan to offer a family engagement event in the evenings for both the parents and their children, or just for parents. Our family engagement events are designed to be fun for the whole family, so we hope you will attend! We will provide the information for these events in advance.

We select the adult workshop topics based on community feedback and the sessions have been designed for adult learning. Please let the Site Coordinator know if there are workshops that would be of interest or benefit to you.



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Section IV: Behavior Policy

The behavior policy at our site was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are:

- to prevent possible harm to self or others;
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations will be in effect at all times:

- Follow the rules of the school district handbook.
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.

Our 21st Century Program upholds the Nashua School District's Student Behavior Policy. If a student has a discipline issue, the parent or guardian will be informed of the incident. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations. Our 21st Century staff are committed to providing a safe, engaging and inviting program and space for all of our participants. The safety of our students and staff is paramount. Parents, guardians and family members are also expected to demonstrate respect for 21st Century staff and students. We reserve the right to suspend or terminate a student from the 21st CCLC program immediately if a student's or family member's behavior warrants it.

Section V: 21st Century Staff and Volunteers

The 21st Century Extended Day Program recruits teachers and paraprofessionals from the school day and part-time staff hired specifically for the 21st Century program. Each activity adheres to a 1 to 15 staff-to-student ratio, which provides several benefits:

- more one-on-one attention from the staff;
- staff can tailor instruction to students' individual needs.

The 21st Century Extended Day program recruits volunteers to assist students in a variety of ways: small-group tutoring for academic enrichment, assisting with family engagement events, and enrichment projects. Other volunteers may participate on our program advisory team or work behind the scenes on administrative tasks. Program tuition discounts are available for parent volunteers for the program! Reach out today to see how you can volunteer while saving money!



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We welcome all family members who would like to volunteer with the 21st Century! All volunteers are required by the Nashua School District to return a completed Volunteer Assurance Form prior to volunteering. All 21st Century team members, paid instructors and volunteers, are required to pass a fingerprint/background check. Your child's safety is a priority, so this policy is strictly enforced. If you or someone you know would like to volunteer, please let us know!

Section VI: Communications

It is important to keep the lines of communication open between the 21st Century staff and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program staff:

Homework: Staff will assist your child with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. This is an extended learning engagement program, not just a homework program. Please be sure to check your child's homework folder and backpack for communications from their teacher.

Program activities: A newsletter will be sent home once a month. A monthly program schedule will be included in each newsletter.

Questions, concerns, suggestions: Families are welcome to email the 21st Century Leadership team at 21stCentury@nashua.edu. We use the Talking Points communication app for regular communication and messaging with our families.



Each school year, Site Coordinators will register students enrolled in the 21st Century program onto the Talking Points Families communication app. Each 21st Century program will have a specific code that will be used so that it prevents anyone who is not registered for the program from joining. Talking Points has the ability to translate messages and program announcements to a preferred language for families who may not speak English fluently! Please see your Site Coordinator for more information!

Section VII: Additional Details

Program Tuition Fees

Program tuition fees will be based on your child's enrollment with the Nashua School District's Free and Reduced Lunch Program. We encourage you to complete your Free and Reduced Lunch application so that you are charged for the appropriate program tuition rate for your family.

Our program tuition fees are as follows:

- Free Lunch Student - \$2.50 per day
- Reduced Lunch Student - \$5.00 per day
- Full Pay Lunch Student - \$6.00 per day



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Snack

A nutritious snack will be provided daily at no charge through the National School Lunch Program. Students are welcome to bring their own snacks from home. Candy, gum and soda are not allowed. The Site Coordinator must be notified of any special dietary concerns.

Medications

The 21st Century program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The 21st Century program does not have a supply of EpiPens, allergy medication or inhalers.

Health and Safety

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition, be sure the Site Coordinator knows what to do if a problem should occur during the program.

If a child becomes ill during the school day, they will not be able to attend the program that same day. If a child becomes ill while at the 21st Century program, their parent or guardian will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student.

If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Symptoms of COVID
- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Head lice
- Pink eye
- Accident requiring medical attention

21st Century Emergency Policy

In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and



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you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

Natural Disasters and Other Emergencies

The 21st Century Extended Day Program follows the emergency action plan procedures of the Nashua School District as well as the school's Emergency Operations Plans in the event of a natural disaster or other emergency. If you would like to review the school or district plan, please contact the Site Coordinator.

Field Trip Permission

You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the 21st Century Program.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency or a student has permission from the program staff. Students aren't permitted to return to their classrooms once the school day is over.

On behalf of the 21st Century Extended Day Program's Leadership Team, we look forward to an outstanding year of learning and fun!

