

# **Gadsden City Board of Education**

1026 Chestnut Street  
Gadsden, AL 35901  
(256) 543-3512

**Dr. Ed Miller**  
Superintendent  
Gadsden City Schools

**Felicia Simpson**  
Coordinator  
Community Education

## **Community Education Afterschool Sites**

Donehoo Elementary School	Litchfield Middle School
Emma Sansom Middle School	Mitchell Elementary School
Eura Brown Elementary School	Striplin Elementary School
Floyd Elementary School	Thompson Elementary School
Gadsden Middle School	Walnut Park Elementary School

It is the official policy of the Gadsden City Board of Education that no person shall – on the basis of race, color, disability, sex, religion, national origin, age, or creed – be excluded from participation in, denied benefits of, or subjected to discrimination under any program, activity, or employment.

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## Dear Parents,

We appreciate you entrusting your child to our care. This handbook outlines the policies of the afterschool program operated by the Gadsden City Board of Education. The program is guided by the policies of the Board of Education as well as the Alabama State Department of Education. These policies are subject to change as needed from time to time at the discretion of the Board.

Please read this handbook so that you are fully aware of our policies. We recommend you keep this handbook in a convenient place for future reference.

If you have any questions, please contact our office at (256) 549-2925.

We look forward to serving you and your family in the months ahead.

Sincerely,

*Felicia Simpson*

**Felicia Simpson**

Coordinator  
Community Education



Community Education ~ 501 South 12<sup>th</sup> Street Gadsden, AL 35901

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*"Why are after school programs so important? Because children's minds don't close down at 3:00 p.m., and neither should their schools."*

-Former U.S. Department of Education Secretary, Richard W. Riley

Our afterschool programs are offered as a service to parents who need a safe and supervised environment for their child after the regular school day ends. Our elementary school programs are located at Donehoo, Eura Brown, Floyd, Mitchell, Striplin, Thompson and Walnut Park. Our middle school programs are located at Emma Sansom, Gadsden and Litchfield.

## **HOURS OF OPERATION**

### Elementary Schools:

End of regular school day – until 5:30 PM  
Monday – Friday

### Middle Schools:

End of regular school day – until 5:30 PM  
Monday – Thursday

Activities include a combination of the following:

- Homework assistance
- Daily nutritious snack provided by Child Nutrition Program
- Enrichment activities such as art, music, dance, drama, fitness
- Recreational activities
- Computer lab
- Educational field trips

## **DAYS OF OPERATION**

The afterschool program will operate every school day, according to the approved Gadsden City Board of Education school calendar. Please note that we comply with Gadsden City Schools concerning weather related closures. If they are closed, so are we. Closings and or/delays will be posted on the Gadsden City Schools website ([www.gcs.k12.al.us](http://www.gcs.k12.al.us)).

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## REGISTRATION

The following are required to register a student in afterschool:

- Completed and signed registration card
- Non-refundable registration fee

## ACADEMICS

Academics are the top priority in the afterschool program. Therefore, a portion of each afternoon is devoted to homework assistance. Students are required to bring homework assignments to the program each day. If students have no assigned homework, they will be expected to do other academic activities assigned during homework time.

## ENRICHMENT

Following homework assistance, enrichment activities such as art, music, drama, multicultural, nutrition, fitness, dance and more will be provided to students.

## EDUCATIONAL FIELD TRIPS

Several times throughout the school year, an educational field trip will be

scheduled. A signed permission slip by a parent or guardian is REQUIRED for a student to participate. If your child is unable to attend the field trip, you will need to make other arrangements for after school care on that day.

## SIGN OUT POLICY

In the interest of safety and security, all students must be signed out by a parent, guardian or someone listed on the registration card.

## LATE PICK-UP

The afterschool program ends promptly at 5:30 p.m. each day. This closing time has been established because many of our staff members are classroom teachers or other school day staff, who have already been at school 10 + hours and who have families and further schoolwork awaiting them at home. **A fine of \$1 per minute will be charged for late pick-up after 5:30 p.m.** Chronic tardiness will result in dismissal of the student from the program. Staff members are not allowed to transport students.

## MEDICATION

No medications may be administered by afterschool staff. Other



arrangements must be made through the school office if medications are necessary prior to attending afterschool.

## **ILLNESS**

If a student becomes ill during afterschool, these procedures will be followed:

- The lead teacher will call the parent or guardian to discuss the symptoms.
- A student will not be allowed to stay in afterschool if he/she has a temperature exceeding 100 degrees Fahrenheit.

## **COMMUNICABLE DISEASE**

If a child has a contagious illness, in some cases, a doctor's release may be required for re-admission into the program. Lead teachers and staff will work closely with parents to keep the illness from spreading.

## **ADMISSION & REGISTRATION**

The afterschool program is open to students in grades K – 5 at Eura Brown, Floyd, Donehoo, Mitchell, Striplin, Thompson and Walnut Park Elementary Schools and grades 6 – 8 at Emma Sansom, Gadsden Middle and Litchfield Middle Schools. Parents must complete a registration card and pay the required registration fee

before a child can be admitted to the program.

## **DISCIPLINE / DISMISSAL**

**Attending afterschool is a privilege, not a right.** Therefore we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, hits or abuses staff, destruction of property, or that which ignores or disobeys program rules. If a child cannot adjust to the rules of the program and behave appropriately, he/she may be discharged.

Disruptive behavior by a child will be dealt with in a fair and consistent manner including:

- Implementation of an in-house discipline procedure (i.e. "time-out"; corporal punishment is NEVER used by afterschool staff).
- Notifying parent/guardian of his/her child's unacceptable behavior.
- Suspension of the child from the program

If the behavior problem continues after the child returns from suspension, dismissal from the



program will be the next step.

## STUDENT CODE OF CONDUCT



### GENERAL POLICY

- When the bell rings, students have 5 minutes to get to the afterschool site.
- A nutritious snack will be provided daily by the Child Nutrition Program.
- Cell phones, mp3 players, iPods, hand held games, etc. are forbidden and are subject to be taken.
- A parent or guardian is required to come in and sign out their child each afternoon.
- Parents should make sure to collect book bags, lunch boxes, coats, etc. each day when picking up their child. We make every attempt to help students stay organized; however, we cannot be responsible for the loss of personal items.

### DRESS CODE

Students must follow the uniform dress code as stated by their school.

### PAYMENT POLICY

Prior to a student attending the program, a registration fee is required. It is our desire to make all things as easy and convenient for parents as

possible. Please follow the payment procedure as described below:

1. Payments are to be made weekly.
2. When making a payment please place monies into provided envelope.
3. The following info should be written on the outside of envelope:
  - a. Child/children's name(s)
  - b. Amount of payment
  - c. Cash or check (and check#)
  - d. Date payment made
4. Receipts will be written at time of payment by the Lead Teacher. Families will receive invoices that the lead teacher will distribute.
5. If you have questions ask designated staff; if they are unable to help, you will be given the name and telephone number of a contact person.
6. Statements of payments for tax purposes are provided upon request in January. Please notify the lead teacher at your child/children's site.

### COMMUNICATION

We work to maintain effective communication with parents to ensure that quality care is given to students and we encourage parents to offer suggestions and ideas that would enhance our program. To keep you informed, monthly calendars are posted on the website



[www.gcs.k12.al.us](http://www.gcs.k12.al.us)) under the Community Education link. Announcements are also posted at the site for your convenience when picking up your child.



# COMMUNITY EDUCATION

## Gadsden City Schools

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address \_\_\_\_\_

I'M INTERESTED IN THE FOLLOWING:

\_\_\_\_\_ Volunteering in the afterschool program

\_\_\_\_\_ Taking a Community Education class

\_\_\_\_\_ Taking a FREE Adult Education class

\_\_\_\_\_ I'm not interested in volunteering at this time

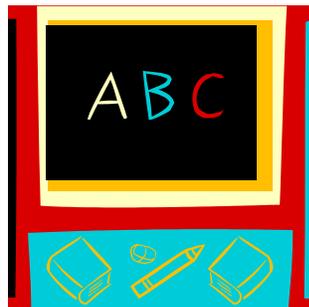
List any way(s) you would be interested in volunteering in afterschool:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Thank you for your interest in Community Education. Please return completed form to the Lead Teacher or to the Community Education office at 501 South 12<sup>th</sup> Street Gadsden, AL 35901. For more information call (256) 549-2925.



**PARENTS ARE WELCOME TO VISIT  
THE AFTERSCHOOL PROGRAM ANYTIME!!!**

**Please complete and return.**

**I have read and fully understand the policies and procedures of  
the Gadsden City Schools – Community Education afterschool  
program.**

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**Parent/Guardian**

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**Date**

**Students participating in the afterschool program must abide by the rules  
and regulations of the Gadsden City Board of Education. Failure to do so  
will result in dismissal from the program by the Lead Teacher and  
Community Education Coordinator.**