



Program Handbook

21st Century Community Learning Centers

**Regional Office of
Education
Bureau, Henry, and Stark
Counties**

107 South State Street Atkinson, IL 61235 T 309-936-7890 F 309-936-1111

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Information on Out of School Activities

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Program Information

1. Mission

The mission of the Bureau, Henry, Stark Regional Office of Education's 21st Century Community Learning Centers is to provide expanded opportunities for positive youth development through high-quality academic, enrichment and recreational programming outside of the school day. These programs will align with the school day and reinforce the standards of the state of Illinois.

2. Program Description

The Bureau, Henry, Stark Regional Office of Education operates 21st Century Community Learning Centers out of school programs at nineteen sites across the local area. All programs are organized through the Regional Office of Education with the assistance of the Director of Student Learning Support Services. The Director may be contacted through the information below.

All 21st Century Community Learning Center sites are supervised by a site coordinator responsible for a variety of enrichment, academic, and recreation opportunities at the school level. Please check with the school site coordinator for a complete listing of activities, dates and times. Following is a complete list of contact information for the program.

3. Contact Information

Please contact Kim Sellers or Lisa Brackett at the BHS Regional Office of Education (309)936-7890 with questions regarding our 21st Century Community Learning Center Grants. Schools currently served under these grants are:

Allen Jr. High School	AlWood Elementary School
Bureau Valley South	AlWood Middle/High School
Central Jr. High School	Belle Alexander
Colona Grade School	Neponset Grade School
Galva Elementary School	Van Orin Grade School
Galva Jr/Sr High School	
LaMoille High School	
Wethersfield Jr/Sr High School	

Bradford Elementary School
Bradford Jr High School
Cambridge Elementary School
Cambridge Jr/Sr High School
Ohio Grade School
Ohio High School

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Policy and Procedure Information

1. Safety

The before and after-school programs will take place in a safe and accessible school building in the local area of the students to be served. All school buildings must meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair. The site will provide the school's verification of ADA compliance or ROE inspection report and utilize the school's written safety policies and procedures.

All students are welcome and encouraged to participate. If a student needs special accommodations parents/guardians should inform the site coordinator and they will determine if the site can meet the needs of the child safely and responsibly to ensure the success of that child and all other children in the program. Special-needs students will travel to or from the program at the request of parents/guardians on a school supplied or approved vehicle including a bus, van or other prearranged vehicle. Additional transportation policies will be covered in the Transportation area of this handbook.

2. Transportation

Transportation services will be determined and governed by each school's site coordinator in partnership with the school's transportation policy. Parents may request transportation at the time of registration in districts where transportation services are available to participants.

Special event transportation will be approved through parental consent forms before each field trip or event and will detail the trip specifics.

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3. Program Incentives

Performance based earned incentives may be offered to program participants based on the site's individual program plan. These incentives along with parental support, positive reinforcement, relationship building, consistent communication with students and school personnel, and experience of ROE staff will promote the retention of the students most in need of academic assistance.

4. Field Trip Policy

Academic field trips for registered 21cclc participants may occur based on the individual site's academic program plan.

All field trips will be approved through parental consent forms before each event and will detail the trip specifics.

5. Supplanting Funds

The 21st Century Community Learning Center program funds must be used to increase the level of activities outside of existing federal, state and local programs and will not supplant these funds or duplicate existing programs. This will be monitored through the time and effort sheets maintained at each site/school and the schedule of activities and programs at each site/school.

6. Students and Families Served

Regular Attendees of these programs will be enrolled or incoming students of the respective school sites and their families as noted on school records. Sites will prioritize students with the greatest need but will serve all students. All attendees must register prior to entering the program and will be given attendance policies pertaining to their specific school site.

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Adult attendees will be required to provide the student relationship at the time of attendance. Local school staff will be invited to attend programs at the school they serve.

7. Communication

Administration from each of the schools involved in this proposal have agreed that the site coordinator will have access to the student information system which houses all necessary data needed for program evaluation such as attendance, grades, state assessment information, discipline, and emergency contact information.

8. Collaboration

The 21st Century Community Learning Centers will be developed and facilitated in active collaboration with the public and non-public schools that our students attend. After parent consent, each school has acknowledged its willingness to provide:

- Grade records
- Attendance records
- Promotion records

Each site will maintain these consents and records within the communication agreement set forth between the school and the site. Site coordinators will contribute to and participate in faculty meetings and professional development whenever possible.

9. Religion in the Out of School Program

The Regional Office will not discriminate on the basis of religion in decisions of consulting partners, programming partners, or attendance matters. No funds will be used to support religious practices, instructions, worship or prayer and all activities will remain faith neutral.

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10. Record Keeping

All program participants are required to register with the site coordinator prior to beginning the program or attending a field trip. A parent signature is required to register. Attendance expectations will be determined at the site level and must be met to continue enrollment for each student. The attendance policy, registration forms and attendance records will be maintained on a daily basis at each site. Activity schedules will be posted and available at each site.

11. Background Checks

All program staff and volunteers who have direct contact with children and youth require a criminal background check prior to their first day of work. All background checks will be kept on file in the respective education offices.

12. Mandated Reporters

In accordance with the Child Abuse and Neglect Reporting Act (325 ILCS 5), adults working with children and youth under the age of 18 years old are required to be mandated reporters for suspected child abuse and neglect. All site coordinators will partner with their respective school district's to ensure the requirement is being met annually for all staff and volunteers whether through professional development meetings or individual trainings and retain evidence of these trainings.

13. Parental Permission for Data and PR

All sites will require parental permission on a Registration form for the purposes of collecting data by methods of youth surveys and interviews, and obtaining academic and school data. Parents will also be asked for permission before using students for public relations purposes like newspaper articles and newsletters. Registration forms will be maintained at the site level.

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14. Fiscal Management

The Regional Office of Education will act as the fiscal agent for all 21st Century programs and will operate under the Certifications and Assurances of the grant and ISBE to ensure the sites are not delinquent in the payment of any debt to the State.

15. Annual Performance Report

All sites will collect and submit an Annual Performance Report that describes participants' information, project activities, accomplishments, and outcomes. This information will be maintained and entered into the Profile and Performance Information Collection System as required by the U.S. Department of Education. Sites will demonstrate that progress has been made toward meeting the goals and objectives of the project and collect the appropriate data.

16. Professional Development

The Regional Office will offer and support the professional development necessary to improve the quality of programming and technical requirements for its staff. These programs may include staff meetings, in-service meetings, and conferences or webinars. All managers and sites will attend required workshops and trainings offered by ISBE or other partners to continue the development toward program improvement and success. The agendas and sign-in sheets will serve as the evidence of these trainings.

17. Additional Information

The Regional Office will comply with any additional requests for information as requested by the state to support the needs of the 21st Century Community Learning Centers sites.

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18. Evaluation

The Regional Office will evaluate each program based on the proposed objectives and distribute the evaluation and information from that evaluation to the state, school board, or other entity upon request.

19. Credit Retrieval

Any course offered for credit toward graduation requirements through the program will meet the requirements of the school district that will issue the credit for the course. The Regional Office will partner with the Superintendent of each school to ensure the course is taught by an appropriately qualified individual and that this offerings does not supplant or reduce the number of offerings at the school. Each site will maintain a course listing, number of enrolled students, qualified teacher, and meeting times. A policy regarding attendance and other requirements, and the certification of those courses meeting those requirements must be confirmed with the Superintendent.

20. Sustainability

A current, written plan for sustainability will be instituted at the Regional Office of Education for all sites. That plan will align with the proposed plan at the time of origination for the grant. The Regional Office will maintain a committee and meet regarding the plan utilizing agendas and notes.

21. Standards

All 21st Century programs, lessons and field trips will be aligned to Illinois State standards. These standards will align the program to the school day and follow the curriculum map or power standards of the curriculum of the school district. Each school district will provide these state standards.



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22. Weekly Schedules

The programming of each site will demonstrate regular time spent in the areas of Math, Reading, English, and/or Science. The programs will complement these core areas with homework help, fine arts, enrichment, and recreation. The on-site schedule will be available at any time to parents or school leadership and will be utilized to recruit students for the program.