



Student & Family Handbook

Wilmington's Center for Inspiration, Recreation, and
Education (W.I.R.E)

Last updated Jan 2023

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Dear Parents and Guardians,

Welcome to Wilmington's center for Inspiration, Recreation and Education (W.I.R.E)!

This handbook is designed to give students and families helpful insight into the W.I.R.E afterschool program offered by Communities In Schools Cape Fear. It includes detailed information about program activities, procedures and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

W.I.R.E strives to provide an atmosphere where students can be inspired to achieve great things, participate in fun activities and improve their academic skills. Our staff and partners are committed to helping students succeed.

If you have any questions about the content of this Handbook, please feel free to call us at 910-343-1901 ext 116 or 910-777-7397.

Best regards,

Keisha Robinson
Communities In Schools Cape Fear
NHC Community Programs Manager

Program Contact Information

Communities In Schools contacts

Communities In Schools Cape Fear Executive Director: Louise Hicks
Communities In Schools Cape Fear Operations Manager: Marrio Jeter

Communities In Schools Address

1209 Market Street, Unit A
Wilmington, NC 28401
Telephone: (910)-343-1901

W.I.R.E Staff

NHC Community Programs Manager : Keisha Robinson
WIRE Afterschool Coordinator: CJ Bell
WIRE Afterschool Coordinator: Tasha Johnson
WIRE Afterschool Coordinator: LaTonya Williams
WIRE Afterschool Coordinator: Sydney Thaxton

W.I.R.E Address

1102 Orange Street
Wilmington, NC 28401
Telephone: (910)-343-1901

For concerns about your child and/or questions about schedules, policies, or staffing, please call Keisha Robinson at (910)-343-1901 ext. 116.

About W.I.R.E

Wilmington's Center for Inspiration, Recreation, and Education (W.I.R.E) is an afterschool program hosted by Communities In Schools Cape Fear. The program serves students from 3rd grade to 8th grade that attend New Hanover County Schools.

The program begins at 2:30 p.m. for our elementary students and 3:40 p.m. for our middle school students. W.I.R.E closes each day at 5:30 p.m.

Students are given the opportunity to engage in learning activities, S.T.E.A.M projects, group sports, study skills and life skills activities. We contract with a variety of community partners to provide students with new educational experiences that they may not otherwise be able to take part in. The program is provided at no cost to families.

Statement of Purpose

The purpose of W.I.R.E is to improve the lives of the students through programs that incorporate independent learning, tutorial and enrichment activities. The program also offers a safe, structured environment for young people to grow. Students will be engaged in activities and cultivate relationships that increase their confidence and encourage their success at home, in school and in the community.

Application & Enrollment Process

Families may acquire applications for the WIRE program from any of the New Hanover County Schools that CIS Cape Fear serves, their Student Support Specialist, or by stopping by WIRE at 1102 Orange Street.

Once family has submitted the application, afterschool staff will review the application to assess how many spots are available in the student's age group. Family will be contacted within seven business days to discuss whether their child will be enrolled or waitlisted for a spot in the program.

After a family receives permission for their child to enroll in the program, they are invited to tour W.I.R.E, meet the staff, and review the Handbook. The child is officially enrolled once all forms are completed and all required documents have been submitted..

All families are informed that their student's participation in the W.I.R.E program is voluntary and that they may unenroll their student at any time. The W.I.R.E program also reserves the right to exit a student from the program (*with warning*) for any breaches of policies outlined in the handbook or as deemed necessary by the program manager.

Schedule of Operation

W.I.R.E follows the schedule of the International School at Gregory. W.I.R.E does not operate on half-days, teacher work days, spring, holiday, or summer breaks, or national holidays, unless otherwise noted.

Early Dismissal

The W.I.R.E afterschool program will be closed on school half-days, unless otherwise noted.

Teacher Work Days

The W.I.R.E afterschool program will be closed for operation on teacher work days, unless noted as otherwise.

Field Trips

Due to the W.I.R.E afterschool program being located near so many partner agencies in the community, some of the activities students take part in may be located off of the W.I.R.E campus.

Robert Strange Park: 9th & Ann Wilmington, NC 28401

Church Gym at St. Andrews-Covenant Presbyterian: 1416 Market Street,
Wilmington, NC 28401

Attendance Policy

Students enrolled in the W.I.R.E afterschool program are expected to attend afterschool at least 60% of the time they are enrolled in the program. This averages out to about three days of attendance weekly. It is understood that students may take part in seasonal sports, school activities, or tutoring that may prevent them from being able to meet the attendance expectation at all times. W.I.R.E requests that families submit a written note that states if a student will not be in regular attendance due to an extracurricular activity, so that the students' spot in the program can be reserved. *The attendance policy is in place to allow the program to serve as many eligible families as possible.* In the case that a student misses more than 60% of programming, W.I.R.E does reserve the right to place that student on the waitlist and invite a new student to fill the available spot.

Daily Sign In

Students who are retrieved from their respective school sites by W.I.R.E staff will automatically be signed in to the program each day. Students who are dropped off by a family member to W.I.R.E afterschool each day, should be signed in by that family member. Students that walk to W.I.R.E after school from the bus or home will be permitted to sign themselves in for programming.

Daily Sign Out

Students who are picked up by parents may be picked up when an adult on their pick-up list arrives and signs them out. If someone that is not on your child's pick-up list needs to pick them up, please contact the afterschool coordinator to let them know the name of the person who will be picking the child up. Please have I.D ready upon picking up your child.

Late Pick-up

Please inform the program lead if there is a chance that your child may be picked up late from programming. W.I.R.E understands that emergencies do occur, however, we encourage all families to pick up their students on time.

Walkers Disclaimer

If a student will be departing from W.I.R.E by walking, the parent or guardian needs to note that permission for the student to walk on their initial enrollment paperwork. The parent needs to note the addresses that their child is permitted to walk to after W.I.R.E programming. W.I.R.E does not assume responsibility for students after they leave the W.I.R.E campus. It is requested that parents make accommodations for their walking students in the event of inclement weather. Students will be released to walk home at 5:30 p.m. unless an earlier time is necessary due to the availability of daylight.

Programming

Daily Snacks

Students will be provided with a snack upon arrival at W.I.R.E each afternoon. Students are permitted to bring their own snacks as long as they do not require refrigeration or a heating element. All allergies or dietary restrictions should be noted on the student's initial enrollment paperwork. Students are not required to eat the snacks that are provided, but they do have the opportunity to eat the snack if they choose to do so. A different snack may not be provided to a child simply because they do not like the snack that has been provided.

On occasion, specialty snacks may be provided to the students in addition to the regular snack that they receive. These snacks will be offered to all students and are also consumed at the will of the student.

Academic Support/ Literacy Instruction

Each day of programming consists of at least 45 minutes of academic support or literacy instruction. Students are encouraged to complete homework assignments and projects during this time. In the event that a student does not have homework assignments to complete, they are encouraged to read independently, study schoolwork, or complete age-appropriate academic worksheets. Parents should not expect all of the student's homework to be completed at W.I.R.E, but some time is set aside for the task.

Life/Social Skills Development and Instruction

Social-emotional learning is a large part of schools' daily programming. W.I.R.E seeks to support social skills by engaging students in activities that foster teamwork, leadership skills, compassion, and empathy for others, as well as opportunities to give back to their community. W.I.R.E also recognizes the need for students to have an understanding of basic hygiene practices, organizational skills, and conflict resolution skills. Programming encourages life skills by emphasizing personal responsibility and requiring students to clean up their work spaces daily. W.I.R.E stresses the importance of strong social awareness, relationship building, problem-solving, and responsible decision-making skills and sets time aside for students to review and practice these skills to ensure a successful transition to adulthood. During this time, students will work on community building; conflict resolution; developing listening and communication skills; understanding others' perspectives; managing anger and aggression; resolving conflicts; developing character; making decisions; avoiding peer pressure; understanding culture; respecting differences; and avoiding stereotyping.

STEAM (Science, Technology, Engineering, Art, and Mathematics) Programming

It is of great importance for students to be exposed to a myriad of activities that involve STEAM subjects. Such activities are offered at least three times a week during W.I.R.E programming. These activities range from science experiments, to art projects and presentations from guest speakers.

Nutrition Education and Physical Fitness

As students interact with their world via digital devices and social media, it is becoming more apparent that an emphasis on nutrition and physical fitness is necessary. W.I.R.E utilizes partnerships with community agencies to give students the chance to learn sports like tennis and golf and participate in physical activities. All students are encouraged to participate at their level of comfort and to inform staff of any physical discomfort that they experience during programming. W.I.R.E also utilizes visits from partners like Feast Down East to teach students about local foods, food choices and nutrition.

Use of Online Resources

There are times during programming when students will have time to access the internet using W.I.R.E devices. It is the expectation that students will use technology for educational purposes and only access appropriate websites. It is also the expectation that students will not use the technology to access social media, Facetime, chat applications, or otherwise engage with persons that are not present in the programming space. If a student violates these expectations, W.I.R.E reserves the right to restrict that student's access to available technology and the parent or guardian will be notified. Disciplinary actions will be taken if it is deemed necessary by staff.

Showcases and Family Events

From time to time, W.I.R.E will host showcases and invite family to see the work students have created during programming. The W.I.R.E program encourages parents to be actively engaged in their student's education. Parental workshop sessions will be planned to address areas of interest and need. We strongly encourage families to attend planned workshops. All communication about showcases and family events will be in the W.I.R.E newsletter.

Student Attire

It is the expectation that students will adhere to the New Hanover County Schools dress code when participating in W.I.R.E programming.

Personal Items

Since W.I.R.E cannot guarantee the safe return of personal belongings, it is the expectation that students will leave personal items such as fidget toys, slime, cell phones, tablets, hairbrushes, etc. in their backpacks during programming. Use of any personal items during programming is done at the students' own risk and the discretion of the parent. W.I.R.E does not assume any responsibility for personal items.

Cell Phones and Tablets

In the case that a student does choose to use their personal cell phone or tablet during programming, it is the expectation that these devices will only be used during recreational/recess time and for emergencies. Students should not have these devices out during presentations, group activities and discussions. Students should not have any vulgar or crude media content playing at any time. Parents and guardians will be informed if staff is seeing problematic behavior from the student as a result of device use.

Health Policy

Student's illness/ Accident/ Emergencies

If a student is absent from school due to illness, they may not attend W.I.R.E programming that day. If a student becomes ill or is injured during W.I.R.E programming or exhibits any of the following conditions, their emergency contact will be notified and asked to pick the student up.

- Contagious disease
- Fever over 100 degrees
- Vomiting or diarrhea
- Accident requiring medical attention
- COVID-19 Symptoms

If a student is in need of urgent medical attention, staff will call 911.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the afterschool facilitators as soon as possible. This information will be kept confidential, and will only be shared with appropriate staff members to facilitate communication with families in emergency situations.

Abuse and Neglect Policy

The W.I.R.E program and its staff members are mandatory reporters and as such, are required by the state of North Carolina to report all suspected instances of abuse or neglect to the appropriate authorities.

Behavior Management and Discipline Policy

It is our hope that all students will respect rules, follow directions, and have an enjoyable experience during programming. We understand that behaviors do occur and actions must be taken to ensure the safety, respect, and experience for all students, staff, and stakeholders involved.

Each student will adhere to the following expectations:

Be Safe- Students are expected to do their best to make safe choices in all that they do.

Be Respectful - Students are expected to show respect to to themselves, to staff, to equipment, to peers, to guests and to opportunities.

Remain in Area- Students are expected to ask permission before moving to another area. Scholars are expected to stay in supervised areas and communicate any need to exit that space with staff.

Follow Directions- Students are expected to adhere to staff directives and scheduled programming

Be Responsible- Students are expected to help clean up their messes and be accountable for their words and actions.

Use Time Wisely- Students are expected to participate and engage in scheduled programming, the majority of the time.

Behaviors/ Discipline

A three strike rule will be implemented during programming at afterschool.

Minor infractions of expectations will be met with (1) a redirection, (2) a verbal warning, (3) a reflection sheet and consequence from the consequence list.

Consequence list

- Loss of play time
- Copy discipline policy
- Writing sentences
- Time away
- Call home
- Sent home early
- Reflective walk (Laps)

If the student does not make adjustments to their behavior after serving their consequence and reflecting, a “**strike**” will be earned.

Strike one- Written notice to parent and verbal warning

Strike two- Written notice to the parent and a conference will be held with parents and admin. Students may not return until a conference has been completed. A correction plan will be developed and put in place.

Strike three- Written notice to parent, and student will be suspended from programming for one week.

Any strike after 3 will result in the student being exited from the program to be served in a better way elsewhere.

***NOTE: Serious, dangerous, or destructive behavior that interferes with normal program operation will not be tolerated and will result in immediate dismissal with no previous notice to the parent/guardian.**

Communication

W.I.R.E maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of programming to the afterschool facilitators or the program manager at any time. Any questions regarding policies, staffing, activities, or a student's participation in the program may be directed to the program manager at 910-343-1901 ext 116.

If a concern involving a staff member arises, please speak directly with the staff member involved. If the matter cannot be resolved directly with the staff member, the program manager may arrange a meeting to discuss and resolve the concern.

The W.I.R.E program will communicate with parents through a parent-to-program communication medium such as "RemindApp" and a W.I.R.E. newsletter. The W.I.R.E program will also speak to parents during pick-up time, and any time families request a phone call or conference.

Student Confidentiality

Each staff member must exercise student confidentiality per FERPA and HIPAA Guidelines. This applies to emails, phone calls, and student data collection. FERPA refers to The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g;34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. HIPAA refers to the Health Information Portability and Accountability Act.

Student Bullying Prevention Policy

All students must adhere to the policies in the New Hanover County Code of Student Conduct while participating and programming at W.I.R.E.

Enrollment & Consent Form

Acknowledgement of Handbook and Policies

I, _____, parent or legal guardian of _____, acknowledge that I have received the student and family Handbook for the W.I.R.E Afterschool Program.

_____ I understand the policies and procedures laid out in the Student and Family Handbook

_____ I have explained the policies and procedures to the student that I am enrolling in programming

_____ I have received an explanation for any policies and procedures therein about which that I had questions or concerns

_____ I agree to the adhere to the policies and procedures in the Student and Family Handbook

I, _____ agree to abide by the policies and procedures in the Student and Family Handbook.

Parent Name (Print Name)

Date

Parent Signature

Permission for Programming / Media

Dear Parent /Guardian,

Communities In Schools of Cape Fear provides various support services and enrichment experiences to meet your child's educational and social/emotional needs during the school day.

Your child has been selected to participate in Communities In Schools of Cape Fear Programs, where they will work with the Student Support Specialist assigned to your child's school.

In order for your child to participate in this program, your permission is required. Please print your name and your child's name in the spaces indicated and sign below.

If you have any questions regarding this form or the program, please contact: Keisha Robinson at 910-343-1901 ext. 116 or via email at keisha@ciscapefear.org.

I _____ give permission for my child, _____, to participate in Communities In Schools of Cape Fear programs.

I specifically authorize Communities In Schools of Cape Fear to:

- Conduct interviews, tests, and questionnaires for student project evaluation purposes.
- Refer my child to other agencies for specific services (e.g., health, public assistance, counseling)
- Provide necessary emergency medical treatment.
- Videotape or photograph my child and share images on CIS websites, social media, and local media publications
- Access, track and report discipline, attendance, grade, and testing data from my child's school as necessary to evaluate the program.

This information is kept confidential and not released to third parties.

Name of parent or guardian _____

Signature: _____ Date _____

*This permission form is valid as long as my child is enrolled at his/her current school, and under guardianship of the above signed parent/guardian.

*The information in this section is for CIS Staff use ,only. Please **Do Not** write in this section.*

School: _____ Student Support Specialist Assigned: (Yes/ No)

Case Manager : _____

W.I.R.E Technology Acceptable Use Policy

The use of technology is an important part of education in the 21st century. This School Committee policy was developed to guide the use of technology by students. Students must agree to the following stipulations in order to be allowed to use technology at W.I.R.E afterschool program.

1. Students shall use the Internet and all forms of W.I.R.E technology responsibly. W.I.R.E technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.
2. Students shall understand that they may use a personal device on the W.I.R.E network, that they may be required to provide information about their device to the technology department to ensure that it can operate safely without disrupting others, that all W.I.R.E policies apply to them whether they are using their own device or W.I.R.E technologies, and that this privilege may be limited or revoked.
3. Students shall understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a student in the W.I.R.E Afterschool program. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students shall promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.
4. Students shall not impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. Students shall not delete or tamper with anyone else's files, folders, or work. Students shall not let another student use their accounts on any device.
5. Students shall understand that files, services, and devices provided by and/or managed by W.I.R.E are not private. There is no expectation of privacy when students use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
6. Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
7. Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from The program, or legal action by the authorities. Students or parents should contact the programs manager if they have any questions about this agreement or its implementation.

Acknowledgement of W.I.R.E Technology Acceptable Use Policy

I, _____, hereby agree that I have read and understand the W.I.R.E Technology Acceptable Use Policy. I will abide by the policy at any time that I utilize W.I.R.E's technology or internet network. I understand that I am responsible for the information within the W.I.R.E Technology Acceptable Use Policy.

Print Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

W.I.R.E Recurring Field Trip Permission Form

I, _____ authorize my child,
_____, to participate in the recurring field trip to the park and gym on any programming days. I understand that my student will be walking to these locations with the W.I.R.E staff and peers.

Does the student have any special health problems or handicapping conditions which will require special attention or supervision on this field trip? Yes _____ No _____

If yes, what is the problem and what special considerations should be made?

I understand that the necessary arrangements, plans, and precautions will be taken for the care and supervision of the student during the trip.

Signature of Parent / Guardian

Date

Robert Strange Park Location - 9th & Ann streets Wilmington, NC 28401

Gym Location – St. Andrews Covenant Presbyterian Church

1416 Market St. Wilmington, NC 28401

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Notification of Behavior Strike

We regret to inform you that your student, _____ received a behavior strike during programming on _____.

- 1st - Verbal warning
- 2nd- A conference must be completed before the student may return to programming. Please contact the program manager at 910-777-7397 or keisha@ciscapefear.org to schedule a conference.
- 3rd- Your student must serve a suspension of 1 week. They may return on _____.
- Notification of exit from program

Incident:

If you would like to discuss this situation further or have any questions or concerns, please feel free to contact the site coordinator Keisha Robinson at keisha.robinson@nhcs.net or 910-777-7397.

Site Coordinator

Staff Involved

Student

Parent