



**Union County Schools
Homework / Enrichment Learning
Program (HELP)**

2023 - 2024

HANDBOOK

For Parents and Students of the

Primary, Elementary, Middle, High, and Woody Gap Schools

Recruitment of UCS HELP Students

The Union County Schools Homework / Enrichment Learning Program is an after-school program targeting students in kindergarten through 12th grade. The homeroom or academic teacher must refer the students to our program. *All students in the program have been referred by a teacher.*

Criteria include the following:

- Low academic scores in Reading, Language Arts, and/or Mathematics
- Below grade level in: Milestones / MAP / SGM, or other learning data

Once the students have been referred, the site coordinators (or designees) contact parents and provide the handbook, guidelines, and answers to pertinent questions about the program.

Equal Opportunity Employment and Educational Services (Discrimination / Harassment)

The Union County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to designated youth groups. This notice extends to employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school system based upon any of the factors listed above should promptly report the same to the school principal, or the appropriate site coordinator as listed below. Students also may report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) (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.

The Union County Schools Homework / Enrichment Learning Program will provide:

- Certified teacher(s) and paraprofessional(s) for academic support of school classes.
- Programs that focus on academics, especially from the academic curriculum used during the school day.

Union County Schools Homework / Enrichment Learning Program Goals:

- Increase adult involvement with students through a platform of safe, structured, and supervised activities.

- Improve academic performance through academic enhancement and an enrichment agenda that complements classroom instruction.
- Increase the students' affinity for school.
- Increase parental involvement with their child(ren) to promote academic success.

Long Term Goals

- Increase the rate of students who demonstrate growth in Reading, Language Arts, and/or Mathematics and/or Milestones / MAP / SGM data
- Use technology for tutorial, practice, and enrichment in reading and math.
- Provide opportunities to develop soft skills (leadership, time management, punctuality, manners, organizational skills, etc.)

**Administration Expectations of the
Union County Schools Homework / Enrichment Learning Program**

- Program procedures are responsive to the needs of children and their families.
- The administration provides sound leadership and management.
- The program sets clear expectations for participant's behavior with active, consistent participation in program activities.
- Program procedures exist to enhance the health and safety of all students.
- The program solicits feedback from students and their families about program activities.
- The program engages families as partners in its success.
- Emergency information for each participant is on file and accessible.
- The program has a clear plan to support continuous growth.
- Failure to attend regularly could result in dismissal from the program.

**Behavior Standards
(Parent / Student District Handbook link)**

The Union County Schools Homework / Enrichment Learning Program follows the discipline, behavior, and dress code standards as set forth in the Board of Education's Student and Staff Handbooks. Therefore, it is the duty of the Union County Schools Homework / Enrichment Learning Program staff, all contracted representatives, and students to display, model, and reinforce positive behavior at all times. If a student rides the bus from the after-school program, he/she is expected to adhere to the code of conduct that has been set forth by the Union County BOE, which also appears in the Student Handbook issued from the school.

Any student who has received an out-of-school suspension or has been expelled from school will not be allowed to attend the Union County Schools Homework / Enrichment Learning Program until the suspension or expulsion is lifted. All other discipline issues will be addressed on a one-on-one basis, as determined by the Site Coordinator in accordance with the handbook and respective agency's written policies.

Please note that disciplinary problems will be documented and Union County Schools Homework / Enrichment Learning Program will make contact with parents to discuss behavioral intervention. Site

Coordinators exercise discretion in making referrals to School Administration, but any infraction that violates any Union County BOE policy will be reported and handled according to the Student Handbook in that student’s school.

It is our desire to retain 100% of the students involved in the program. However, students who are a continuous disruption and whose behavior is a hindrance to the learning process **will be DISMISSED** from the program. That student will not be allowed to participate in UCS HELP for the remainder of the current school year.

Check out and Pick up Procedures

Only those persons who are listed in PowerSchool will be allowed to pick up the student. Please keep the Union County School’s Registrars updated on who can pick up your child. Picture identification is required **every day** to sign your child out of the Union County Schools Homework / Enrichment Learning Program.

High school students who drive to school will be able to leave campus on their own.

Late Pick-up Procedures

Due to transportation being provided from the school sites, late pick-ups should not be an issue. However, those students who are to be picked up should be done so promptly at 5:00pm. In the event that a child is not picked up at the designated time, the following steps will be taken:

1. Teachers / Site Coordinator will call parent/guardian’s day and evening numbers.
2. Teachers / Site Coordinator will call emergency contact’s numbers provided on registration.
3. If contact with parents/guardians or emergency contact(s) is unsuccessful, the Union County Schools Police Department will be contacted after 30 minutes.
4. Parents/guardians who consistently arrive late risk their child(ren) being dismissed from the program.

Staff will make every effort to contact someone regarding picking up the child including emergency contacts. The last resort will be to contact the police department. Staff will remain with the students until they are picked up. Under no circumstances will staff transport a child.

Union County Schools Homework / Enrichment Learning Program Calendar for Operation

The Union County Schools Homework / Enrichment Learning Program will follow the Union County BOE school calendar (found on UCS web page) during the school year. The **program will not be opened** during the following situations:

- Days when the Union County Schools are closed, including school holidays.
- Days when students have a scheduled early release day.
- When Union County Schools are released or closed because of inclement weather.

When Union County Schools closes other after-school programs due to inclement weather, the Union County Schools Homework / Enrichment Learning Program will also be closed. Please watch or listen to local media broadcasts for up-to-date information. If you have any questions regarding this policy, please contact the Site Coordinator or District Director.

Hours of Operation

The Union County Schools Homework / Enrichment Learning Program operates 8 hours per week.

All sites are open when school dismisses until 5:00 PM Monday - Thursday.

We will make every possible attempt to notify parents of any emergency closures or closures that vary from the UCS schedule in advance.

Union County Schools Homework / Enrichment Learning Program Participant Registration

Please complete the *Union County Schools Homework / Enrichment Learning Program* registration forms and contract and return to the UCS HELP Site Coordinator where your child participates. **Children will not be allowed to participate in the program until all paperwork is completed and on file, and the parent has attended parent orientation.**

