HANDBOOK FOR FAMILIES

Strive Towards Excellence Programs
The STEP 21 Program

STEP 21 is an additional academic and enrichment opportunity to accelerate a student’s learning from outside the traditional classroom setting. The STEP 21 program offers a variety of alternative learning techniques and experiences to enhance the academic environment. The main goal of STEP 21 is to give students the tools, techniques, strengths and confidence as a learner to be successful. Students are also able to explore and focus in areas of interest. All Earle Brown students are eligible to participate on a first come, first serve basis.

Funding

STEP 21 is coordinated through our BCCS Community Engagement department. This initiative is made possible with a grant from the Minnesota Department of Education (MDE) using federal 21st Century Community Learning Centers funding, as well as through Targeted Services. Neither, MDE nor the U.S. Department of Education endorses the program or its services. For more information on these two programs, please contact our STEP 21 team or visit https://education.mn.gov/mde/fam/after/

Blending these funding streams allows us to offer high quality academic and enrichment opportunities for free, for all of our BCCS students.

Student Progress

All students participate in Minnesota State Testing. Those test scores are used to drive academic improvement strategies throughout the program.

Continual Learning Plans (CLP):

All students enrolled in STEP 21 must have an annually updated CLP that addresses their learning objectives and experiences, assessment measurements and requirements for grade level progression. For student(s) that do not qualify for Targeted Services programming, this document will be for our internal staff purposes only. However, we still require that all students have a CLP on file as a tool for our teachers and staff to deliver high quality programs and measure progress for each individual student, regardless of academic level. Failure to return a signed CLP may result in removal from the STEP 21 program.

Program Hours

➢ Afternoon programming
  ○ Monday - Friday from 2:00 to 4:30 pm
➢ A complete program calendar can be viewed on the STEP 21 page of the BCCS website.
Special Needs
Brooklyn Center Community Schools welcomes all students in 21st Century programming. STEP 21 and school-based teams will work closely with students and families to discuss the program’s design and intent, along with supports that are offered during the 21st Century program for students with identified disabilities (ex: students receiving special education services through an IEP or students supported through a 504).

Emergency Program Cancellations
If Brooklyn Center Community Schools (BCCS) is closed for the day or closes early due to severe weather or another emergency, STEP 21 programming will be cancelled. STEP 21 also reserves the right to close for weather or other emergencies regardless of if school was canceled.

School closing information can be found at www.BCCS286.org/StayConnected.

Attendance
Families are required to notify STEP 21 staff when their student will be absent. Families are also responsible to communicate end-of-day plans with their student’s teacher. STEP 21 staff will work to locate any students in grades K-2 that are expected to program and do not report. Students in grades 3-5 are expected to work with families and daytime teachers to ensure they follow the correct plan at the end of the school day.

Attendance is important in order for our students to succeed and grow within the program. If a student misses five consecutive program days, they may be removed from the program. The student’s parent/guardian will receive a phone call on the fifth consecutive missed day informing them their student has been dropped from the program. If a family wants to enroll their student again, they will be put at the bottom of the waitlist.

Early pick up from the program is discouraged. STEP 21 is offered through state and federal funding and is designed for students who will benefit from extra academic and enrichment opportunities. STEP 21 is not a childcare program. In order to offer beneficial opportunities to those students in need, removal from the program may be considered if students are regularly picked up early.

Transportation
➢ Mode of transportation preference (bussing, walking, pick-up) must be indicated at registration and any changes must be communicated directly to the Youth Programs Coordinator. While we aim to offer bussing to as many students as possible, there are some situations in which transportation cannot be guaranteed *even if your student has been routed for the regular school day. You will be notified when bussing for your student is confirmed.
➢ Every effort is made to provide bussing to all STEP 21 participants, but stops must be within the late bus boundary.
➢ STEP 21 maintains the district transportation misconduct policy. Student removal from any district bus route will result in removal from all district bus routes.

Student Pick-Up
➢ Parents and guardians must pick up their students from the main office by 4:45 p.m. Failure to do so will result in the following:
   ○ After three occurrences, student(s) will be suspended from programming for one week
   ○ After four occurrences, student(s) will be permanently removed from programming.
At 4:45 p.m., students who have not been picked up will be turned over to the care of Bright Start, Earle Brown Elementary’s fee-based school-aged care program and families will be charged as follows:
   ○ Per student: five dollars for the first five minutes and one dollar for every following minute
     • Bright Start Supervisor contact information: Jakarta Turner, jturner@bccs286.org, 763-450-3398, ext. 1117
➢ To ensure student safety, all students must be signed out via the main office.

Personal Items
➢ For the safety and confidentiality of all of our students and to enhance the learning environment, cell phones are not allowed in STEP 21.
➢ While STEP 21 staff will assist students in keeping track of their belongings and work to ensure all student belongings are safe, STEP 21 is not responsible for any lost or stolen items. Students are responsible for their own belongings. We discourage families from sending toys from home.

Contact Information
Earle Brown Elementary STEAM Main Office - 763-561-4480
Myko Jackson, Youth Programs Coordinator - djackson@bccs286.org, 763-561-4480 x2123
Renee Starr, Youth Programs Manager - rstarr@bccs286.org, 763-561-2120 x2124
STUDENT BEHAVIOR POLICY

In order to maintain a positive learning environment for all participants, STEP 21 enforces the district’s behavior intervention policy. Program participants are held to the same expectations before and after school as during the school day.

From the 2018-2019 Rights and Responsibilities Handbook:

Core Values
We believe that:
1. Relationships thrive when there is mutual respect and trust.
2. Honoring each person’s intrinsic value enhances our community.
3. Our diverse community strengthens our collective power.
4. Caring relationships with high expectations are essential to reaching one’s highest potential.
5. Lifelong learning is vital for personal fulfillment, opportunity and success.
6. Everyone is responsible and accountable for equity.
7. Partnership among students, families, schools, and community benefit all.

With our core values in mind, we will:
1. Communicate, teach and practice school-wide expectations-PBIS.
2. Teach and encourage desired behaviors so students know what is expected of them-PBIS.

Students will:
1. Build and maintain positive, respectful relationships with peers, school staff and caregivers.
2. Have a trusted adult in the building.
3. Observe and follow the routines and expectations taught by school staff and administrators.
4. Embrace redirection and have open communication with adults.
5. Be responsible and accountable for individual and academic social success.
6. Do the right thing even when no one is looking.

Staff will:
1. Build and maintain positive, respectful relationships with all students and families.
2. Validate and Affirm the assets every student and family bring to our schools.
3. Develop a classroom community and learning environment that provides for academic and social success for ALL.
4. Teach and model expectations.
5. Hold high expectations for behavior and academics for all students.
6. Seek to understand the context of situations and respond accordingly.
7. Communicate and partner with caregiver(s) in a positive manner.

Administrators will:
1. Create a warm, welcoming, positive, and equitable learning environment for ALL.
2. Hold high expectations for students and staff.
3. Teach and model expectations.
As determined by the district policy, some behaviors will be redirected in the classroom and some require intervention from leadership staff. If behavior requires intervention from STEP 21 leadership staff, parents/guardians will be notified. Students may be removed from some STEP 21 if leadership staff intervention occurs three or more times. While interventions are handled on a case by case basis, behaviors that may result in immediate suspension/expulsion from STEP 21 include, but are not limited to:

- Bullying
- Purposeful destruction of property
- Fighting
- Harassment
- Possession of items not allowed on school grounds
- Bus misconduct
  - May also result in immediate loss of transportation privilege
The State of Minnesota provides funding through the 21st Century Community Learning Center (21CCLC) grant program to organizations that administer out-of-school time programs for young people. 21CCLC organizations record personal information about the individuals who attend their programs and activities in order to (1) track demographics and participation, and (2) conduct research and evaluation on the quality and effectiveness of activities, including their impacts on participants’ social and academic skills. Collecting this information is part of a larger effort to improve the quality and availability of programs that support youth and their families in Minnesota.

What personal information will be collected?

- Students’ demographic information, which will be used by the Minnesota Department of Education to link with student outcome data.
- Students’ out-of-school time program participation data, including number of days of attendance.
- Responses to the Survey of Academic and Youth Outcomes (SAYO), which includes questions related to your child’s experience in the after-school or summer program. This includes data from two surveys and will be collected on a random sample of participants.
  - Youth Survey (SAYO-Y): Your child may be invited to complete a brief survey in the spring of this year. It will ask questions about what your child thinks of the program and about some of the ways he or she may be benefiting from attending the program.
  - Staff Survey (SAYO-S): Program staff may complete a brief survey about your child in the fall and spring of this year. They will answer questions about observations of your child’s positive behaviors likely to contribute to their success in school and life.

Who can see the personal information that is collected for research?

Access to private information about your child will be strictly limited and safeguards are in place to prevent any unauthorized disclosure of private information. Some of the people who may have access include:

- Staff in the organization that provides activities for your child so they can provide better programs.
- Auditors or those who have a legal right to review the work of this organization.
- Minnesota Department of Education staff who use the information to conduct research and write reports.
- Others may see information if it is required by law (such as a court order or warrant) to release it.

Private (identifiable) information about you or your child will never appear in reports.

What are your rights related to the data collected for 21CCLC?

- If you do not want your child’s data to be included in 21CCLC research, please tell our staff and sign this form below. This will NOT impact your child’s participation in the program.
You have the right to obtain a copy of the information that is maintained about your child.
You have the right to correct any mistakes in the information about your child.
If you think you or your child’s privacy rights have been violated, you have the right to file a complaint with this organization or the Minnesota Department of Education (Data Practices Compliance Officer, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113).

If you do **not** want your child’s information to be collected and/or used in research and evaluation related to out-of-school time programs, please sign below.

Participant(s) name (please print): _________________________ Date of Birth: ____________
Participant(s) name (please print): _________________________ Date of Birth: ____________
Participant(s) name (please print): _________________________ Date of Birth: ____________
Participant(s) name (please print): _________________________ Date of Birth: ____________

Parent/Guardian Signature: ________________________________

Date _____________________