



EXTENDED LEARNING Quick Reference Guide



**CMCSS Extended Learning Programs
are funded in part by:**



Welcome to CMCSS extended learning programs!

This handbook is your quick reference guide for all things related to before school, after school, and summer programming for the Clarksville-Montgomery County School System. You may want to check out the extended learning page on the district website to access important documents and additional program information:

<https://accountability.cmcss.net/extended-learning-programs/>

If you have questions, feel free to contact one of the following staff members:

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Table of Contents

Available Programming	4
Program Guidelines	6
Hours	6
Ratios	6
Participation	6
Students with Disabilities	7
Expenditures	7
Program Policies & Procedures	8
Behavior	8
Attendance	8
Snacks	9
Transportation	9
Health & Safety	10
CPR/First Aid	11
Medication	11
Emergency Information	11
Hazardous Materials	11
Staff Expectations	12
Staff Requirements	12
Tutor Requirements	12
Timesheets/Payroll	13
Training Requirements	14

AVAILABLE PROGRAMMING

CMCSS is fortunate to have multiple funding sources available to provide extended learning opportunities for our students at all grade levels including English Learners and Students with Disabilities.

Army Youth Programs in Your Neighborhood (AYPYN)

The Department of the Army, Child & Youth Services provides funding for schools and community-based agencies to offer high quality, high interest after school programs for Army-connect youth attending school off military installations. Activities must focus on: academic support, STEAM, college and career readiness, and leadership skills as well as social, emotional, behavioral skill development and health and fitness.

CMCSS' AYPYN funding provides programming for middle and high school students four days per week, two hours per day throughout the school year. Activities are facilitated by certified teachers and educational assistants, and snacks are provided along with all supplies needed for participation.

AYPYN funds may be used to offer summer credit recovery opportunities for students who need credits to graduate or advance to the next grade.

District Funded Extended Learning

CMCSS is committed to providing high-quality interventions to meet students academic and behavioral needs. To that end, the district has dedicated local funding to provide before and after school opportunities for elementary students. The primary focus is research-based math and literacy programming but also includes STEM and physical fitness activities.

Activities are facilitated by certified teachers and educational assistants, and snacks are provided along with all supplies needed for participation. Transportation is offered, as available, through consultation with the Operations department.

Summer Learning Camp

On January 22, 2021, the Tennessee General Assembly enacted the Tennessee Learning Loss Remediation and Student Acceleration Act to address the learning loss of students due to COVID-19 related school closures. Through this law, all school districts in Tennessee are required to offer learning loss remediation summer programs for students in rising grades K - 8, starting in summer 2021.

The CMCSS Summer Camp provides 6 weeks of academic, physical fitness, and STEM programming during June and July. Transportation and meals/snacks are provided along with all supplies needed for participation. Activities are facilitated by certified teachers and educational assistants, a nurse and school counselor are on-site, and School Resource Officers (SROs) monitor the building, parking lot, and bus drop off points.

CTE Perkins

The CMCSS CTE department plans and implements a variety of career exploration and post-secondary awareness opportunities for students in grades 6- 12. Summer experiences include activities such as CTE themed camps for elementary and middle school students to increase interest in and awareness of the skills necessary to obtain local high-wage, high-skill and in demand occupations. Summer camp allows teachers to create more realistic problem-based-learning experiences and students to explore career clusters and to develop a deeper understanding of the expectations and skills employed in broad fields.

IDEA Extended School Year (ESY)

ESY is a service provided to students for whom extended school breaks are determined to be detrimental to a student's progress. ESY is intended to maintain skills and/or behaviors so the student will not be spending additional weeks during the school year to return to the former level. Participation is an IEP team decision based on multiple sources of student data. Transportation and meals/snacks are provided along with all supplies needed for participation. Activities are facilitated by certified teachers and educational assistants and a nurse is on site.

Title I (of the Elementary & Secondary Education Act)

The CMCSS Title I Learning Center provides evidence-based, hands-on, themed learning activities for elementary students. The Learning Center offers free tutoring for elementary students and families are encouraged visit the lending library to borrow additional learning activities. Family engagement events and parent resources also are available through Title I.

PROGRAM GUIDELINES

All funding sources have programmatic and fiscal requirements that must be followed. As such, all CMCSS extended learning programs will operate in accordance with directions provided by the funder(s) in order to remain in compliance at all times. Information that follows outlines specifics for program operation.

Hours

It is expected that all before school programs will operate at least 4 days per week, 1 hour a day. After school programs should run 4 days a week, 2 hours a day. All programs should be fully operating no later than October 1 and should continue through April 30.

The exact dates for summer learning will be determined annually but will operate for 6 weeks (four weeks in June and two weeks in July), 6 hours per day.

Program Ratios

In general, program ratios should run at rate of 1 staff member per 10-12 students (ESY may operate at lower ratios). Certain programs may run at a higher ratio if the program does not require a small group setting. Academic programs should have at least 5 students in attendance per teacher. High dosage tutoring programs should have a ratio of no more than 1:3. If fewer than the minimum students have enrolled in a class offering, staff should either cancel the class or try to combine it with another class.

- ❖ If two teachers pair their programs together due to low attendance for the day, both teachers who served the students will be paid for their time.

Classes that have full rosters but consistently have fewer than the minimum attendance required should be paired with an equivalent program, if possible. If no other measures are available to serve the students in the rostered program, the class should be cancelled.

Teachers will not be paid for dates that no students attended their program.

Student Participation

Students who have met the criteria for participation in public school may participate in CMCSS extended learning programs.

- ❖ AYPYN requires a minimum number of program participants be military connected youth (parents/guardians are Army Active Duty, activated Army Reserve, activated National Guard or current DOD Army civilian).

- ❖ ESY requires the student's IEP team to have recommended participation based on review of multiple data sources.

Supporting Students with Disabilities

Extended learning programs are for all students enrolled with CMCSS. It is the expectation that students with special needs be able to participate, except in extreme cases where a student's medical needs exceed the staff qualifications. 504 staff training provided to all CMCSS employees identifies some ways to assist students who have a disability. When a student in an extended learning program has an active 504 plan or IEP, it is appropriate to learn about what accommodations a student needs to best support the students in the program. Teachers who already have the student in class during the regular school day know what accommodations to make and would be a great resource for extended learning staff. Teachers of students who need accommodations and have not seen the plan should contact the school's 504 coordinator to get that information.

Expenses and Unallowable Expenditures

Under program guidelines, schools may purchase certain materials that directly correlate with their extended program. Site coordinators should complete the Afterschool Purchase Requisition (GRT-F002) and email to Nicole Spencer for review and processing. Certain items are off limits for purchase; current unallowable expenditures are as follows:

- Promotional or marketing flags/banner
- Decorative items
- Bonuses or incentives for personnel
- Incentives for students i.e.: banners, plaques, t-shirts, prizes,
- Entertainment such as amusement, diversion, & social activities
- Non-academic field trips
- Gift Cards
- Activities taking place during regular school day
- Textbook/workbooks to be used during regular school day
- Materials used primarily in regular school day (paper, pencils, pens, etc...)
- Unhealthy food
- Furniture
- Technology -LCD projectors, Cameras, Computers, printers, etc.

Any site coordinator who is unsure of a purchase should consult with Nicole Spencer, Laura Nichols and/or Dr. Kimi Sucharski.

PROGRAM POLICIES AND PROCEDURES

All school system policies, including but not limited to those related to discipline, dress code, and transportation apply during extended learning activities.

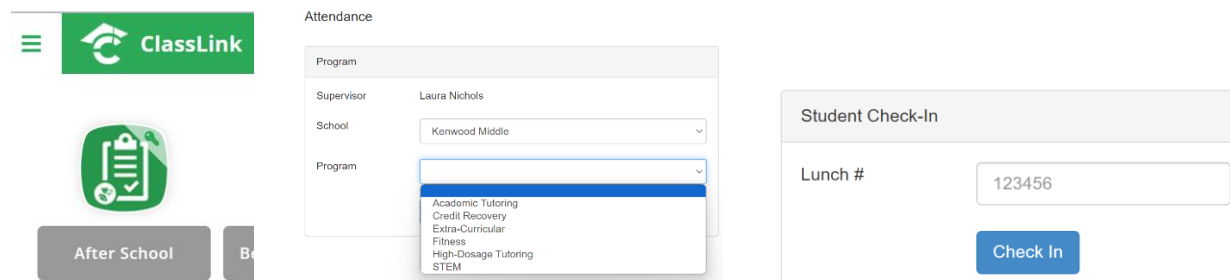
Student Behavior

Extended learning programs are a privilege, not a requirement. As such, participation in extended learning programs is voluntary for students. The CMCSS student code of conduct applies to all students who attend the before school, afterschool or summer program. Students who are suspended or expelled from school may not participate in extended learning activities. Extended learning program staff should follow the CMCSS code of conduct and school's expectations of handling disciplinary actions as normal when the situation arises. In the event of serious misconduct, please contact your extended learning coordinator and/or school administration for support.

Attendance

Usually, grant funding is tied to attendance so it is important to track student participation. Make sure to communicate with students and parents the importance of regular program attendance. Also, ensure they know that a student who is absent from the regular school day **cannot** participate in afterschool programming.

All students are expected to check in daily using the online attendance portal through your CMCSS ClassLink. Find the Afterschool app, select the program/activity, students log in with their lunch number.



Attendance for before and after school should be entered daily; attendance reports for each site will be pulled the last Friday of each month.

- ❖ Summer Learning Camp grant attendance for grades K-8 will be recorded in the state SPEAR portal. Rosters will be preloaded with names and camp dates; staff will only mark student absences. The attendance portal will be monitored weekly.

- ❖ High school summer programming attendance will follow the school-year protocol of logging in with the student's lunch number via the Afterschool app in ClassLink. The attendance portal will be monitored weekly and a report pulled a week after summer programming ends.

Snacks and Food

Each program will provide students with a healthy snack option each day the program operates. Nicole Spencer will facilitate all snack orders for each before school, after school and summer program. Please notify her of your program start date when submitting your program plan so that snacks will be available at the start of the program. A list of healthy snack options is available on the extended learning programs site.

<https://sites.google.com/cmcss.net/cmcssafterschoolprograms/home>

Schools should keep snacks that contain common allergens, such as peanuts, to a minimum. Each school should maintain a student allergens list and ensure each teacher in the program is aware of the students on their roster who have allergies. In the event the snack for the day contains an allergen for a student, an alternate snack should be provided. Under extreme circumstances, students may need to eat their snack in an alternate location, depending on the severity of the allergy.

- ❖ If a common allergen or known allergen snack is served, schools should clean and sanitize the area to ensure no student is accidentally in contact with their allergen.
- ❖ It is best practice that schools encourage students to practice good hygiene by washing hands before and after snack.

TRANSPORTATION

All students must be picked up by parents, ride the bus, or walk/drive home depending on prearranged plans. Afterschool coordinators should keep a detailed and up-to-date list of each student's expected way home. Extended learning staff may not transport students at any time.

- ❖ Students who are suspended from the regular school day bus may not ride home during afterschool programs.
- ❖ Extended learning bus transportation is offered only as buses and drivers are available; the Operations department will notify Dr. Sucharski when bus transportation can begin. Site coordinators will be asked to provide a list of students needing bus transportation; once Operations has routed students, transportation will begin.

School staff are expected to supervise loading areas during dismissal time. Schools that use buses are expected to have a person in the office to receive the all-clear call in the afternoon on the

school phone. Typically, calls come in about 5:15-5:30 each day. Bus transportation should be arranged by the site-based afterschool program coordinator. Each teacher should have a list detailing how each child in their program is going home while the coordinator should have a list of how all students are getting home.

- ❖ Under no circumstance should students ride the bus prior to parent approval of the stop location and time.
- ❖ Students are not permitted to ride an alternate afterschool program bus without the written approval of the parent or guardian and afterschool program coordinator.

All clear calls will come to the designated contact once all buses from your site report that all students were safely dropped off at home. If you need to make contact with transportation after hours, you should call **Dispatch at (931) 358-4224**. This is the **ONLY** phone transportation staff will answer after hours. This number will be manned by the transportation department until the last bus has returned to operations. Due to transportation shortages, there may be only one employee managing phones and the dispatch system for drivers; please patient as you try to make contact with them. If you cannot reach dispatch and have yet to receive an all-clear call at 5:30 pm, contact Kimi Sucharski at 931-980-4263.

Since extended learning programming is an optional program for SPED students and does not impact their access to free and appropriate public education, students who ride a special education bus will not be permitted to ride a general education afterschool program bus. Parents or guardians of students will have the responsibility of transportation for students in those instances.

- ❖ Program coordinators should check accommodations of all students with 504 or IEPs in their program to ensure there is not an active transportation accommodation.

HEALTH AND SAFETY

To prevent the spread of infectious disease, only students who have met the immunization guidelines for admission into CMCSS may participate in extended learning programs. Students with a high fever should not be allowed to remain in the general population and should have a parent or guardian come to pick them up. Additionally, any student who was sent home from school that day due to illness cannot return specifically for afterschool programming.

First aid kits, biohazard clean up, and appropriate disinfectant should be accessible and used as needed by designated staff. In the event of a biohazard or other spill event, school staff should remove students from the affected area as quickly as possible and contact their custodial team for cleanup. School staff should always follow the school system's policies regarding pathogens and cleanup. In the event of an emergency, contact **911** first prior to contacting the parent or guardian.

CPR/ First Aid Requirements

At minimum, one person per site must be available who is CPR/First Aid certified. Site coordinators are responsible for making sure this requirement is met. If you are not CPR certified, and want to be, contact your administrator to be approved for school system CPR training. CPR training dates will be posted on PLAN.

Administering Medication

Students who require medical treatment during extended learning program hours may not be able to stay for their own safety, if a qualified person is not able to work during the program. Each building is equipped with a 'Go-Pack' that includes an epi pen. In the event of a need to use the epipen, call 911 immediately then the parent. Coordinators should know the location of the 'Go-Pack.' (Check with school nurse)

School nurses may be employed as Certified Staff to serve during afterschool hours if they wish to do so and the site's afterschool budget allows.

Access to Emergency Information

One person at each site is expected to stay in the office at all times to monitor the phones, buzz people into the building, and coordinate emergency efforts if the need arises. Emergency cards for students in the building should be readily accessible to the person designated at all times.

Emergency flip books should be visible and easy to access by all extended learning staff. In the event of an emergency, it is expected that all staff will follow the guidelines provided in the flip book. During the opening weeks of afterschool programs, site coordinators and administration should ensure that teachers and students in their school know what steps to take in the event of any emergency in their assigned location.

Hazardous Materials

Chemicals and other hazardous materials should be labeled and stored according to CMCSS policy at all times. Students should not come into contact or have access to hazardous materials while on school property. Alert the custodian or building supervisor if you see any hazardous materials in an area where students are present.

STAFF EXPECTATIONS

During extended learning programs, CMCSS staff are held to the same standards and expectations that they are held to during a school day. Staff are expected to be engaging with students at all times and refraining from cell phone usage at all cost. Staff should only be doing work aligned to their assigned duties. Staff should be mindful of the resources and supplies they are using. If there is any change to a program's location, program staff should communicate these changes to their site coordinator in case there is an emergency.

Under no circumstance will staff be able to log more hours than approved by their site coordinator and administration.

- ❖ Classified staff may not work more than 40hrs. per week total for the district.

Site coordinators have the responsibility of approving all timesheets related to their school's program and must sign all timesheets before submitting.

Staff Requirements

All staff working in the extended learning program, including student tutors, must have a cleared fingerprint record on file at central office. If staff were hired before 2004 and have yet to be re-fingerprinted, please be sure to contact Amanda Smith in the HR department.

All staff working in the extended learning program must have a physical statement from a physician that they are healthy enough to work with students. This requirement can be met several ways. All current and active CMCSS employees have met this requirement and no documentation will be needed.

Tutor Requirements

When sites hire high school and college tutors for programs, they must select individuals with academic strengths aligned to the needs of the programs provided. Each tutor should be high performing high school or college students with no attendance or discipline concerns. The students must have demonstrated the ability to work with peers, are punctual, understand professionalism, and have demonstrated the ability to take the initiative. Letters of recommendation are required and the tutor application outlines specifics information needed. Site coordinators should have all interested students complete the online tutor application.

Timesheets and Payroll

All staff working in extended learning programs are required to keep a daily timesheet. Staff are not allowed to work more than the hours determined by the site coordinator. Timesheets submitted by all staff must be signed by the employee and must be verified and signed by the site coordinator. All site coordinators must have their timesheet signed and verified by the appointed administrator for extended learning program. Timesheets must be filled out in their entirety, including students served per day and employee MUNIS ID number. Incomplete timesheets will not be processed and will be returned to the site coordinator for correction.

Classified staff are paid \$16 per hour for working in extended learning programs. Certified staff are paid \$30 per hour for working in the programs. Below is a timeline of when timesheets are due and processed for the school year:

Classified Staff

Due every 2 weeks in accordance with normal classified pay schedule. Classified staff are required to provide their weekly Kronos report with their timesheet. Timesheet must be signed by the employee.

Certified Staff

December Pay- Timesheets are due no later than second Tuesday of November of each program year. Timesheets must be signed by the employee and the Site Coordinator. The Site Coordinator's timesheet must be signed by the employee and the ELP Director.

February Pay – Timesheets are due no later than the first Wednesday of January of each program year. Timesheets must be signed by the employee and the Site Coordinator. The Site Coordinator's timesheet must be signed by the employee and the ELP Director.

May Pay- Timesheets are due no later than the first Wednesday of April of each program year. Timesheets must be signed by the employee and the Site Coordinator. The Site Coordinator's timesheet must be signed by the employee and the ELP Director.

June Pay- Timesheets are due no later than the first Wednesday of May of each program year. Timesheets must be signed by the employee and the Site Coordinator. The Site Coordinator's timesheet must be signed by the employee and the ELP Director.

July Pay- Timesheets are due no later than the last day of school of each program year. Timesheets must be signed by the employee and the Site Coordinator. The Site Coordinator's timesheet must be signed by the employee and the ELP Director.

- ❖ Any timesheets submitted after the above deadlines **will not** be sent to Payroll for a miscellaneous check run; late timesheets will be paid on the next available pay date.

Scanned timesheets should be sent via email to Nicole Spencer at sheanette.spencer@cmcss.net with CC: sent to Laura Nichols (laura.nichols@cmcss.net) and Dr. Kimi Sucharski (kimi.sucharski@cmcss.net).

Staff Training Requirements

Prior to working with extended learning programs, all CMCSS staff are required to complete the below list of trainings. CMCSS staff who have not completed these training requirements should not work with a before school, afterschool or summer program until completed.

Annual CMCSS Required Trainings: Annual Employee Training, Suicide Prevention

ELP Training: Site coordinators should attend the in-person fall training at Central Services South. All other extended learning employees should review the training presentation found on the Extended Learning webpage and sign the completion confirmation document maintained by the site coordinator. Once all staff have reviewed the presentation, the site coordinator should send the confirmation document to Nicole Spencer.

CPR and First Aid: A minimum of one person per site must be available who is CPR/First Aid certified. Site coordinators are responsible for making sure this requirement is met. CPR opportunities can be found in PLAN.

504 Building Training: 504 staff training provided identifies some ways to assist students who have a disability.