



Student & Family Handbook CLASS

Community Learning Alternative for Suspended Students

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Dear Parents and Guardians,

Welcome to CLASS!

This handbook is designed to give students and families helpful insight into the Community Learning Alternative for Suspended Students program offered by Communities In Schools Cape Fear. It includes detailed information about program activities, procedures and policies.

The purpose of the CLASS Program is to provide a safe and supportive environment for middle and high school students who are suspended. Students continue work on their academic assignments while participating in the CLASS program. Staff provides support in social-emotional learning daily, sharing tools to prevent further suspensions. 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 112.

Best regards,

Kristin Jackson
Communities In Schools Cape Fear
NHC Program Director

Program Contact Information

Communities In Schools contacts

Communities In Schools Cape Fear Executive Director: Louise Hicks

Communities In Schools Cape Fear Operations Director: Marrio Jeter

Communities In Schools Address

1209 Market Street, Unit A

Wilmington, NC 28401

Telephone: (910)-343-1901

CLASS Staff

NHC Program Director: Kristin Jackson

CLASS Lead Support Specialist: Christine Purdy

CLASS Support Specialist: Dean Browning

CLASS 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 Christine Purdy at (910)-343-1901 ext. 112. To reach Ms. Purdy in an emergency please call 910-239-8229.



Scan here for enrollment.

About CLASS

Community Learning Alternative for Suspended Students is an out of school suspension program hosted by Communities In Schools Cape Fear. The program serves students from 6th grade to 12th grade that attend New Hanover County Schools serving suspensions from 3 days – 10 days in length.

The program begins at 9:00 a.m. and ends at 2:00 p.m. daily. CLASS follows the [New Hanover County Schools Calendar](#).

CLASS strives to...

- Prevent Recurring Suspensions
- Reduce Academic Learning Loss
- Ignite Student Engagement
- Promote Positive Behavior
- Provide Conflict Resolution Strategies

Statement of Purpose

The purpose of the CLASS Program is to provide a safe and supportive environment for middle and high school students who are suspended. Students continue work on their academic assignments while participating in the CLASS program. Staff provides support in social-emotional learning daily, sharing tools to prevent further suspensions.

Application and Enrollment

When a student is suspended from New Hanover County Schools in 6th-12th grade for 3 -10 days, they are eligible to apply to the CLASS Program. Application is online and can be accessed by the QR code on the information page.

Once a parent/guardian has submitted the application, CLASS Staff will review the application to assess how many spots are available in the student's age group. Family will be contacted within one business day to discuss whether their child will be enrolled in the program.

After a family receives permission for their child to enroll in the program, they are required to attend a short orientation on the first day of enrollment. The child is officially enrolled once orientation is complete and all required documents have been signed and submitted.

All families are informed that their student's participation in the CLASS program is voluntary and that they may unenroll their student at any time. The CLASS 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 director.

Roles and Responsibilities

1. Referral (School)
 - o School refers parent
 - o School provides work to student
2. Registration (Parent)
 - o Parent register online and calls to schedule orientation
 - o Parent gathers student work and information regarding suspension
3. Orientation (Program)
 - o Parent and student attend 1/2 hour orientation on first day of the program
4. OSS Services (Program)
 - o Program provides a safe, healthy environment focusing on student behavior, student mental health, and completing school work
5. School Re-Entry (All)
 - o Parent, student, school personnel meet to plan a successful re-entry into school

 - o Student is referred to Communities in Schools for continued case management when appropriate

Schedule of Operation

CLASS follows the [Traditional New Hanover County Schools Calendar](#). CLASS does not operate on teacher workdays, spring, holiday, or summer breaks, or national holidays, unless otherwise noted. Hours are 9:00 am – 2:00 pm.

Early Dismissal

The CLASS OSS Program will be open normal hours, unless otherwise noted.

Teacher Workdays

The CLASS OSS program will be closed for operation on teacher workdays, unless noted as otherwise.

Inclement Weather Days

The CLASS OSS program will follow the New Hanover County Schools Inclement Weather Policy. We will follow all school closures, delays, and early releases.

Attendance Policy

Students enrolled in the CLASS OSS program are expected to attend everyday they are suspended once completing orientation. In most circumstances we are able to enroll the student on the first or second day of a short-term suspension. *The attendance policy is in place to allow the program to serve as many eligible students as possible.* In the case that a student misses more than 60% of programming, CLASS does reserve the right to invite a new student to fill the available spot.

Daily Sign In

Students are required to sign in each day and inform staff of the need for lunch that day and breakfast the next.

Drop-off

Students can be dropped off at 9:00 a.m. each morning. On the first day of enrollment, students and a parent/guardian are required to attend an orientation with the Lead Support Specialist.

Pick-up

Students who are picked up by parents may be picked up when an adult on their pick-up list arrives. If someone that is not on your child's pick-up list needs to pick them up, please contact the Lead Support Specialist at 910-239-8229 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.

Walkers Disclaimer

If a student will be departing from CLASS 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 CLASS programming. CLASS does not assume responsibility for students after they leave the CLASS 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 2:00 pm.

Programming

Daily Breakfast, Lunch, and Snack

Students will be provided with breakfast and lunch, if requested. Meals are provided by New Hanover County Schools and student participation information is provided to the student's home school for payment purposes. There are no purchases outside the standard breakfast and lunch menu. All allergies or dietary restrictions should be noted on the student's initial enrollment paperwork.

Students should bring their own snacks and a refillable water bottle each day. On occasion, snacks may be provided to the students. These snacks will be offered to all students and are also consumed at the will of the student.

Academic Support

Each day of programming consists of at least 2 hours of academic support. Students are encouraged to complete classwork, homework, and projects during this time. Parents and students are required to work with the home school to collect schoolwork missed during the duration of the suspension. Students are required to bring their school issued computer to CLASS and will be provided internet access. CLASS staff will work with students to identify missing assignments and encourage them to complete their work. In the event that a student does not have assignments to complete, they are encouraged to read independently and study schoolwork. Parents should not expect all of the student's work to be completed at CLASS, but time is set aside for the task.

Life/Social Skills Development and Instruction

Social-emotional learning is a large part of the CLASS daily programming. Staff will provide students with explicit methods and coping skills to help prevent further suspensions. CLASS 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.

CLASS 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. CLASS 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.

Use of Online Resources

There are times during programming when students will have time to access the internet using CLASS and school 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, CLASS 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.

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 in the CLASS program.

1. Students shall use the Internet and all forms of CLASS technology responsibly. CLASS 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 CLASS 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 CLASS policies apply to them whether they are using their own device or CLASS 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 CLASS 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 CLASS 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.

Student Attire

It is the expectation that students will adhere to the [New Hanover County Schools Dress Code](#) when participating in CLASS programming.

Personal Items

Since CLASS cannot guarantee the safe return of personal belongings, it is the expectation that students will leave personal items 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. CLASS does not assume any responsibility for personal items.

Cell Phone Policy

CLASS staff will collect student cell phones each day. Students will have access to their cell phones during lunch. Students will have access to ear buds and are permitted to listen to music as they complete work tasks as long as they remove them when interacting with staff.

Health Policy

Student's illness/ Accident/ Emergencies

Please notify staff if your student is sick and will be absent. If a student becomes ill or is injured during CLASS 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

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 staff 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 CLASS 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 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

***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

CLASS maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of programming to the Support Specialist 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 112.

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 director may arrange a meeting to discuss and resolve the concern.

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.

Bullying and Harassment Policy

All students must adhere to the policies in the [New Hanover County Schools Bullying and Harassment Policies](#) while participating at CLASS.

Any bullying or harassment should be reported to the Program Director or Lead Student Support Specialist.

Crisis Plan and Reunification Location

All staff at CLASS has been trained to handle crisis situations and inclement weather events. In the event that the building has to be evacuated and students moved to another location, students will walk with staff to the Communities in Schools office at 1209 Market Street, Unit A. The offices will be the pick-up/reunification point for students and families.

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 CLASS 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 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



Communities
In Schools®

Cape Fear

Permission for Programming / Media

Dear Parent /Guardian,

In partnership with New Hanover County Schools, 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.

The CLASS program for suspended youth is facilitated through Communities in Schools of Cape Fear. Upon completion of the CLASS program we would like to continue to provide support for your student through our Student Support Program, 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 needed. 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:
_____ (Student Support Specialist) at _____ (Contact
Information) or the CLASS program at 910-343-1901.

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 student project evaluation purposes.
- refer my child to other agencies for specific services (e.g., health, public assistance, counseling).
- 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



Acknowledgement of CLASS Technology Acceptable Use Policy

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

Print Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____ **Date:** _____