



# 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER

## AFTER SCHOOL PROGRAM

Student and Parent Handbook  
Fall 2008  
LEAP Academy University Charter School



## LEAP ACADEMY UNIVERSITY CHARTER SCHOOL



The 21st CCLC is a key component of President Bush's No Child Left Behind Act. Under Title IV, Part B of the Elementary and Secondary Education Act, the 21st Century Community Learning Center are defined as centers which offer academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session.

The primary goal of the program is to allow students an opportunity to attain the skills necessary to meet state core curriculum content standards. The program offers tutorial services and academic enrichment activities that are designed to help students meet local and state standards in subjects such as Language Arts and Mathematics.

\*This program is funded by the State of New Jersey Department of Education

### **LEAP ADMINISTRATION**

Deanna Burney, Ph.D  
Director of Teaching and Learning

Margaret Martinez, Elementary School Principal  
Leatrice Malec, High School Principal

### **PARTNERS:**

- Boys and Girls Club of Camden County
- Camden Settlement Music School
- New Jersey Academy for Aquatic Sciences
- Princeton Blairstown Center
- Rutgers- Camden Center for the Arts
- Rutgers- Center for Urban Strategic Community Leadership
- Rutgers Cooperative Extension of Camden County
- Symphony in C

### **21ST CENTURY COMMUNITY LEARNING CENTER**

Program Office Hours: Monday – Friday 12 pm – 8 pm

Lavonne Nichols, Program Site Coordinator,  
Elementary School  
639 Cooper Street Camden, NJ 08102  
lavonich@camden.rutgers.edu  
Phone (856) 614-2092

Natalie Joseph - Program Site Coordinator, High School  
549 Cooper Street Camden, NJ 08102  
natjoe01@camden.rutgers.edu  
Phone (856) 614-5046

Mary L. Rivera - Program Director  
maryri@camden.rutgers.edu  
Phone (856) 614-2091

### **SECURITY**

Elementary School: Irice Ashford/ Judy Grice  
856-614-5615

High School: Nathaniel Robinson, Jr./Jimmy Hall  
856-614-5087

**21ST CCLC PROGRAM SCHEDULE & CLOSING DATES  
2008-2009 SCHOOL YEAR**

September 17, 4 –6 pm Student and Parent Orientation and Registration

Cycle 1. Classes begin: Oct 1 End: Dec 22

No afterschool sessions on: Oct. 23, 24 Nov 6, 7, 26,27, 28 Dec. 12/23-12/31

Week of Jan 5, 2009 No after school program activities

Cycle 2. Classes begin: Jan 12 End: April 3

No afterschool sessions on: Jan 1-9, 22, 23 Feb 10, 16, 19, 20 March 19, 20

Week of April 6, 2009 No after school program activities

Cycle 3. Classes begin: April 20 End: June 19

No afterschool sessions on: April 23, 24, 28 May 21, 22, 25

Week of June 22- July 3 No after school program activities

Summer Session: Classes begin: July 6 End: July 31

**Program Hours**

Monday – Friday

Time : 4- 4:15pm Snack

4:15- 5:30 pm Homework and tutoring

5:30- 6:45 Physical, Cultural, Artistic  
Enrichment Activity

6:45-7:00 pm Dismissal

**Summer Session Program Hours**

July 6-31, 2009

4 weeks (9am-1pm)

Monday - Friday

9 am Breakfast

9:30 – 11 am Academic/Remediation

11am- 12:30 pm Enrichment Activity

12:30-1:00 pm Lunch and Dismissal

***\*The Early Dismissal and Inclement Weather Policy: The 21st Century program follows LEAP's school calendar. During holidays, half-days and early dismissal days (including inclement weather) there will be no after-school program. 21St Century program will notify parents, students and staff of any changes. For more information contact the 21st Century Office at (856)614-2092 or (856)614-5046.***

## **CLASS AND ACTIVITY SELECTION ACADEMIC ENRICHMENT**

### **Rutgers University- Center for Strategic Urban Community Leadership**

#### **HOMEWORK AND TUTORIAL ASSISTANCE**

This session will feature group homework assistance for proficiency and remediation in core subject areas.

***Monday through Thursday 4:15 – 5:30 p.m. Grades 4 – 12***

#### **ELEMENTARY FOUNDATIONS**

This course will help students gain the foundation necessary to pass the NJ ASK test. The class instructor will tutor students using actual NJ ASK test material, and will not only help the students improve their reading and math skills, but also get them ready to take the state test!

***Monday through Thursday 4:15 – 5:30 p.m. Grades 4 – 6***

#### **LEARNING AFTER HOURS**

After a full day of classes it is time for some fun! Students will participate in an adult style book club using books that they choose. Students will read together and at home and will then discuss the book as a group. Students in Learning After Hours will also participate in science experiments and a curriculum based on the award winning documentary, An Inconvenient Truth.

***Monday through Thursday 4:15 – 5:30 p.m. Grades 7 and 8.***

#### **TIME FOR THE SAT**

Students have the opportunity to take an SAT preparation class as part of 21st Century. This course, designed by the College Board and using College Board materials, will not only enhance student's understanding on math and language arts classes, but it will give them exposure to the test that plays a large role in college admission. The course is created by the people that make the SAT test, and it is a great opportunity for 9th – 11th grade students to practice.

***Monday through Thursday 4:15 – 5:30 p.m., Grades 9-11***

#### **SUPPLEMENTAL EDUCATIONAL SERVICES**

Eligible students may access these tutoring services by contacting Ms. Letitia Logan at 856-614-0400 x 5044.

### **New Jersey Academy for Aquatic Sciences**

#### **OCEAN SCIENCE**

Participants in this program will investigate topics about how the ocean environment works. Using experiments, live animals and lots of energy, students will explore questions from "How tidal waves are made" to "Why sharks detect electricity". In the end, participants will know more about the ocean than Sponge Bob himself!

***Tuesday 5:30 - 6:45 p.m.***

***Grades 4***

***Wednesday 5:30-6:45pm***

***Grades 5***

***Thursday 5:30 -6:45pm***

***Grades 6***

## **CULTURAL ENRICHMENT, NUTRITION, PHYSICAL ACTIVITY**

### **4- 6 grade students will enjoy:**

#### **Rutgers University Camden Center for the Arts**

##### **FLAMENCO DANCE**

Come and learn about movement, music and the culture of flamenco - a beautiful and energetic dance. As a beginner, you will be introduced to the rhythms (palos) of flamenco, through a series of techniques of foot work (zapateado), arms movement (brazco), hands movement (floreo) and hip movement. Don't miss this great opportunity to learn a new way to express yourself in a creative and fun way.

***Monday and Wednesday 5:30 - 6:45 p.m. Grades 4-6***

#### **The Symphony in C**

##### **SYMPHONY & STRINGS**

The Symphony Strings Program will promote self-reliance, self-discipline, confidence building, creative and personal growth while building self-esteem in students. Private lessons in violin and cello will focus on fundamental practice habits and technique, building an appreciation for string instruments and the joy of classical music.

***Monday and Wednesday 5:30 - 6:45 p.m. Grades 4-6***

#### **Rutgers Cooperative Extension**

##### **"YOU ARE WHAT YOU EAT"**

In this fun and interactive class students will learn how to use the MyPyramid to make healthier choices, be more physically active and even track daily food intake and activity. Topics include Eating Less Fat, Fruit Juices and Shakes, Calci-Yum, Get Up and Move! Reading Food Labels. Smart snacking, shopping tips, preparing and eating healthy snacks such as fruit smoothies are on this class' menu.

***Monday 5:30-6:45pm Grades 4-6***

#### **LEAP Academy University Charter School**

##### **TRIPLE PLAY SPORTS**

Students will learn the fundamental skills of basketball, soccer and volleyball necessary to play the games. The program will promote good sportsmanship, teamwork, fair play, character education and fitness.

***Monday and Wednesday 5:30 - 6:45 p.m. Grades 4 – 6***

##### **RECREATIONAL SOCCER**

This class will provide an opportunity for students of all levels to learn the individual skills and teamwork needed to be a successful soccer player. The class will culminate with an informal friendly tournament - the teams will be comprised of members of the class, providing an opportunity for the students to play in a competitive environment. The class will emphasize the core values of sportsmanship, teamwork, and fair play.

***Tuesday and Thursday 5:30-6:45pm Grades 4-6***

##### **SEWING CLASS**

Students will learn the basics of sewing such as reading and cutting patterns as well as the basic parts of the sewing machine. Students will learn the tools of the sewing trade and be introduced to careers in design.

***Wednesday 5:30 - 6:45 p.m. Grade 4 - 6***

**ARTS AND CRAFTS**

Participants will learn the artist techniques of color, balance, expression and creative freedom through their personal creations in the form of crafts.

***Tuesday and Thursday 5:30-6:45pm Grade 4-6***

**LEAP EXPRESS NEWSLETTER**

Students will publish a newsletter with Microsoft Publisher. Students will create surveys, conduct interviews, and voice their opinions on various issues. The following features will be included: fashion, teacher and staff interviews, sports, current events, editorials, digital images, appropriate entertainment news, upcoming events, and reviews.

***Tuesday and Thursday 5:30 - 6:45 p.m. Grades 4 - 6***

**MOVIE CLUB/FIELD TRIP/ FAMILY NIGHTS**

Students will enjoy the opportunity to see and discuss educational and/ or youth oriented movies. Field Trips may be scheduled during this time to various local educational attractions. Family Nights also may be scheduled during this time to promote family involvement through activities such as workshops, games nights, talent shows and student performances.

***Friday 4:00 - 6:45 p.m. Grades 4 – 6***

**7- 12 grade students will enjoy:**

**Boys and Girls Club**

**INSTRUCTIONAL SWIMMING**

Learn to swim classes will be offered at the Boys and Girls Club of Camden County. These classes are for beginners with little or no swimming experience. Students will learn the basics, develop fitness, positive use of leisure time, skills for stress management, and social skills. Transportation to and from the club will be provided.

***Wednesday 5:30-6:45 pm Grades 7-12***

**The Camden Settlement Music School**

**JAZZ DANCE**

This class combines elements of jazz, modern, and African dance with the discipline of ballet technique, expressive movement, improvisation and physical coordination.

***Tuesday 5:30 - 6:45 p.m. Grades 7 – 12***

**Rutgers Cooperative Extension**

**“YOU ARE WHAT YOU EAT”**

In this fun and interactive class students will learn how to use the MyPyramid to make healthier choices, be more physically active and even track daily food intake and activity. Topics include Eating Less Fat, Fruit Juices and Shakes, Calci-Yum, Get Up and Move! Reading Food Labels. Smart snacking, shopping tips, preparing and eating healthy snacks such as fruit smoothies are on this class’ menu.

***Wednesday 5:30 - 6:45 p.m. Grades 7 – 12***

## **Rutgers University Camden Center for the Arts**

### **JEWELRY MAKING**

You will learn the basics in art, helping you to understand design elements such as color theory, materials, and trends. You'll evolve your skills and design your own accessories such as jewelry and other fun and functional accessories.

***Monday and Thursday 5:30-6:45 pm, Grades 7-12***

## **LEAP Academy University Charter School**

### **INTRAMURAL VOLLEYBALL**

Learn the fundamental skills of volleyball, which are necessary to play the game. This sport will promote good sportsmanship, character education, and fitness. Participants will gain basic knowledge of volleyball while participating in skill drills and games.

***Monday 5:30 - 6:45 p.m. Grades 7 - 12***

### **SEWING CLASS**

Students will learn the basics of sewing such as reading and cutting patterns as well as the basic parts of the sewing machine. Students will learn the tools of the sewing trade and be introduced to careers in design.

***Monday 5:30 - 6:45 p.m. Grades 7 - 12***

### **MOSAICS**

Learn the art of Mosaics! Create beautiful wall murals for your school using your creativity with a teacher's guidance to master the art of Mosaics learning the tedious concepts of color theory, pattern and design along with the procedures of creating a masterpiece through this fun form of art.

***Monday and Wednesday 4:30 -5:30 p.m. Grade 7***

### **WEIGHT TRAINING**

Get personal weight training at Steve's Gym which prides itself on bringing state-of-the-art coaching techniques and nutrition advice to the talented athlete and the body builder. Get motivated to transform your physical, mental and emotional being. No weight lifting experience needed, girls are welcomed! Transportation to and from the gym will be provided.

***Mondays & Thursdays 4:30-5:30pm, Grades 7-12***

### **SCRAPBOOKING**

Learn the basics of using Scrapbooking tools and basic techniques, reflecting on life events and placing them on paper in the most creative form imaginable.

***Tuesdays 5:30-6:45 pm, Grades 7-12***

### **AEROBICS**

A high/low impact aerobic class incorporating cardio with core strengthening. This class is taught using three levels of intensity and is great for the beginner to the advanced student. The class ends with an abdominal workout and stretching.

***Tuesday and Thursday 5:30-6:45 pm, Grades 7-12***

**INTRAMURAL BASKETBALL**

Teams will be coached on basketball skills, which will help develop students' awareness towards competitive sports.

***Tuesday, Wednesday and Thursday 5:30 - 6:45 p.m***  
***Grades 7 – 12***

**MOVIE CLUB/FIELD TRIP/ FAMILY NIGHTS**

Students will enjoy the opportunity to see and discuss educational and/ or youth oriented movies. Field Trips may be scheduled during this time to various local educational attractions. Family Nights also may be scheduled during this time to promote family involvement through activities such as workshops, games nights, talent shows and student performances.

***Friday 4:00 - 6:45 p.m. Grades 7 – 12***

**FAMILY LITERACY INITIATIVE**

Reading Nights features literacy activities at the school libraries, which will foster the love and appreciation of reading by the entire family. Families will also receive resources and activities they can enjoy at home.

***Elementary School: November 14, 2008 5:30-6:30pm***

***High School: October 17, 2008 and November 14, 2008 5:30-6:30pm***

**REGISTRATION FOR CLASS**

*Please write in the class names in appropriate box for every day in the blank space provided.*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00-4:15	Snack	Snack	Snack	Snack	Snack
Period 1 4:15-5:30	Academic Enrichment	Academic Enrichment	Academic Enrichment	Academic Enrichment	Movie Day/ Fieldtrips
Period 2 5:30-6:45 6:45PM					Movie Day/ Fieldtrips
Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Note: Space is limited. Registration is not a guarantee of placement. Classes are subject to change based on insufficient enrollment and insufficient attendance. Those students who are not placed in their desired class will be placed in another suitable class.

**TRANSPORTATION INFORMATION:**

Transportation? (Circle one): Yes    No

(In order to obtain transportation with the after school program you must live 2.1 miles from the one of the school listed below)

BUS STOPS	BUS DROP OFF TIME
Lanning	7:00 pm
Cream	7:16 pm
Yorkship	7:24 pm
Washington	7:32 pm
Cramer	7:43 pm
Bonsall	7:53 pm
Sacred Heart	8:03 pm
*The times listed above are the approximate drop off times	

Student Bus Stop Selection\* \_\_\_\_\_

***\*Parent/guardian of Pennsauken students will need to provide their own transportation to and from the program.***

***\* Students in grades 4-6 must be picked up by a parent/guardian at designated bus stops. Parents are asked to arrive at least 10 minutes prior to the drop off time. If there is no parent/guardian at the stop the student will be driven back to the school.***

***A \$25 penalty fee will be charged to parent/guardian for lateness. In addition, students will not be able to ride bus for the duration of the program.***

# STUDENT PARTICIPANT INTAKE FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_\_

PARTICIPANT TYPE: (check one)

Child/student

Grade at Entry (check one)  4  5  6  7  8  9  10  11  12

Highest Level of Education:  Elementary  High School  College

Limited English Proficiency? (check one):  yes  no

Lunch Subsidy (check one):  Reduce  Free  NA

Special Needs or Disability: (check one):  yes  no

RACE (check one):

Asian

Black

Hispanic or Latino

Native American

Pacific Islander

White

Unknown

PRIMARY LANGUAGE SPOKEN (check one):  English  Spanish  other

TRANSPORTATION NEEDED? (check one):  yes  no

PARTICIPANT EMERGENCY CONTACT INFO *(Must provide 2 contact persons other than parent. Must be completed for acceptance into the program.)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address1: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

CAN STUDENT BE RELEASED TO THIS PERSON? (check one):  yes  no

Can student be released to this person? (Circle one) Yes No

List any medical Issues: \_\_\_\_\_

Taking any medications? \_\_\_\_\_

If so, list medications \_\_\_\_\_

Office Use Only

Intake Date: \_\_\_\_\_

Exit Date: \_\_\_\_\_

## PARENT PARTICIPANT INTAKE FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_\_

Participant type: (check one)     Child/student     Adult     Parent /Guardian

Highest Level of Education:     Elementary     High School     College

Limited English Proficiency? (check one):     yes     no

Race (check one):

Asian                       Black                       Hispanic or Latino  
 Native American         Pacific Islander         White                       Unknown

Primary Language Spoken (check one):     English     Spanish     other

### PARTICIPANT EMERGENCY CONTACT INFO

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address1: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### LIST OF STUDENT PARTICIPANTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intake Date: \_\_\_\_\_ Exit Date: \_\_\_\_\_

# 21ST CCLC PROGRAM POLICIES, PARENT & STUDENT CONTRACT

## **I. Attendance Policy**

In order to maximize benefits of the after school program, students are expected to attend the program on a daily basis. Failure to do so may result in dismissal from the program at which point the space will be offered to another student.

## **II. Behavior Policy**

Students, who indulge in disruptive behavior, create a dangerous or unsafe condition for other students or staff, may be dismissed from the program.

## **III. Field Trip Permission**

Field trips, including walking trips, will be taken on a regular basis. Parents/guardians will not need to sign a permission slip for each trip, but will be required to advise staff if they DONOT wish their child to attend a field trip. Students who display disruptive behavior during the program will not be allowed to participate in field trips and will need to stay home on field trip days. Parents will be notified in advance of all field trips. Any students with medical needs will need to be escorted by parent/guardian in order to go on field trips.

## **IV. Information and Technology Access Agreement**

The Internet offers the opportunity to enhance the educational experience for our students. Students are directly responsible to use this tool in an appropriate manner. Failure to act responsibly will result in dismissal from the program. Software is utilized to block sites that are considered inappropriate sites. Students, who access inappropriate sites, whether or not they were blocked, shall be subject to dismissal from the program. If students inadvertently access an inappropriate site, it must be reported immediately to the teacher or staff.

## **V. Personal Property**

The staff is not responsible for lost or stolen items. It is recommended that students leave valuable items such as jewelry and electronics at home. Label all items brought to the program with students' name.

## **VI. Special Needs Student Policy**

The 21st Century Community Learning Center Program will make reasonable modifications to accommodate children or parents with disabilities, will provide appropriate aides and services and make the facilities accessible, unless it constitutes an undue burden.

## **VII. Standard Photography Release Policy**

LEAP Academy University Charter School, 21st Century Community Learning Center, and Rutgers University has permission to copyright, use, reuse, publish, and republish photographic portraits or pictures of my child/ children whether in whole or in part for educational purposes only used by LEAP Academy, 21st Century, or Rutgers University. Parent/guardian waives any right to inspect or approve the finished product or products.

## **VIII. Student Safety and Supervision Notice**

Students must sign in and out with the Program Site Coordinator in order for Program Staff to supervise, monitor and ensure student safety. In addition, staff is not responsible for students who leave the school building before they sign in or leave the school building unescorted. Fourth to Sixth Graders must be signed out by parent/guardian. It is important that parents understand and reinforce this procedure, as student safety is Program Staff's number one concern.

## **IX. Uniform Policy**

Students must wear LEAP regular or gym uniforms at all times while in the program.

**X. Walker's Consent:** I give my child permission to walk home from the 21st Century program. Initial here \_\_\_\_\_.

We have read the above policies, statements and understand fully the student and parent responsibilities. We understand that 21st Century adapts its policies and procedures from LEAP. We agree to comply with the contract and to follow LEAP's Student Honor Code of Conduct.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent/Guardian Signature & Date

**STUDENT HONOR CODE OF CONDUCT- 2008-2009**

- 1) Attend School regularly
- 2) Be in full and proper uniform at all times
- 3) Be punctual in attendance, both to school and to class
- 4) Obey all school rules and policies as set forth in the Student and Parent Handbook
- 5) Be respectful to all staff – teachers, administrative and support staff
- 6) Earn the respect of their peers and staff
- 7) Arrive each school day prepared mentally and physically for the process of learning
- 8) Continually demonstrate respect for people and property you come in contact with each day
- 9) Take responsibility for establishing good and effective study habits that augment the in school learning process
- 10) Take responsibility for all of your actions and decisions
- 11) Learn to use your time and resources responsibly
- 12) Share responsibilities when working as members of a group
- 13) Understand and meet the unique requirements of each of your classes
- 14) Monitor your progress toward objectives
- 15) Communicate with parents and school personnel about school related matters