

21st

Brevard Public Schools

Attendance will be taken immediately upon the arrival of the children at the designated area. Absentees will be verified with the office. It is the responsibility of the site coordinator to determine why a child is absent from the program within 15 minutes of their anticipated arrival. The coordinator will call the parent as soon as possible if the child cannot be located.

Parents/authorized adults are required to enter the building to pick up and sign out their child by the program's designated closing time. No child will be released to anyone not authorized, in writing, by the custodial parent and on file with the program. People who are not known by the staff will be asked to show identification when picking up children. The staff will check the child's enrollment form to make sure the person is authorized to pick up the child. Authorized persons for student pick-up must be at least 18 years of age. Written parent requests for exceptions to this procedure must be approved by the principal. Transportation is the responsibility of parent or guardian.

All school personnel in the Brevard Before & After School Programs and the 21st CCLC programs shall be responsible for all school board administrative rules concerning discipline. The coordinator and principal shall make a good faith effort to employ parental/legal guardian assistance when addressing chronic discipline issues. Brevard Before & After School and 21st CCLC programs follow the guidelines of the Elementary and Secondary Code of Student Conduct and Brevard Public School's Discipline Plan. It is the individual student's responsibility to become knowledgeable of these conduct policies and to abide by them while

The Brevard After School Academy Program is committed to increasing student academic achievement and promote adult family member involvement in their students' education. To ensure that the 21st Century Community Learning Center (21st CCLC) program can support your child and family we ask that you take an active role in your child's participation with the 21st CCLC program. We thank you for your support and look forward to working with you and your child.

- 1) Agree to communicate with 21st CCLC program staff when my child will be absent from the program and prior to withdrawal from the program.
- 2) Agree to communicate any changes in contact information to 21st CCLC program coordinator (change of address, phone number etc.).
- 3) Agree to communicate relevant information to 21st CCLC program staff which may affect the attitude/behavior of my child so that 21st CCLC staff can better support my child and family (changes at home, difficulties at school etc.).
- 4) Agree to support my child by attending all Adult Family Member Educational Activities over the course of the school year that will be offered in person and/or virtually.
- 5) Agree to participate in the 21st CCLC parent surveys to help the program monitor my child's progress and gain feedback to improve programming.
- 6) Agree that my child must participate in this program every school day and the BASA program closes at 5:30 PM by the center's clock. This is an educational/enrichment program for services that are provided on all school days until 5:30PM. Continued absences/early pick-ups (9/semester) and late pick-ups (2/semester or 3/school year whichever comes first) may result in the discontinuation of services.

Inability to support student participation in the 21st CCLC program and/or not meeting attendance requirements

SCHOOL BOARD OF BREVARD COUNTY

SUPERINTENDENT

SCHOOL BOARD MEMBERS