



**21st CENTURY COMMUNITY
LEARNING CENTER**

After School Program

LEAP Academy University Charter School

STUDENT AND PARENT HANDBOOK

Winter 2010

January 5, 2010 - March 31, 2010



LEAP ACADEMY UNIVERSITY CHARTER SCHOOL

The mission of the LEAP/ 21st Century Community Learning Center After School Program is to enrich the lives of LEAP students and their families with opportunities for academic achievement; physical, performing and visual arts activity; positive youth development; and family involvement with community- and partnership- driven after school program services.

LEAP Academy is the lead organization, primary partner and sponsor of the 21st Century Community Learning Centers (21st CCLC) After School Program, which is under the Title IV, Part B of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001. The 21st CCLC are defined as centers that offer academic, artistic, and cultural enrichment opportunities to students (in grades 4-12) and their families when school is not in session. The purpose of the program is to increase students' academic achievement, increase positive student behavior, engage adult family members, and establish and maintain partnerships and collaborative relationships. The program is aligned with the New Jersey State Core Curriculum Content Standards and funded by the State of New Jersey Department of Education.

LEAP ADMINISTRATION

Deanna Burney, Ph.D, Chief Learning Officer/Superintendent
Margaret Martinez, Elementary School Principal
Charles Benito, High School Principal Fellow

21ST CENTURY COMMUNITY LEARNING CENTER

Program Office Hours:

Monday – Friday 12 p.m. – 8 p.m.

Security Desk: Elementary School: 856-614-5615

High School: 856-614-0400 x 5087

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

Lavonne Nichols, Program Site Coordinator, ES
639 Cooper Street Camden, NJ 08102
lavonich@camden.rutgers.edu
Phone (856) 614-2090

Natalie Harris - Program Site Coordinator, HS
549 Cooper Street Camden, NJ 08102
natjoe01@camden.rutgers.edu
Phone (856) 614-2090

PARTNERS & COLLABORATORS

Camden Settlement Music School
New Jersey Academy for Aquatic Sciences
Miracles Global, Inc.
Symphony in C
Rutgers- Center for Urban Strategic Community Leadership
Rutgers-Cooperative Extension of Camden County

Girl Scouts Troop 30420
Rutgers- Camden Center for the Arts
Rutgers/LEAP Family Support Center
Steve's Club, Youth Fitness

AFTER SCHOOL PROGRAM SCHEDULE & CLOSING DATES 2009-2010

Cycle 2. First Day: Tuesday, January 5, 2010
Cycle 2. Last Day: Wednesday, March 31, 2010

Cycle 3. First Day: Tuesday, April 13, 2010
Cycle 3. Last Day: Wednesday, June 16, 2010

DAILY SCHEDULE

Monday – Friday

Time: 4- 4:15p.m. Snack

4:15-5:30 p.m. Academic Enrichment, Remediation, and Homework

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

7 p.m. Dismissal

THE AFTER SCHOOL CLOSING POLICY

The 21st Century program will follow LEAP's school calendar. During holidays and half-days there will be no after-school program.

No After School Sessions (due to early dismissal, holidays, spring recess, staff planning and professional development):

Cycle 1:
<ul style="list-style-type: none">• September 7, 17, 18• October 15, 16,• November 5, 6, 18, 25, 26, 27• December 3, 4 ,23, 24, 25, 28, 29, 30, 31
Cycle 2:
<ul style="list-style-type: none">• January 2010 1,4 18, 21, 22• February 9, 15, 25,26• March 18, 19
Cycle 3:
<ul style="list-style-type: none">• April 1-12, 22, 23• May 20, 21, 24• Program ends on June 16, 2010.• 21st Century will not run a summer program in 2010.

The 21st Century program staff will notify parents, students and staff of any changes.
For more information contact the 21st Century Office at (856) 614-2090

CLASS AND ACTIVITY SELECTION

ACADEMIC ENRICHMENT

RUTGERS- CENTER FOR STRATEGIC URBAN COMMUNITY LEADERSHIP

Homework Plus comprehensively addresses the full needs of the student. Students will receive intensive homework assistance in a structured and supportive atmosphere.

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

Journalism and Exploratory Writing

This writing class will focus on academics through exploration and discovery. Throughout the program, students will investigate a relevant issue within the community and explore causes and solutions to address the problem. In addition, students will be exposed to various careers in the field of journalism in both print and media outlets.

Monday through Thursday 4:15-5:30 p.m., Grades 7-12, Room B19

Excellence through Entrepreneurship

Students will explore the steps to starting their own business, participate in question and answer sessions with local entrepreneurs, and form their own business plan. This program encourages structured peer interaction, networking, mentorship, and verbal and social, and critical thinking skills development.

Monday through Thursday 4:15-5:30 p.m., Grades 7-12, Room B08

Musical Literacy

The Musical Literacy program encourages reading and writing through the use of music. Music shapes the lives of many people especially youth who are inundated with music 24/7 via computers, phones, and iPods. However, many youth are not aware of the important role language and literacy has with music. Throughout the program, students will learn new vocabulary, sentence structure, and word usage, by writing to daily topics. After writing, students will edit work to music and participate in daily mini performances. This program encourages peer interaction, journal and creative writing, self-confidence, and exposure to music. Students will develop better writing and public speaking habits in a fun and artistic environment as well as an album by the end of the program

Monday through Thursday 4:15-5:30 p.m., Grades 7-12, Room B05

Twilight's Eclipse Book Club

Vampires? Werewolves? Eclipse takes you to a whole new level in monsters. Can Edward protect Bella from his own kind, or will he need to swallow his pride and ask his worst enemy Jacob for help? If you can't wait for the next movie in the Twilight Saga, then the Eclipse Book Club is where you need to be. Sign up today and catch up on all the hottest rage since Harry Potter! **Monday & Wednesday 4:15-5:30 p.m., Grades 7-12, Room B09**

MATH 24

If you like to WIN well **24** is the game for you! Here is a unique way to play a game where you can compete with your friends and learn at the same time. This is a game for those with quick math skills as well as those that want to improve their basic math skills. 24 is a game that has you adding, subtracting, multiplying, and dividing four different numbers so that they equal 24. The competition will be fierce with lots of practice for a Spring Tournament. So are you going to be named Leap Academy's first 24 Champion and win a big trophy? Space is limited so hurry up and grab your spot!

Tuesday & Thursday 4:15-5:30 p.m., Grades 7- 12, Room B09

Math Tutoring

Students will have the opportunity to receive one on one math tutoring, on a daily basis.

Monday –Thursday 4:15-5:30p.m., Grades 7-12, H.S. Library

NEW JERSEY ACADEMY FOR AQUATIC SCIENCES

Movie Mania: Blue Planet

Students get to watch and discuss what has been described as the most complete series on the natural history of the world's oceans. The underwater films include creatures and behaviors that are simply amazing. You bring the enthusiasm, we bring the popcorn.

Tuesday 5:30-6:45 p.m., Grades 4- 6

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! **Thursday 5:30 -6:45 p.m., Grades 4-6**

SUPPLEMENTAL EDUCATIONAL SERVICES (SES)

Extra academic help, such as tutoring or remedial help, is provided to students in subjects such as Language Arts, and Math. Eligible students may access these tutoring services by contacting Ms. Barbara Dunlap, Vice Principal of Student Support Services at 856-614-0400 ext. 5097.

Academic Achievement Policy: Students who are not in good academic standing may be suspended from participating in some or all enrichment activities until satisfactory academic performance is achieved.

CULTURAL & ARTS ENRICHMENT, NUTRITION, PHYSICAL ACTIVITY

4- 6 GRADE STUDENTS WILL ENJOY:

CAMDEN SETTLEMENT MUSIC SCHOOL

Jazz

A common form of dance used in musical theater, is heavily influenced by African- American traditions. The course covers the basic steps, and vocabulary. Students learn basic techniques based on ballet and modern dance. Through warm-ups and exercises students gain strength, flexibility, endurance and coordination. ***Thursday 5:30 p.m.-6:45 p.m., Grades 4-6***

LEAP ACADEMY CHARTER SCHOOL

Triple Play Sports

Students will learn the fundamental skills of basketball, hockey, touch football , soccer and volleyball that is necessary to play the games. The program will promote good sportsmanship, teamwork, fair play, character building and fitness.

Tuesday and Wednesday 5:30 - 6:45 p.m. , Grades 4 – 6

Jewelry Making Class

Learn the basics of design layout, color combination and techniques. Students will have fun designing and creating necklaces, earrings, bracelets, hair accessories, purses, and other functional accessories.

Monday 5:30-6:45 p.m. , Grades 4-6

Cardio Dance

Have a blast dancing to the hottest music hits while keeping fit and healthy. Students will be challenged and come back for more. Students will also work out to themed classes such as football and cheerleading. Cardio aerobic techniques are simple to learn and easily broken down so that anyone can learn them. ***Wednesday 5:30 p.m.- 6:45 p.m., Grades 4-6***

Hand Sculptures Art Class

You can be the star of your own masterpiece using two things that are a part of your everyday life. Yours hands! In this class students will create hand sculptures using Paper Mache; inspired by the artwork of Ken Parker. This class will give students the opportunity to make cool yet appropriate hand gestures in a new and exciting way that will become colorful artwork.

Wednesday 5:30-6:45 p.m., Grades 4-6

GO Green! Art Class

This recycling inspired art class will allow students to become brilliant artists while learning about protecting the environment. Crafts will be made of recyclable materials. This is your chance to release that budding artist and show your skills.

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

Movie Club/Field Trip/ Family Nights/ Science Mania 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. Students will be able to learn about science in a fun way through interactive science workshops.

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

The Positive Zone

Students will participate in fun activities that reinforce positive social behavior and skills such as confidence, coping, self-control, listening, and making friends. All students will have the opportunity to participate in character building discussions that deal with respect, honesty, cooperation, responsibility, & getting along with others.

Monday-Thursday, time to be determined. Grades 4-6

RUTGERS CAMDEN CENTER FOR THE ARTS

Martial Arts (with new instructor)

Students will learn martial arts in a fun and disciplined atmosphere that will promote healthy habits, and build a strong sense of belonging. Students will learn and develop an “**I CAN DO IT**” attitude in this martial arts class. Every child’s goal is the Black Belt, a symbol of excellence in martial arts. ***Monday and Thursday 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. ***Tuesday 5:30-6:45 p.m. , Grades 4-6***

SYMPHONY IN C

Symphony & Strings

The Strings Program provides private and group lessons in violin and cello with a focus on fundamental practice habits and technique, building an appreciation for string instruments and the joy of classical music. The program promotes self-reliance, self-discipline, confidence building, creative and personal growth while building self-esteem in students. ***Monday and Wednesday 5:30 - 6:45 p.m., Grades 4-6***

CULTURAL & ARTS ENRICHMENT, NUTRITION & PHYSICAL ACTIVITY

7-12 GRADERS WILL ENJOY:

Academic Achievement Policy: Students who are not in good academic standing may be suspended from participating in some or all enrichment activities until satisfactory academic performance is achieved.

CAMDEN SETTLEMENT MUSIC SCHOOL

Group Guitar Lessons

This class is for the beginning guitar student interested in learning basic skills. Learn to tune the instrument and play chords and melodies in first position. Reading guitar tablature and fundamentals of music theory will be covered. Course material will be applied to a selection of well-known modern music. Acoustic or classical six string guitars only.

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

LEAP ACADEMY CHARTER SCHOOL

Involved

Involved is a community service project based class which focuses on deliberating, planning, implementing, and reflecting on your community service, thereby sustaining high-quality service learning. Gift your community with your time, skills and care to a city that needs you, rewarding yourself with the satisfaction of giving back. Involved is also great way to demonstrate to colleges that you are a well rounded student.

Monday & Wednesday 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 pm, Grades 7 – 12

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-Thursday 6:00- 6:45 p.m. Grades 7-12***

Cooking- 4 -Life

Today's kids and their families are pressed for time. Many don't know how to cook or assemble basic meals or are simply too busy and tired to spend much time in the kitchen. In this class students will learn that healthy eating will not only allow them to cook healthier meals, make healthier food choices and lose the extra weight, but also that it can be fun and help create memories that they can share with their families. Each class will begin with a 15-minute workout. **Every other Monday 5:30-6:45 p.m., Grades 7-12**

Are You Game?

After a long day at school, it's time to unwind and relax with games and friends. Playing games is a perfect way to spend time together with your friends — and build learning skills at the same time. Playing games such as Chess, Checkers, Monopoly, Uno, Pay Day, & Yahtzee help students think logically, practice skills as counting, reading, visual perception, eye-hand coordination and dexterity. Here students will learn about healthy competition, verbal communication, to focus their attention while enjoying the company of their friends. Everyone is a winner in this class- there are no losers! **Thursday 5:30-6:45 p.m., Grades 7-12**

Skating Lessons

Are you yearning to skate like the pros? If so, at Millennium Skate World you can learn with their top notch instructors. All levels are welcomed, for beginners they focus on providing the basics. For more advanced skaters they focus on proper form, technique and getting you ready to meet your goals. Not only will you learn to skate but you will also fine tune your coordination. **Tuesday 5:50-6:45 pm, Grades 7 – 12**

RUTGERS CAMDEN CENTER OF THE ARTS

Watercolor Painting

Experience the world of watercolor painting and become a free spirited artist through this relaxing, carefree media. Watercolor is a loose and fun form of painting that will teach you the basics of color theory, shapes along with various painting techniques such as blending, brush control and more. While learning these techniques and more, you'll create beautiful works of art to be proud of. **Wednesday 5:30-6:45 p.m., Grades 7-12**

Hip Hop Dance Class

Taught by a professional hip hop dancer, students will learn the 3 elements of dance: time, space and energy including a fusion of hip hop dance with other dance techniques such as jazz, Latin and Brazilian. Students will become aware of the degree that art reflects life and the way society affects the type of art that is being made through music, dance and visual art i.e, hip hop, rap and graffiti. Students will have an opportunity to express, create, and perform movement by their peers.

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

RUTGERS COOPERATIVE EXTENSION OF CAMDEN COUNTY

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

SYMPHONY IN C

Symphony & Strings

The Strings Program provides private and group lessons in violin and cello with a focus on fundamental practice habits and technique, building an appreciation for strings instruments and the joy of classical music. The program promotes self-reliance, self-discipline, confidence building, creative and personal growth while building self-esteem in students.

Monday & Wednesday 5:30 - 6:45 p.m., Grades 7-9

PARENTAL INVOLVEMENT AND PARENT PROGRAMS

The following programs are being scheduled for the upcoming cycles

- Family Literacy Nights
- Computer Classes/ Internet Safety Awareness
- Healthy cooking/Healthy eating
- Aerobics, exercise, line dancing
- African-American History Celebration (February)
- Financial Literacy Workshop
- Cancer Awareness Workshops

Schedule to be announced. If you are interested in attending, contact Vanessa Jones, Parental Involvement Coordinator at 856-614-5617.

PARENT VOLUNTEER FORM

The 21st Century Program needs your help. Please choose one or more categories in which you can help.

Remember: All Parents will receive Parent Partnership Hours for any and all activities you attend or participate in. Please log in your hours at the Parent Center.

___ Chaperone Field Trips

___ I can donate food and beverages for student and parent events

___ I can help with activities during the Family Nights.

Other services which you could

Contribute: _____

Comments: _____

Parent's Name

_____ Phone _____

Student's Name _____ Grade _____

Thank you!

Student Name _____

STUDENT CLASS REGISTRATION FORM

Please write in the class names in appropriate box (period 2) 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	Homework and Academic Enrichment	Homework and Academic Enrichment	Homework and Academic Enrichment	Homework and Academic Enrichment	Movie Day/ Fieldtrips/ Family Nights
Period 2 5:30-6:45					Movie Day/ Fieldtrips/ Family Nights
6:45P.M.	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Note: Space is limited. Registration is not a guarantee of placement. Lack of enrollment or regular attendance will result in the suspension of a class. Those students who do not receive placement in a desired class will be placed in another suitable class.

21st Century Afterschool Program Field Trips for Cycle 2

Student Name _____

*The purpose of educational field trips is to provide students with different ways of learning about Science, Math, Culture & Art as well as enjoying physical activity. The program provides transportation and a snack. Field trips are held off site and are a privilege. Students must demonstrate good behavior while attending the regular program to be able to participate on a field trip. Parents are welcome to attend as chaperones. Please note that some field trips may be held on early dismissal days to allow for extra travel time so that students have enough time to enjoy the trip. **On early dismissal day trips we will return to LEAP Academy no later than 4 pm (unless otherwise notified).***

Please check the trip(s) you would like your child to attend:

Grades 4-6:

1. _____ **The Franklin Institute**, 222 North 20th Street, Philadelphia, PA 19103

Projected Date: January 22, 2010 *EARLY DISMISSAL DAY*

Students will learn to identify systems of interacting components and understand how their interactions combine to produce the overall behavior of the system.

_____ Check here if parent/guardian wants to chaperone.

2. _____ **Playdrome Recreation Center**, 1536 N. Kings Highway, Cherry Hill, NJ 08034

Projected Date: Feb 19, 2010

Students will learn how to bowl, keep and tally scores, be supportive of one another and play together as a team. Students will demonstrate and practice habits of good sportsmanship.

_____ Check here if parent/guardian wants to chaperone.

Grades 7-12:

3. _____ **Sahara Sam's Oasis Indoor Water Park**, 535 North Route 73, West Berlin, NJ 08091

Projected Date: March 19, 2010 *EARLY DISMISSAL DAY*

Students will learn the importance of water safety, personal hygiene, pool water chemistry and the science behind water park fun.

_____ Check here if parent/guardian wants to chaperone.

4. _____ **Playdrome Recreation Center**, 1536 N. Kings Highway, Cherry Hill, NJ 08034

Projected Date: Feb 12, 2010

Students will learn how to bowl, keep and tally scores, be supportive of one another and play together as a team. Students will demonstrate and practice habits of good sportsmanship.

_____ Check here if parent/guardian wants to chaperone.

TRANSPORTATION INFORMATION:

Student Name _____

Will student use program bus transportation? (Check 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
Washington School	7:10 p.m.
Davis School	7:20p.m.
Cramer School	7:30 p.m.
Bonsall School	7:40 p.m.
Lanning Square	7:50 p.m.
Sacred Heart School	8:00p.m.
Cream School	8:10 p.m.
Yorkship School	8:20 p.m.

The above bus schedule is tentative. It will be confirmed shortly.

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.***

INSTRUCTION PAGE:

Please complete the student and parent intake forms if

- 1) The student is new to the 21st Century Program or
- 2) The student is returning to the 21st Century Program but information has changed such address, phone numbers, emergency contacts and change in health status.

When complete please return the bus transportation, class registration, field trip, participant intake forms and the signed contract to the 21st Century Program Office or mailboxes at the LEAP Elementary or High school.

Keep the first part of the handbook with the office hours and contact information, schedule, class descriptions (pages 1-11) for your reference.

Thank you for your cooperation and support!

STUDENT PARTICIPANT INTAKE FORM

First Name: _____ Last Name: _____ MI: _____

Address1: _____ City: _____ State: _____ Zip: _____

Address2: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Phone 1: _____ Phone 2: _____

Gender: (Check one) Gender: (Check one) Male Female Date of Birth: _____

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

Race (Check one): Asian Black Hispanic/Latino Native American
 Pacific Islander White Unknown

Primary Language Spoken (Check one): English Spanish Other

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: _____

Address1: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Phone 1: _____ Phone 2: _____

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

First Name: _____ Last Name: _____ MI: _____

Address1: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Phone 1: _____ Phone 2: _____

Can student be released to this person? (Check 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

Student Name: _____

Parent Participant Name: _____

First Name: _____ Last Name: _____ MI: _____

Address1: _____ City: _____ State: _____ Zip: _____

Address2: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Phone 1: _____ Phone 2: _____

Gender: (Check one) Male Female Date of Birth: _____

Highest Level of Education: Elementary High School College

Limited English Proficiency? (Check one): yes no

Race (Check one): Asian Black Hispanic/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: _____

Address2: _____ City: _____ State: _____ Zip: _____

LIST OF STUDENT PARTICIPANTS:

Office Use Only Intake Date: _____ Exit Date: _____

21ST CCLC PROGRAM POLICIES, PARENT & STUDENT CONTRACT

Academic Achievement Policy

Students who are not in good academic standing may be suspended from participating in some or all enrichment activities until satisfactory academic performance is achieved.

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.

Behavior Policy

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

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 DO NOT 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. Parents/guardians are strongly encouraged to escort students with medical needs on field trips.

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.

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.

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.

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.

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.

Uniform Policy

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

Walker’s Consent:

I give my High School Students permission to walk home from the 21st Century program (*not available for Elementary students*) Initial here _____

STUDENT HONOR CODE OF CONDUCT

- 1) Attend the Program regularly.
- 2) Be in full and proper uniform at all times.
- 3) Be punctual in attendance, both to program and activities.
- 4) Obey all program 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) Continually demonstrate respect for people and property you come in contact with each day.
- 8) Take responsibility for establishing good and effective study habits that augment the in school learning process.
- 9) Take responsibility for all of your actions and decisions.
- 10) Learn to use your time and resources responsibly.
- 11) Share responsibilities when working as members of a group.
- 12) Communicate with parents and program personnel about program related matters.

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