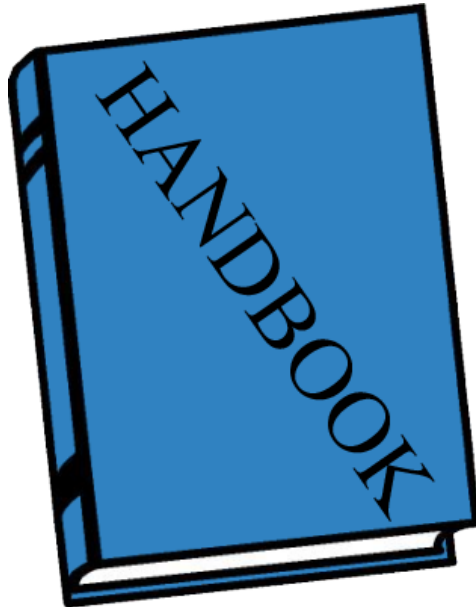


# **A Kingdom Connection Changing Lives Parent Student Handbook**



**Christina Snowden Selvage  
Executive Director**



**May 2016**

**A Kingdom Connection Changing Lives, Inc.**

**Christina Snowden Salvage**  
Executive Director

**AFFIRMATIVE ACTION STATEMENT**

AKCCL does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) of 1990.

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A Kingdom Connection Changing Lives, Inc (AKCCL) do not discriminate in employment or educational programs, services, or activities based on race, color, national origin, age, or handicap in accordance with state and federal laws. Inquiries should be directed to the AKCCL, Inc 4845 Jamestown Ave Suite 211, Baton Rouge, Louisiana 70802 or by telephone (225) 330-2424 or (225) 242-9402.

## **ABOUT THIS DOCUMENT**

A Kingdom Connection Changing Lives, Inc. (AKCCL), operates its Academic Performance Based Summer Enrichment and After-School Program (ASP) as service to educational agencies in Louisiana and Maine. This document's function is to serve as a guide for parents and students participating in the ASP. The intended audience for this document is students, parents, and the senior staff of hosting schools.

This document is designed to acquaint its readers with the policies of the AKCCL's After School Program by providing information about the program policies affecting the student and parents participating in the ASP. Parents and capable students are responsible for reading, understanding, and complying with the provisions of this handbook. The contents of this document supersede all previous memos that may have been issued on subjects covered in this handbook.



**4845 Jamestown Ave. Suite 211  
Baton Rouge, LA 70808  
Phone) 1.225.242.9402  
(Fax) 1.888.202.8342  
www.akccl.org**

## **WELCOME LETTER**

Dear Students and Parents,

Welcome to the AKCCL's Academic Enrichment Programs.

The program is designed to be a support to the parent need for an extended day program due to employment and also a support to the schools and student to provide academic services and therapeutic recreational activities to student. This program is designed to provide a fun and social environment where students can improve math and reading skills and explore life skills helpful for career development. AKCCL is lead by an experienced Program Director along with a hand-picked set of experienced teachers and support staff. If at any time you have questions, please know that the staff is always available to answer them.

As parents and students, you play an important part in the development and management of this program. Your input and suggestions are welcomed. Please call or stop by our office to complete a parent survey.

Sincerely,

**Christina Snowden, MBA  
Executive Director**

Office: (225) 330-2424

Direct: (225) 242-9402

Fax: (888) 202-8342

Email: [csnowden@akccl.org](mailto:csnowden@akccl.org)

Website: [www.akccl.org](http://www.akccl.org)



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## LIST OF ACRONYMS

<b>Acronym</b>	<b>Definition</b>
AKCCL	A Kingdome Connection Changing Lives
FERPA	Family Educational Rights And Privacy Act
ASP	After School Program
PII	Personally Identifiable Information
USED	United States Department of Education
USDA	United States Department of Agriculture

## **SECTION 1: GENERAL PROCEDURES**

### **1.1 CAMPUS LOCATION**

The Enrichment Program is being held at Greenbrier Elementary. The phone number for the program is 225-407-9151. Please feel free to call the AKCCL's office at 225-330-2424 or email Christina Snowden Selvage at [csnowden@akcl.org](mailto:csnowden@akcl.org) with any questions or concerns.

### **1.2 ENROLLMENT**

All children must be enrolled at the AKCCL's enrichment programs in order to receive educational services. Enrollment can be completed online. An enrollment packet must be completed prior student participation. Enrollment form can be picked up in the school office or AKCCL's main office.

Each child will receive an enrollment packet containing the following:

1. Enrollment form
2. Parent release form;
3. Parent-Student Handbook;

### **1.3 STAFF**

The educators and support staff for all programs are both experienced and committed to providing the best educational experience for students. Under the leadership AKCCL's Program Director, the staff brings a combination of teacher experience, cultural understanding, and technical experience. Together, they create a unique, creative, and stimulating environment for the students to explore and enjoy. The staff also reflects the cultural diversity of the students.

### **1.4 DAILY SCHEDULE**

For ASP, the children are directed to the program on their school campus at 3:00pm. A daily schedule provided by the program allows sufficient time for reading, and mathematics tutoring, and recreational activities. Teachers provide academic support daily with homework assignment and individualized tutoring. During our summer programs we provide a performance based curriculum that support mathematics and reading content in accordance with assessment result provided after pre and post testing at the beginning of the program. Special support staff will provide recreational activities as well. Students will also have daily indoor and outdoor physical education activities.



## **1.5 MEALS**

The ASP provides small meals or snacks daily. A snack will also be provided at after tutoring. During the summer program the students are provide breakfast lunch and snack. The meals or snacks provided to children follow the United States Department of Agriculture (USDA) Nutrition Guidelines.

## **1.6 DRESS CODE**

Please make sure your child has appropriate clothing for the day. T-shirts, jeans, shorts, and shoes/sneakers/sandals are fine for most days. Clothing guidelines follow guidelines set by the hosting school district.

Students will refrain from wearing clothing containing words and/or images offensive to other students and/or the staff. Males will refrain from wearing earrings or other facial jewelry. Pants will be secured at the waist and will not hang in a manner that reveals undergarments. Females will refrain from wearing excessively tight clothing and/or provocative outfits.

## **1.7 TRANSPORTATION**

Parents are responsible for transporting their child to and from the program. In the event of an emergency and a parent is unable to pick up their child, a release form is signed during enrollment authorizing an employee of AKCCL to transport the child to the parent or nearest close to kin as authorized by the parent. Approved child safety restraint systems in compliance with the National Highway Traffic Safety Administration (NHTSA) will be provided.

## **1.8 CURRICULUM**

Reading and mathematics are critical components of all our program's curriculum. The weekly schedule provides time for mathematics, reading, and recreational activities. Basic school supplies are available for all age groups. Certain school rooms and equipment may be utilized such as the library or computer lab. Additional reading material will be provided aligned to the tutoring curriculum and learning them. Assessment tool are MasteryConnect, Reading A-Z, and various other tools aligned to common core standards.

## **1.9 PARENT INVOLVEMENT & OUTREACH**

In order to improve communication with families, report regarding the student's progress will be provide to the parents as well as the school on a monthly basis. AKCCL's community outreach services are available to parents and student enrolled in AKCCL's programs. Visit [www.akcl.org/community-outreach](http://www.akcl.org/community-outreach).

## **SECTION 2: SAFETY**

### **2.1 STUDENT ENROLLMENT-DISMISSAL**

A student will only be released to parents, legal guardians, or a designated person that is documented on the student's enrollment records. Before a student is released, the persons picking up the student will need, show identification, and sign that student sign-out roster. Once proper identification is shown and the sign-out roster is completed, the student is rendered into the custody of the adult.

### **2.2 MEDICATION**

Medications must be given prior to the start of the program. No medication will be administered by program staff. Instructions and procedures are as follows:

- Students are not allowed to be in possession of any medication at any time unless specified in enrollment documents.
- No medication may be administered to, or self-administered by, any student without an order from a licensed physician or dentist and authorization from the student's parent or guardian.
- Only oral, pre-measured aerosols for inhalation, topical ointment for diaper rash, and emergency medications may be administered at during the program by unlicensed, trained personnel.
- Only medications that cannot be administered before or after the program hours may be administered at school.
- The parent or designated adult is also responsible for retrieving unused medication from the school.
- All medication not retrieved by a parent or designated adult will be destroyed one week after the expiration date or at the end of the program duration, following notification to the parent.
- Students may be allowed to self-administer medication such as an asthma inhaler, following a specific order from their personal physicians and written authorization from parents/guardians. Self-administration of medication will be allowed if the parent verifies the student uses proper procedure and technique.
- Students who violate the medication policy and are found to be in possession of prescription drugs or a controlled substance not authorized under this policy shall be subject to disciplinary action found under the hosting schools Uniform Discipline Code. Students found to be in possession of non-prescription or over-the-counter medications may be subject to disciplinary action and removal from the program.

### **2.3 PROGRAM RULES**

Staff members use a variety of means to keep students interested and on-task while maintaining order in the program, but if students choose to break program or the hosting school rules, staff members are

expected to address the situation for the good of the program. Each teacher may take reasonable disciplinary action to correct a student who disrupts normal activities, disrespects a teacher or staff or program aided, willfully disobeys a teacher or program aided, uses abusive or foul language directed at a teacher or another student, violates program or school rules, or interferes with an orderly educational or recreational process.

Disciplinary action may include, but is not limited to:

- oral or written reprimand;
- referral for counseling session;
- written notification to parents of disruptive or unacceptable behavior; or,
- immediate removal of the student from the program or activity and placement on program suspension or permanent dismissal.

Respecting the authority of staff members is essential to creating an environment conducive to learning, effective instruction, and proper administration of schools. To maintain and protect that authority, staff members have the following rights:

1. A teacher/program aide has the right to teach free from the fear of frivolous lawsuits, including the right to certain immunity and to a legal defense.
2. A teacher/program aide has the right to appropriately discipline students.
3. A teacher/program aide has the right to remove any persistently disruptive student from the activity when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in custody of a program aide or designee.
4. A teacher/program aide has the right to have his or her professional judgment and discretion respected by the program administrators and school administrators in any disciplinary action taken by the teacher/program aide.
5. A teacher/program aide has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely causing serious injury.
6. A teacher/program aide has the right to be treated with civility and respect.
7. A teacher/program aide has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions.
8. A teacher/program aide has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher/program aide has the right to receive leadership and support, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

## **2.4 CONSEQUENCES OF STUDENT MISCONDUCT**

The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other aggravating or mitigating circumstances will be considered in determining which actions should be taken. The process is intended to be instructional and corrective, not punitive.

The policies and administrative procedures apply to actions of students during the program, while on school property, while traveling in vehicles operated on behalf of AKCCL, at all program-sponsored events, and otherwise when the actions affect the goals or operations of the school. The school's principal is expected to report serious, disruptive, or criminal actions to law enforcement officials.

Disciplinary actions for misconduct may include a conference between the teacher or school principal and the student followed by notification of the parent(s) or guardian(s). Any student, parent(s), or guardian(s) who believes that the disciplinary action taken is unwarranted has the right to appeal to the program director. When parents or guardians refuse to participate in conferences, the program director may impose the maximum disciplinary action within the appropriate discipline group. Incurable children who, through no fault of their parents, guardians, or other persons having charge of them, regularly disrupt the orderly processes of the school will be considered as delinquents. Any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be removed from the program for the duration of the semester.

## **2.5 SEARCHES**

The teacher on-site with Sheriff and/or city Police may conduct searches for illegal drugs or alcohol on school facilities or worksites without notice. Such searches may be conducted at any time. The students and parents are expected to cooperate fully. Searches of students and their personal property may be conducted when there is reasonable suspicion to believe that the student has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any program or school property that is provided for staff personal use, such as desks, lockers, and files. A parent's consent to a search is required as a condition of enrollment. Individual (student) physical searches will be conducted only by a law enforcement agency after due notification to the parent.

## **2.6 PRACTICE EMERGENCY EXITS**

The program safety and health codes require the teacher on-site have two fire drills within the first two weeks of the program and once a month thereafter. The staff will make sure students exit the building in a safe way during special emergency evacuation practice opportunities. The ASP staff will show students where escape routes and maps are located.

## **2.7 VISITOR AUTHORIZATION**

Program personnel within strives to make all of our programs an inviting, welcoming place for parents and others. At the same time, the staff recognizes their important responsibility to help safeguard those

on hosting school's campus. Visitors are welcome during appropriate times of day and require permission to be on school campus. Upon entering, the visitor must present a valid driver's license for approval. To help ensure the safety of students and school staff while on campus, the program has established the following procedures for permitting specific visitation to approved areas on campus grounds or in any campus building or other facility during program hours. Visitor regulations and procedures include, but are not limited to, the following:

- No person may go on the program campus grounds or in any school building or other facility without permission from the teacher on-site. Visitation may be confined to approved areas.
- All persons must report to the teacher on-site immediately upon arrival at program campus.
- All persons must sign in and out as required by the program director.
- All persons must receive an "Official Visitor Identification" as required by the program director.
- All persons must leave, buildings, facilities, and campus grounds upon completion of business.

## **SECTION 3: CONFIDENTIALITY**

### **3.1 GENERAL GUIDELINES**

It is the intent program personnel and all participating staff to ensure confidentiality of information and records regarding the students and families we serve. All staff shall exercise discretion in all student-related matters. All staff shall hold and maintain all student information in the strictest of confidence.

All confidential records of students are kept in locked files. Only designated personnel will have access to these records. Disclosure to anyone other than parents or legal guardians is permitted only after the parent or legal guardian has given prior written consent.

Misuse or improper release of confidential student information may result in immediate dismissal. Additional guidelines include:

1. Discussing work matters only with other program employees who have a specific business reason to know or have access to such information.
2. Discussing work matters in public places.
3. Monitoring and supervising visitors to the ASP to ensure that they do not have access to confidential or private information.
4. Destroying hard copies of documents containing confidential information not filed or archived.
5. Securing confidential information in locked desk drawers and cabinets at the end of every business day.
6. Refraining from copying electronic data containing personally identifiable information (PII) on personal laptops, travel drives, CDs, and/or sending data via unsecured email.

### **3.2 STUDENT RECORDS**

The maintenance of student records requires special care to ensure the privacy rights of students and compliance with legal requirements governing these records.

The following terms and definitions apply when discussing student records.

- "Eligible student" means a student who is 18 years of age.
- "Education records" means records that are directly related to a student that are maintained by AKCCL's programs.
- "Parent" means a student's natural parent, guardian, or individual acting as a parent in the absence of a parent or a guardian.

### **3.3 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

According to the Federal Family Educational Rights and Privacy Act (FERPA) parents and eligible students have the right to:

- inspect and review the student's education records;
- seek amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to the disclosures of personally identifiable information, except to the extent that FERPA and the AKCCL authorize disclosure without consent; and,
- file with the United States Department of Education (USED) a complaint concerning alleged failures by AKCCL to comply with FERPA.

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20202-4605

### **3.4 PROCEDURE FOR INSPECTION OF RECORDS**

To review student records, requests must be made in writing to the program director. Requests should be addressed to:

Attn: AKCCL After-School Program  
4845 Jamestown Ave., Suite 211  
Baton Rouge, Louisiana 70808

## **SECTION 4: OTHER**

### **4.1 CHILD ABUSE POLICY**

All staff members are required to report to the program director and school principal (including law enforcement) if they know or have reasonable cause to suspect that a student has been, or is likely to be, abused or neglected. It is not the responsibility of staff to investigate. A person participating in good faith in reporting, or in a student-related investigation or proceeding, is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding.

### **4.2 WEAPONS ON CAMPUS**

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on campus premises, in any building, vehicle, or at any program-sponsored activity.

- Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, “brass” knuckles, switchblades, butterfly knives, chains, clubs, and Kung Fu “stars.”
- Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce, or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons (including some toys).
- As required by Louisiana Laws - RS 14:95.6 — Firearm-free zone; notice; signs; crime; penalties and the federal Gun-Free School Zones Act of 1994, students who are found to have brought a firearm to a program campus are will be removed from the program and referred to the appropriate law enforcement agency. As further authorized by these statutes, the program director and/or school principal may exercise his/her discretion to modify this expulsion requirement on a case-by-case basis.

### **4.4 SMOKING POLICY**

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the program prohibits smoking and/or the use of all other tobacco products in the campus building, facilities, and on campus grounds during program hours as well as during program-sponsored events by all persons, including students and staff. Parents of ASP students will not use tobacco products on campus, consume alcohol, or engage in other adult behaviors that hinder the safe and orderly education of students (while on campus).