

**Communities In Schools of Cape Fear
CDF Freedom School**

Scholar & Family Handbook



Scholar & Family Handbook

Updated: June 2023

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Communities In Schools

Cape Fear



Communities In Schools

Cape Fear

Dear Parents and Guardians,

Welcome to Communities In Schools of Cape Fear CDF Freedom School (CIS CDF Freedom School!)

This Handbook is designed to give scholars, and families helpful insight into the CDF Freedom School program offered by Communities In Schools of 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 summer.

Freedom School strives to provide an atmosphere where scholars can be inspired to achieve great things, have fun participating in recreational activities and engage in the rigor of education by improving their academic skills. Our staff and partners are committed to helping scholars succeed.

If you have any questions about the content of this handbook, please feel free to call the Program Director or Site Coordinator at 910-343-1901 ext. 116 or 910-777-7397.

Best regards,

Keisha Robinson
Communities In Schools of 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, Suite A
Wilmington, NC 28401
Telephone: (910)-343-1901

Freedom School Staff

Executive Director: Marrio Jeter
Program Director/Site Coordinator : Keisha Robinson
Assistant Site Coordinator Level 2: Kaylee Lineberry
Assistant Site Coordinator Level 3: Geralyn Love

2023 Program Site

New Hanover High School
1307 Market Street
(Princess Street Side)

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

Communities
In Schools
Cape Fear

Communities In Schools Mission

To surround students with a community of support, empowering them to stay in school and achieve in life.

History of Communities In Schools

Founder Bill Milliken began CIS in New York City in the 1970's. He came up with the idea of bringing community resources inside public schools, where they are accessible, coordinated and accountable.

"It's relationships, not programs, that change children," Bill once said. "A great program simply creates the environment for healthy relationships to form between adults and children. Young people thrive when adults care about them on a one-to-one level, and when they also have a sense of belonging to a caring community."

Forty years into our mission, Bill's principles continue to guide our work and serve as a beacon for the next chapter in our history.

What We Do

At Communities In Schools, we work directly inside public schools, supporting vulnerable scholars and those with the greatest risk of dropping out. We empower more than 1,000 scholars to stay in school and on the path to graduation each year. Our trained scholar support specialists do this by partnering with teachers and administration at each school site, mobilizing the community to offer scholars extra support, and doing whatever it takes to help them succeed. Our unique model works because it's based on national research, driven by community relationships and supported by local resources.

Communities In Schools: 5 Basics

We believe **all** students need and deserve access to 5 Basics:

1. A one-on-one relationship with a caring adult
2. A safe place to learn and grow
3. A healthy start and a healthy future
4. A marketable skill to use upon graduation
5. A chance to give back to peers and community

All of our programming revolves around supporting these basics *and* helping scholars stay in school.

Statement of Purpose

The purpose of Freedom School is to improve the lives of the scholars through programs that incorporate independent learning, tutorials, and enrichment activities. The program also offers a safe, structured environment for young people. Scholars will be engaged in activities and ongoing relationships that increase confidence and encourage success at home, in school, and in the community.

The Freedom School Model

Through the *CDF Freedom Schools* model, we empower youth to excel and believe in their ability to make a difference in themselves, their families, communities, country, and world with hope, education, and action.

Rooted in the Mississippi Freedom Summer project of 1964, the *CDF Freedom Schools* program has historically and continues to be a part of the Black Community Crusade for Children®. The *CDF Freedom Schools* program offers engagement through both a six-week summer and after-school literacy and cultural enrichment program designed to serve children and youth in grades K–12 in communities where quality academic enrichment programming is limited, too expensive, or non-existent. By partnering with schools, faith and community-based organizations, municipalities, colleges and universities, and juvenile detention facilities, we are able to offer this program in these communities at no cost.

The *CDF Freedom Schools* program enhances children’s motivation to read and makes them feel good about learning. At the same time, the program connects families to the right resources in their communities. *CDF Freedom Schools* school-aged scholars engage in a research-based, multicultural Integrated Reading Curriculum that supports them and their families through five essential components:

- High quality academic enrichment
- Parent and family development
- Civic engagement and social action
- Intergenerational servant leadership development
- Nutrition, health, and mental health
- scholars also receive two nutritious meals and a snack daily, as well as a book each week to build their home libraries.

We believe in an intergenerational leadership model. That’s why our program is staffed primarily by college scholars and recent college

graduates, with a 10:1 child to adult ratio. As a result, many children and youth make significant gains in reading achievement and don't experience any summer learning loss.

Application & Enrollment Process

Families can acquire applications for the CIS CDF Freedom School from student support specialists in their schools, counselors, school social workers, and our website at ciscapefear.org/freedom-school.

After the family has submitted the application, Freedom School staff will review the application to assess how many spots are available in the scholars' age group. The family will be contacted via email or phone call with an invitation to attend an enrollment orientation. Scholars are not fully enrolled in the CIS CDF Freedom School Summer program until their caregiver has attended an orientation session for the year that they have applied. Even the parents of returning scholars should plan to attend enrollment orientation. In the case that the program is filled to capacity, scholars will be placed on a waiting list to be contacted if spots do become available. The orientation will review this Handbook, expectations of scholars for the Summer, expectation of the families of scholars for the Summer, and any other pertinent information about the Summer program. and review the Handbook. The child is officially enrolled at the completion of all of the forms and documents required.

All families are informed that their scholar's participation in the CIS CDF Freedom School program is voluntary and that they may un-enroll their scholar at any time. The CIS CDF Freedom School also reserves the right to exit a scholar from the program (*with warning*) for any breaches in the guidelines outlined in the Handbook or as deemed necessary by the program director.

Cape Fear

Schedule of Operation

Communities In Schools of Cape Fear CDF Freedom School follows the schedule of the International School at Gregory. Communities In Schools of Cape Fear CDF Freedom School does not operate on half-days, teacher work days, Spring, Holiday, and Summer breaks, or National Holidays, unless otherwise noted.

Early Dismissal

The CIS Freedom School program will be closed for operation on July, 4. In the case that you need to check your scholar out early during programming, please contact the Program director or the contact given to you for your child.

Inclement Weather

Families are encouraged to sign up for the Remindapp, or the current platform for mass communication to families. Families are also encouraged to monitor their emails and notes home to advise about closures and early dismissals.

Field Trips

Any field trips that have not already been outlined in the index of this Handbook will be described and permission for participation will be requested via a permission form.

Attendance Policy and Procedures

Scholars that are enrolled in the CIS CDF Freedom School program are expected to attend the program at least 90% of the time that they are enrolled in the program. Only three days of programming can be missed for the entirety of the 6-week Summer. After the third absence, the scholar is in jeopardy of being exited from the program in an effort to afford another scholar the opportunity to participate fully in the program. **The attendance policy is in place to allow the program to serve as many eligible families and scholars as possible.** In the case that a scholar misses more than 90% of programming, CIS CDF Freedom School does reserve the right to place that scholar on the waitlist and invite nother scholar to fill the available spot.

Daily Sign In

scholars that are retrieved from their respective school sites by Communities In Schools of Cape Fear CDF Freedom School staff will automatically be signed in to the program each day. scholars that are brought to Communities In Schools of Cape Fear CDF Freedom School after school each day, should be signed in by a parent. scholars that walk to Communities In Schools of Cape Fear CDF Freedom School after school from the bus or home will be permitted to sign themselves in for programming.

Daily Sign Out

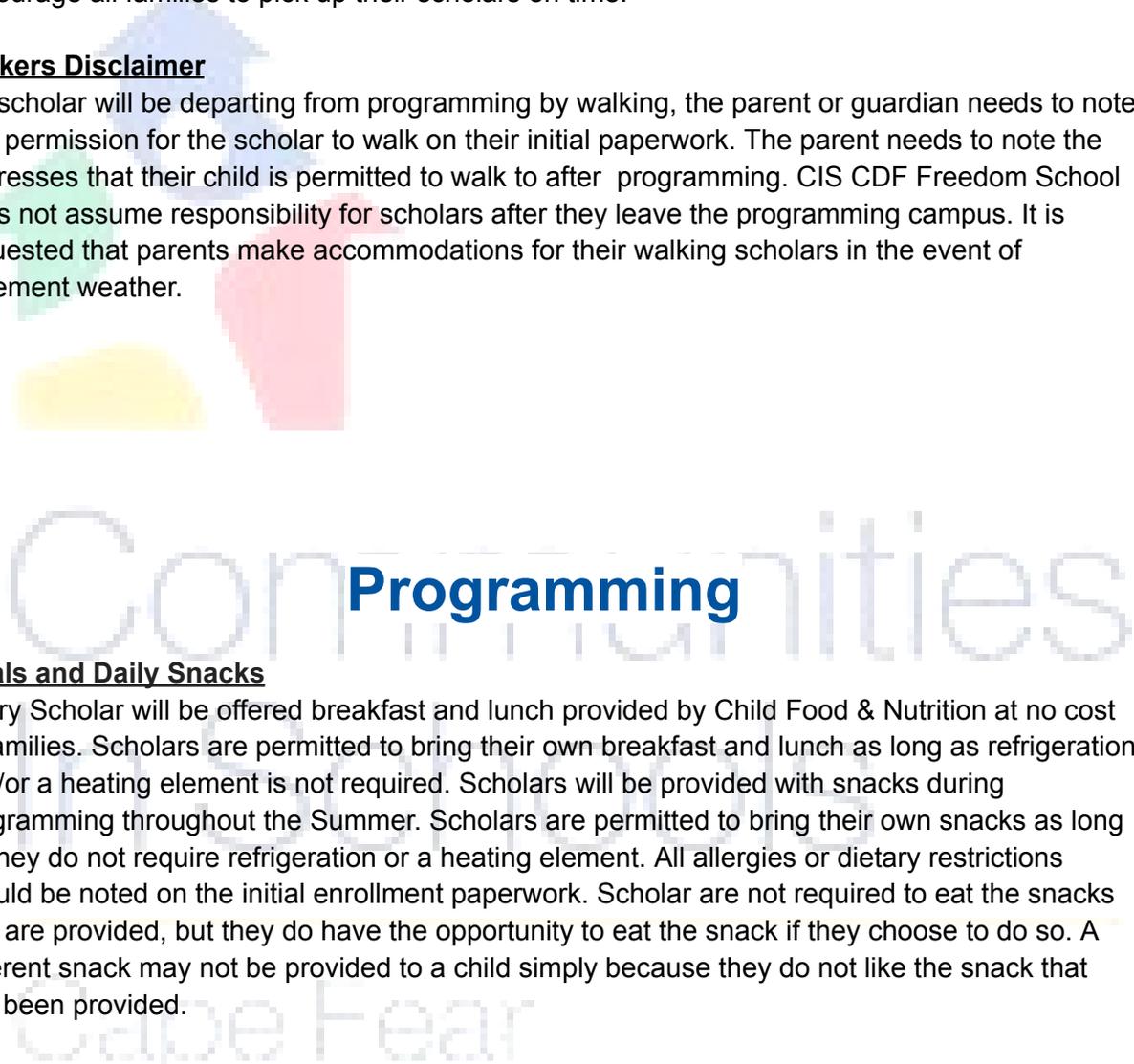
Scholar that are picked up by parents may be picked up when an adult on their pick-up list arrives and signs them out. If someone that is not on your child's pick-up list needs to pick them up, please contact the Program Director or SLI to let them know the name of the person who will be picking the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

Late Pick-up

Please inform the program director or scholar's SLI if there is a chance that your child may be picked up late from programming. We understand that emergencies do occur, however we encourage all families to pick up their scholars on time.

Walkers Disclaimer

If a scholar will be departing from programming by walking, the parent or guardian needs to note that permission for the scholar to walk on their initial paperwork. The parent needs to note the addresses that their child is permitted to walk to after programming. CIS CDF Freedom School does not assume responsibility for scholars after they leave the programming campus. It is requested that parents make accommodations for their walking scholars in the event of inclement weather.



Programming

Meals and Daily Snacks

Every Scholar will be offered breakfast and lunch provided by Child Food & Nutrition at no cost to families. Scholars are permitted to bring their own breakfast and lunch as long as refrigeration and/or a heating element is not required. Scholars will be provided with snacks during programming throughout the Summer. Scholars 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 initial enrollment paperwork. Scholar 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 scholar in addition to the regular snack that they receive. These snacks will be offered to all scholar and are also consumed at the will of the scholar.

Academic Support/ Literacy Instruction

Each day of programming consists of breakfast, Harambee, Integrated- Reading Curriculum instruction, lunch and afternoon activities. Participation and willingness to attempt activities is crucial to each scholar's positive experience at CIS Freedom School. If a scholar is physically unable to participate in any activity, a parent is asked to provide a written note.

Life/Social Skills Development and Instruction

Social-emotional learning has become a large part of schools' daily programming recently. CIS CDF Freedom School seeks to cultivate scholars' social skills by engaging them in activities that foster teamwork, leadership skills, compassion and empathy for others, as well as opportunities to give back to their community in various ways. We also recognize the need for scholars to have an understanding of basic hygiene practices, organizational skills, and conflict resolution skills. Programming encourages life skills by emphasizing personal responsibility and requiring scholars to clean up their work spaces, daily. Programming stresses the importance of strong social awareness, relationship, problem-solving, and responsible decision-making skills and sets time aside for scholars to review and practice these skills to ensure their successful transition to adulthood. During this time, scholars will work on community building; conflict resolution; developing pro-social, 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.

Afternoon Activities

This Summer, Scholars will have the opportunity to participate in the following afternoon activities.

- Art
 - STEAM 1, STEAM 2, STEAM 3
 - Creative Writing
 - Dance
 - Sports
 - Financial Literacy
 - Resilience
 - Music
-

All scholars are encouraged to participate at their level of comfort and to inform staff of any physical discomfort or emotional discomfort that they experience during programming.

Use of Online Resources

There are times during programming when scholars will have time to access the internet using Communities In Schools of Cape Fear or New Hanover County Schools' devices. It is the expectation that scholars will use technology for educational purposes and only access appropriate websites. It is also the expectation that scholars will not use the technology to access social media or Facetime, chat, or otherwise engage with persons that are not present in

the programming space. If a scholar violates these expectations, CIS Freedom School reserves the right to restrict that scholar's access to the 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

CIS CDF Freedom School will host Family nights and a Finale showcase during the Summer. Please refer to the calendar to be advised about dates for such events. Parent and Family engagement is a key component in the success of each of our scholars, so we invite families to attend Morning Harambee from time to time, ask their scholar about what they are learning, read the weekly newsletter, answer correspondences from Staff, and join us at family night events. It is a pleasure to serve your whole child by engaging with your whole family.

Scholar Attire

It is the expectation that scholars will adhere to the New Hanover County Schools dress code when participating in CIS CDF Freedom School programming. Please have scholars to wear appropriate shoes for programming. Crocs and similar footwear are permissible as long as there is a strap to secure the shoe to the scholar's foot. Please do not allow scholars to wear mesh or "see through" materials, ski masks, or graphic tees with profane images or words. Out of respect for our growing scholars and those around us, we will not permit any clothing that allows underclothing to be seen.

Personal Items

Since CIS CDF Freedom School cannot guarantee the safe return of personal belongings, it is the expectation that scholars 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 scholars' own risk and the discretion of the parent. We do not assume any responsibility for personal items.

Cell phones and Tablets

In the case that a scholar 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. Scholars should not have these devices out during presentations, group activities, and discussions. Scholars should not have any vulgar or crude videos or media content playing out loud at any time. Scholars are also not permitted to record, take pictures, or refer to other scholars using their personal devices. Parents and guardians will be informed if staff is seeing problematic behavior from the scholar as a result of device use.

Health Policy

Scholar illness/ Accident/ Emergencies

If a scholar is absent from school due to illness, they may not attend programming that day. If a scholar becomes ill or is injured during programming or exhibits any of the following conditions, their parent/guardian or emergency contact will be contacted and asked to pick the scholar up within one hour of notification:

Contagious disease

Fever over 100 degrees fahrenheit

Vomiting or diarrhea

Accident requiring medical attention

*COVID19 Symptoms

If a scholar is in need of urgent hospital attention, staff will call 911.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the program facilitators as soon as the information becomes available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents/guardians in emergency situations.

Abuse and Neglect Policy

The Communities In Schools of Cape Fear CDF Freedom School program and its staff members are mandated 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.

Weapons Policy

The purpose of this policy is to assure a safe environment for scholars, staff and all stakeholders. It provides for clear understanding of intent, expectations, and parameters for scholars and non-scholars alike. It also provides for strict rules of enforcement and consequences for weapons violation in cooperation with law enforcement authorities and according to state and federal laws. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition;

poisons; chains; arrows; and objects that have been modified to serve as a weapon. Any scholar that is found with possession of any weapon will be excused from the program.

Behavior Management and Discipline Policy

It is our hope that all of our scholars can respect rules, follow directions, and have an enjoyable experience during all of our programming. That being said, we understand that behaviors do occur and actions must be taken to ensure the safety, respect, and experience for all scholars, staff, and stakeholders involved. The following is our discipline procedure.

Expectations

Each scholar will adhere to the following expectations;

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

Be Respectful - scholars are expected to show respect to self, to staff, to equipment, to peers, to guests, and to opportunities

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

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

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

Use time wisely- Scholars are expected 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 scholar 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. (scholars cannot return until a conference has been completed). A correction plan will be in place.

Strike three- written notice to parent and scholar will be suspended for 1 week

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

*NOTE: Serious, dangerous, or disruptive/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.



CDF CIS Freedom School 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 scholar’s participation in the program may be directed to the Program manager at 910-343-1901 ext 116. Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call.

If a concern involving a staff member arises, please speak directly with that staff member involved. If the matter cannot be resolved directly with the staff member, the Program Manager may meet with the staff member and arrange a meeting to discuss and resolve the parental concern.

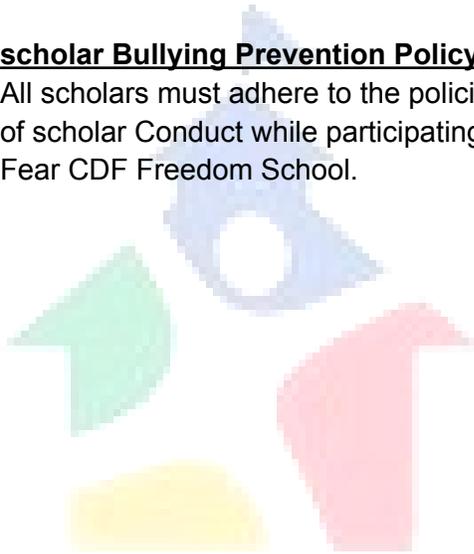
The program will communicate with parents through a parent-to-program communication medium such as “RemindApp” and a newsletter. The program will also speak to parents during pick-up time and anytime that they request a call or conference.

scholar Confidentiality

Each staff member must exercise scholar confidentiality per FERPA and HIPAA Guidelines. This applies to communication emails, phone calls, and scholar 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 scholar 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.

scholar Bullying Prevention Policy

All scholars must adhere to the policies in the New Hanover County Code of scholar Conduct while participating and programming at Communities In Schools of Cape Fear CDF Freedom School.



Communities
In Schools

Cape Fear

Enrollment & Consent Forms

Cape Fear

Acknowledgement of Handbook and Policies

I, _____, parent or legal guardian of _____, acknowledge that I have received the scholar and family Handbook for the Communities In Schools of Cape Fear CDF Freedom School afterschool program.

____ I understand the policies and procedures laid out in the scholar and family Handbook

____ I have explained the policies and procedures to the child 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 affirm that my Scholar is not enrolled in any other Summer program during the programming dates of Freedom School that will have them miss days of programming in whole or in part.

____ I understand and agree to the terms of the attendance policy

____ I agree to the adhere to the policies and procedures in the scholar and family Handbook

I, _____ agree to abide by the policies and procedures in the scholar 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 scholar 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 keisha@ciscapefear.org.

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

I specifically authorize Communities In Schools of Cape Fear to:

- conduct interviews, tests, and questionnaires for scholar 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 post on websites, social media and release to newspapers.
- 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: _____ scholar Support Specialist Assigned: (Yes/ No)

Case Manager : _____

Communities In Schools of Cape Fear CDF Freedom School 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 scholars. scholars must agree to the following stipulations in order to be allowed to use technology at Communities In Schools of Cape Fear CDF Freedom School afterschool program.

1. scholars shall use the Internet and all forms of Communities In Schools of Cape Fear CDF Freedom School technology responsibly. Communities In Schools of Cape Fear CDF Freedom School 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 scholars may be able to use off site.
2. scholars shall understand that they may use a personal device on the Communities In Schools of Cape Fear CDF Freedom School 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 Communities In Schools of Cape Fear CDF Freedom School policies apply to them whether they are using their own device or Communities In Schools of Cape Fear CDF Freedom School technologies, and that this privilege may be limited or revoked.
3. scholars shall understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a scholar in the Communities In Schools of Cape Fear CDF Freedom School 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, scholars shall promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.
4. scholars shall not impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. scholars shall not delete or tamper with anyone else's files, folders, or work. scholars shall not let another scholar use their accounts on any device.
5. scholars shall understand that files, services, and devices provided by and/or managed by Communities In Schools of Cape Fear CDF Freedom School are not private. There is no expectation of privacy when scholars use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
6. scholars 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. scholars shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

scholars 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. scholars or parents should contact the Community Programs Manager if they have any questions about this agreement or its implementation.

Acknowledgement of Communities In Schools of Cape Fear CDF Freedom School Technology Acceptable Use Policy

I, _____, hereby agree that I have read and understand the Communities In Schools of Cape Fear CDF Freedom School Technology Acceptable Use Policy. I will abide by the policy at any time that I utilize Communities In Schools of Cape Fear CDF Freedom School's technology or internet network. I understand that I am responsible for the information within the Communities In Schools of Cape Fear CDF Freedom School Technology Acceptable Use Policy.

Print scholar Name: _____

scholar Signature: _____

Date: _____

Parent Signature: _____

Date: _____



Communities In Schools

Cape Fear

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Communities In Schools

Cape Fear

Notification of Behavior Strike

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

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

Incident:

Communities
In Schools

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

scholar

Parent