Dear Parents and Guardians,

Thank you for partnering with us for what promises to be a fun and exciting year of our 21st CCLC expanded learning program! We are so excited to have you aboard.

Attached you will find the Parent Handbook for the 21st Century Community Learning Center S.U.C.C.E.S.S program at Bremerton School District. Please read the document and become familiar with its contents.

On the last page of this handbook you will find a copy of the current year’s program calendar. Please note the days we are not in session.

If you have any questions, please contact your Site Coordinator at the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site Coordinator</th>
<th>Phone Number</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>Ms. Erin Quinn</td>
<td>Armin Jahr</td>
<td>360.473.4103</td>
<td><a href="mailto:erin.quinn@bremertonschools.org">erin.quinn@bremertonschools.org</a></td>
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<td><a href="mailto:barbara.kluge@bremertonschools.org">barbara.kluge@bremertonschools.org</a></td>
</tr>
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</tr>
<tr>
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<td>Program Manager</td>
<td>360.782.5048</td>
<td><a href="mailto:amarcos@oesd114.org">amarcos@oesd114.org</a></td>
</tr>
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21st Century S.U.C.C.E.S.S Program
Welcome

It is our intent to provide you and your student with a program that meets your needs as well as the needs of other participants in the program. We are very proud of our staff and pride ourselves in our ability to encourage and support all participants involved. As a team, we will be able to supply students with academic, enrichment, and recreational activities.

As a parent/guardian, we expect full cooperation in the completion of program forms and in problematic situations that may inhibit program success. We request that you make every effort to communicate effectively with our staff and trust that your child’s safety is our primary goal. Newsletters, handouts and other materials will be available to you of upcoming trips, special events or program changes.

Family involvement in the program is important to the success of your student. There will be opportunities for family members to attend special events, workshops and functions throughout the year. We encourage you to communicate with the program staff any questions, comments or concerns related to your student’s participation.

What is a Community Learning Center?
A community learning center offers academic, artistic, and cultural enrichment opportunities to students and their families during non-school hours (before or after school) or periods when school is not in session (summer). A community learning center also assists students in meeting state and local academic achievement standards in core academic subjects, such as reading and mathematics, by providing the students with opportunities for academic enrichment. Centers provide students with a broad array of other activities – such as drug and violence prevention, mentoring, art, music, recreation, technology, and character education programs. Community learning centers also serve the families of participating students, e.g., through family literacy programs.
Program Expectations - For Parents/Guardians
All parties involved create successful programs, working together as a team. The cooperation of the program staff, parents, and students determines the program’s outcomes.

To maintain a positive experience for all involved, your cooperation in the following is sincerely appreciated.

✓ Although not encouraged, if you must pick up your child before the regularly scheduled dismissal time (5:30pm during the school year and 2:00pm during the summer), please ring the doorbell at the main entrance to the school and wait for a SUCCESS staff member to arrive in order to sign out your student from the program.

✓ When the bus arrives at your student’s drop off location, an adult should be there to make sure the child arrives home safely—especially in the dark.

✓ Parents/guardians must provide staff with (2) working emergency phone numbers. Any changes during the year must be reported immediately to the Site Coordinator or Program Manager.

✓ Given the program operating hours and the number of students participating, in non-emergent situations, please allow 24-48 hours for a response to phone messages left for the Site Coordinator. We will do our best to respond as promptly as possible.

Hours of Operation
Please refer to your current program calendar for actual days of operation. The S.U.C.C.E.S.S. program does not operate every week/day during the school year. Summer requires a separate registration form that is made available towards the end of the school year.

AFTER SCHOOL:
All sites  Monday, Tuesday, Thursday  3:35PM – 5:30PM
All sites  Wednesday  1:40PM – 5:30PM

SUMMER: July 18, 2016 – August 11, 2016
All sites  Monday-Thursday  9:00AM – 2:00PM
### Sample After-School Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:40pm-2:00pm</td>
<td></td>
<td></td>
<td>Check in</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Warm up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:05pm-2:50pm</td>
<td></td>
<td></td>
<td></td>
<td>Session 1</td>
<td></td>
</tr>
<tr>
<td>2:50pm-3:35pm</td>
<td></td>
<td></td>
<td></td>
<td>Session 2</td>
<td></td>
</tr>
<tr>
<td>3:35pm-4:00pm</td>
<td>Check-in Snack</td>
<td>Check-in Snack</td>
<td>Snack Warm up</td>
<td>Check-in Snack</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warm up</td>
<td>Warm up</td>
<td>Warm up</td>
<td>Warm up</td>
<td></td>
</tr>
<tr>
<td>4:05pm-4:45pm</td>
<td>Session 1 and Academic Coach session (2/3)</td>
<td>Session 1 and Academic Coach session (4/5)</td>
<td>Session 3 and Academic Coach session (2/3)</td>
<td>Session 1 and Academic Coach session (4/5)</td>
<td></td>
</tr>
<tr>
<td>4:50pm-5:30pm</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 4</td>
<td>Session 2</td>
<td></td>
</tr>
</tbody>
</table>

### Sample Summer Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am-9:15am</td>
<td>Check in/Snack &amp; Warm up</td>
<td>Check in/Snack &amp; Warm up</td>
<td>Check in/Snack &amp; Warm up</td>
<td>Check in/Snack &amp; Warm up</td>
<td></td>
</tr>
<tr>
<td>9:30am-10:30am</td>
<td>Instructional (Reader’s Theater)</td>
<td>Instructional (Reader’s Theater)</td>
<td>Instructional (Reader’s Theater)</td>
<td>Instructional (Reader’s Theater)</td>
<td></td>
</tr>
<tr>
<td>10:45am-11:45am</td>
<td>Instructional (Science)</td>
<td>Instructional (Science)</td>
<td>Instructional (Science)</td>
<td>Instructional (Science)</td>
<td></td>
</tr>
<tr>
<td>12:00pm-12:30pm</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td>12:40pm-1:10pm</td>
<td>Enrichment Activity #1</td>
<td>Enrichment Activity #1</td>
<td>Enrichment Activity #1</td>
<td>Enrichment Activity #1</td>
<td></td>
</tr>
<tr>
<td>1:15pm-1:45pm</td>
<td>Enrichment Activity #2</td>
<td>Enrichment Activity #2</td>
<td>Enrichment Activity #2</td>
<td>Enrichment Activity #2</td>
<td></td>
</tr>
<tr>
<td>1:45pm-2:00pm</td>
<td>Clean up &amp; Wrap up</td>
<td>Clean up &amp; Wrap up</td>
<td>Clean up &amp; Wrap up</td>
<td>Clean up &amp; Wrap up</td>
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Transportation

Parents must choose to either drop off/pick up students or sign up for bus transportation. Transportation is provided through program participation to students that reside within the boundaries for the school site they are attending.

*No student is allowed on the bus without program authorization.* New requests for bus transportation generally take up to two business days to be included in the route. The Site Coordinator will confirm the stop location when complete.

All students are to be seated as the bus proceeds to travel from stop to stop. No student is ever permitted to be standing and moving about when the bus is in transition. Any student reported by the transportation staff that is out of compliance with Bremerton School District ridership policies will have their bus privileges immediately terminated. The expectations for behavior during the SUCCESS program are the same during the bus ride to and from the SUCCESS school site. Students not in compliance may have their bus privileges suspended or terminated.

School Closings/Delayed Openings

*If the school is unexpectedly closed, the program will be cancelled for that day.* If an early dismissal during the school day is called for emergency conditions, the SUCCESS program will be cancelled for that day as well.

If an early dismissal *during* the SUCCESS program is called for emergency conditions, **please pick up your child as soon as possible.** SUCCESS will remain open until all students are picked up. A representative from our office will try to contact you (or your emergency contacts). You may call the Program Manager or Site Coordinator for information.

**For information on school closings or delayed openings, please tune to:**

Bremerton School District website:  [www.bremertonschools.org](http://www.bremertonschools.org)
TV station:  local stations
Or call the Bremerton School District emergency number 360.473.1002
Please note the SUCCESS program operates 30 weeks during the school year which is fewer than the Bremerton School District calendar. Your Site Coordinator will provide you with a SUCCESS program calendar for the current school year along with this Parent Handbook. Please refer to your current year calendar for days of operation. SUCCESS will not be in operation during school holidays, breaks, and non-student days.

**Attendance Policy**

Every child must arrive at the program immediately after school dismissal at 3:35pm and must attend all SUCCESS activities. Students who stay after school with a teacher must bring a note from that teacher in order to be permitted to sign in to the after school program late. **Students are not permitted to leave the building/program area for any reason during the SUCCESS program. Students leaving the building/program area and attempting to return to the program will be suspended and possibly dismissed indefinitely.**

To ensure positive outcomes for students participating in the SUCCESS program, it is essential that students attend each and every day. Attendance will be monitored and tracked by the Site Coordinator. Please notify the Site Coordinator if your student will not be in attendance for any reason. Unexcused absences will result in a phone call to the parent/guardian. Multiple unexcused absences may result in a parent/guardian conference to discuss the student’s continued participation in the program. Students under disciplinary action from the school (suspension or expulsion) are not allowed to attend SUCCESS until the disciplinary action is resolved and they are reinstated at the school.

**Early Pick-Up Policy**

21st CCLC SUCCESS after school programming operates from 3:35p.m – 5:30p.m on Monday, Tuesday, Thursday, and 1:40p.m – 5:30p.m on Wednesday during the school year and from 9:00a.m – 2:00p.m Monday through Thursday during the summer session. **Please do not pick up your child early from the program unless it is an emergency.** Students who consistently get picked up early will be monitored and could result in your child being removed from the program.
Late Pick-Up Policy

If you are late picking up your child, please be aware of the SUCCESS program’s policy stated below.

First incident: Verbal reinforcement of program hours.
Further incidents: Parent/Guardian will be given notice that we will enforce our policy after repeated incidents.

Chronic lateness will result in termination of participation in the 21st CCLC SUCCESS program.

Our current policy instructs staff members to contact the local police after all emergency numbers have been called and no contact has been made 30 minutes after scheduled pick up time of 5:30 pm during the school year and 2:00 pm during the summer session.

If you know you are running late, please call the school Site Coordinator.

Illness and Medication

We suggest you administer medicine at home or prior to dismissal from school during the school year. With appropriate documentation, the school nurse may administer medication prior to the end of a school day. SUCCESS staff will follow up accordingly on information provided in the Student Health section of the SUCCESS program registration packet. Depending upon the medical needs of the student, staff may request additional information about the student’s condition in order to facilitate participation in the SUCCESS program.

SUCCESS staff is not authorized to provide or apply sunscreen for students. Please apply sunscreen for your student before they arrive at the SUCCESS program. You may supply your own sunscreen for storage at the SUCCESS site and give permission for students to reapply during the program.

Should your student become ill during program hours, a SUCCESS staff member will contact the parent/guardian directly to advise them of the situation. The staff member in charge will make the final decision as to whether the child is to be picked up immediately or may remain until the regular pick up time. The SUCCESS staff must have at least two emergency contact numbers for authorized adults to assist with picking up sick children.
Lice

The SUCCESS program follows the same policy and protocol as the Bremerton School District. Bremerton School District has a NO NIT policy.

No Nits requires the student to be sent home with directions to the parent for treatment of pediculosis (Lice) and the removal of ALL nits as a condition of readmission to school. The student's head must be examined by school district staff to assure all nits are removed before the student is readmitted to class. A "No Nit" policy is indicated in the event of an outbreak in a classroom or in the event of a student(s) who is chronically infested or re-infested. Benefits of complete nit removal are:

- It prevents self-reinfestation and transmission to others during the 7 days prior to the second treatment.
- It decreases or eliminates the eventual need for a second treatment, thereby limiting exposure of young children (and possibly their pregnant or nursing mothers) to pesticides.
- It eliminates diagnostic confusion and serves to document treatment for school nurses.
- It equalizes the efficacy of pediculicides, permitting the use of less-toxic products.
- The enforcement of 'No Nit" policies encourages parents to inspect their children often - the best form of prevention and control".


Lice are parasitic insects that can be found on people's heads, and bodies, including the pubic area. Human lice survive by feeding on human blood. Lice found on each area of the body are different from each other. The three types of lice that live on humans are:

- Pediculus humanus capitis (head louse),
- Pediculus humanus corporis (body louse, clothes louse), and
- Pthirus pubis ("crab" louse, pubic louse).

Only the body louse is known to spread disease. Lice infestations are spread most commonly by close person-to-person contact. Dogs, cats, and other pets do not play a role
in the transmission of human lice. Lice move by crawling; they cannot hop or fly. Both over-the-counter and prescription medications are available for treatment of lice infestations.

Incubation Period: Eggs normally hatch in 7-10 days. Mature head lice are capable of multiplying in 8-10 days after hatching. Their egg-to-egg cycle is about 3 weeks. Eggs do not hatch in temperatures less than 70 degrees.

Period of Communicability: As long as lice or eggs remain alive on the infested person or in their clothing or on household surfaces, lice are communicable. Lice do not live long away from a human host and most will die within 6-15 hours. Eggs may survive for up to 10 days.

**Sign-out Policy**

The 21st CCLC SUCCESS program provides a “Sign-Out Log” at the pick-up location at each site and requires that all students being picked up to be signed out daily by the parent/guardian. Ring the doorbell at the main entrance of the school and someone will assist you in signing out and locating your student.

**Our policy is to release students ONLY TO AUTHORIZED ADULTS listed on the SUCCESS registration form.** Program staff may request photo identification from authorized adults they are not familiar with. If changes to the registration form are needed, please contact the Site Coordinator or Program Manager. If the listed person(s) are unable to pick up the child, written notice must be given in order for the child to be released to any unlisted adult.

If a non-custodial parent has been denied access to a child by a court order, the center must be supplied with documentation to that effect and will maintain a copy in the file.

No student will be permitted to meet any adult outside the program building during program hours. Students will not be released to a person who appears to be under the influence of drugs or alcohol. The local police will be contacted if this occurs.

**Homework Policy**

The 21st CCLC SUCCESS program will provide opportunities for students to work on and receive help with daily homework. However, the SUCCESS program is broader in scope than a homework club/tutorial session and offers other expanded learning and enrichment activities related to youth development, art, music, cultural lessons, STEM,
etc. Staff are only available to assist with homework during the designated homework time. It is the student’s responsibility to remember and complete their own homework. Though we do our best to assist all students we cannot guarantee the accuracy or completion of each students work. Please check your student’s homework daily.

**Field Trips**

The 21st CCLC SUCCESS program may schedule a field trip for the students’ enrichment, particularly during the summer session.

**Permission Slips:** Parental permission slips must be completed and signed for your student to attend any field trip.

Permission slips will include date, destination, as well as departure and return times. If form is lost, a written note with parents’/guardians’ signature stating the above (date, destination, etc.) may be sent with the student on the day of the field trip. Any student who has not provided a completed permission slip may not attend the scheduled field trip and will stay behind with a SUCCESS staff member. If the student is absent from school on the day of the field trip, they may not attend the trip.

**Appropriate Dress/Attire**

The rules and expectations for appropriate dress/attire during the school day apply during the SUCCESS program as well. This includes no spaghetti straps, no exposed mid sections, appropriate length of shorts (finger-tip length), no inappropriate gestures, language or pictures on clothing, no flip flops. For safety and sanitary reasons shoes must be worn at all times during the SUCCESS program. Any exceptions to these rules due to program activities will be explained to students in advance of the activity. During the summer SUCCESS program it is advised to bring and store a towel and change of clothes for any outside activities that may involve water.

**Discipline Policy**

A goal of the 21st CCLC SUCCESS program is to provide a safe environment for the students that participate in the program. In order to accomplish this, the 21st CCLC SUCCESS program will follow the discipline/behavioral expectations as they are outlined by the school.
As the Discipline Policy relates to SUCCESS, any discipline actions imposed while participating in SUCCESS will pertain to the SUCCESS program specifically unless determined by the Site Coordinator, Program Manager and Administration of the school your student attends.

Generally speaking SUCCESS staff will remind students of the program expectations, but repeated offenses may result in a student being removed from an activity or session that day. If that occurs regularly, the Site Coordinator will complete an incident report to notify the parent of the situation. In some instances the Site Coordinator may schedule a meeting with the parent/guardian to discuss strategies for continued participation in SUCCESS activities.

**Expulsion Policy**

Unfortunately, there are times when we have to expel a student from our program. We will do everything possible to work with the family of the student in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the SUCCESS community learning center:

**Immediate Causes for Expulsion**

- The student leaves the building or supervised program area without permission from staff.
- The student is at risk of causing serious injury to other children or himself/herself.
- Habitual tardiness when picking up your student.

**Schedule of Suspension and Expulsion**

If planned interventions/strategies have not worked, the student’s parent/guardian will be advised verbally and in writing about the behavior warranting a suspension or expulsion.

Suspension is meant to be a period of time so that the parent/guardian and student may work on the behavior or to come to an agreement with the SUCCESS program. The parent/guardian will be informed regarding the length of the suspension period.

The parent/guardian will be informed about the expected behavioral changes required in order for the student or parent to return to the program. The parent/guardian will be given a specific suspension date that allows the parent sufficient time to seek alternate
after school arrangements. Failure of the student/parent to satisfy the terms of the plan may result in permanent expulsion from the SUCCESS program.

**Weapons are Not Allowed**

Weapons, or anything that looks like a weapon, are not allowed at school, on any district property, or at any event sponsored by any school, the school district, or SUCCESS program. If a student brings a weapon to SUCCESS, the police will be called and the student will be immediately expelled.

**Policy on Alcohol, Tobacco and Other Drugs of Abuse**

All employees, parents and students are prohibited from using or being under the influence of illegal drugs or alcohol. Olympic Educational Service District 114 and Bremerton School District recognize the major negative effects of the use of tobacco products on personal health, the health of those around you, and on health care cost. Therefore, the use of tobacco products is prohibited in all school buildings and grounds, all school buses during field trips and all trips between home and school.

In accordance with Olympic Educational Service District and Bremerton School District policy, any student found under the influence of a controlled dangerous substance will be terminated from the SUCCESS program. Any student found in possession of a controlled dangerous substance will be expelled from the SUCCESS program and law enforcement will be contacted.

**Electronics**

The SUCCESS program enforces the same policies related to student electronics use as the school/district. In some instances electronics use may be integrated into a program activity but in most circumstances program staff will ask students to keep personal electronics at home or in their backpack.

Students not following the direction of the program staff will be reminded of the policy and asked to put the electronic item away. Repeated offenses may result in program staff taking the item to be returned at the end of the program that day.
Students will often utilize computers on site at the school and may access the internet during use. SUCCESS students will abide by the Bremerton School District’s Acceptable Use Policy (AUP) for internet use while in the SUCCESS program.

**Child Nutrition**

21st Century SUCCESS has partnered with the Child Nutrition Department at Bremerton School District to provide an after school snack as part of the school year SUCCESS program as well as a breakfast snack and lunch during the summer SUCCESS program. Information reported on the SUCCESS Registration form is utilized to ensure notice of any food allergies that could restrict snack choices for students in the SUCCESS program. Please notify the Site Coordinator or Program Manager if changes occur after initial registration for SUCCESS so that we can coordinate with the Child Nutrition Department as necessary.

**Surveys and Mentorship**

Throughout the year your students will occasionally participate in surveys. Surveys are used to gather information to improve program offerings and as a form of measurement for program impact. Through a new partnership with Washington State University Extension and 4-H, SUCCESS will be implementing a new mentorship component in our program. Through ongoing staff training and various activities, students will learn about their strengths and assets that will contribute to building positive life skills! As part of the mentorship component we will administer a pre and post survey to assess student growth in these areas. You will be notified prior to survey administration.
Anti-Bullying Pledge – students will sign at site

We the students of 21st Century Community Learning Center SUCCESS program agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school, equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, spitting or gossiping, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Know the school’s policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a SUCCESS staff member.
5. Support students who are subjected to bullying.
6. Talk to teachers and parents about concerns and issues regarding bullying.
7. Work with other students and teachers, to help the school deal with bullying effectively.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

Signed by: __________________________________________

Date: ______________________
Standards of Behavior – students will sign on site

All students in the 21st Century CLC SUCCESS program are required to uphold these standards:

1.) All rules in effect during the school day remain in effect while in SUCCESS.

2.) Disrespectful behavior towards a staff member or fellow students will not be allowed.

3.) Destruction of school or private property will not be allowed.

4.) Any student asked to leave the program on a given day will be allowed back into the SUCCESS program only with permission from the Site Coordinator or Program Manager.

5.) The transportation home is considered part of the SUCCESS program. All students must follow the standards of behavior while being transported home until the student is in the custody of his or her parent or guardian.

6.) Fighting, swearing, verbal abuse, threatening, or hands on behavior excluding organized games are not allowed at any time.

7.) Students must report to the designated area immediately following dismissal from school.

8.) All students must participate in cleaning up after an activity, and each student is responsible for cleaning up after themselves (returning materials, games, etc.).

9.) All students are responsible for working on their homework during homework time and completing it at home when necessary.

I have read, understood and agree to all of the policies outlined in the Parent Handbook as well as the Standards of Behavior stated above:

_________________________________________  ______________________________________
Student Name                                    Date