



**THE BUSINESS TRAINING INSTITUTE INC.  
21<sup>ST</sup> CENTURY COMMUNITY LEARNING  
CENTER**

**STUDENT HANDBOOK**

The Business Training Institute Inc. is a Community Based Organization which provides academic and enrichment programs in Thomas R. Proctor High School, James H. Donovan Middle School and John F. Kennedy Middle School in partnership with the Utica City School District.

**The Business Training Institute Inc. 21<sup>st</sup> Century Program**

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**1701 Noyes St. Utica, New York 13502**

**John F. Kennedy Middle School**

**500 Deerfield Drive East Utica, New York 13502**

## **21<sup>st</sup> Century Community Learning Center**

### **INTRODUCTION TO 21<sup>ST</sup> CENTURY PROGRAMS:**

The 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> Century) programs are funded through a Federal funding stream dedicated to after school, summer, evenings, weekends and expanded learning opportunities for students in the Utica City School District's three secondary schools.

Your goals as a participant in the 21<sup>st</sup> Century programs include improvement in: test scores, classroom grades, the graduation rate, positive behavior and family involvement. The programs are taught by certified Instructors who are regularly evaluated by an independent evaluator.

### **PURPOSE OF THE 21<sup>ST</sup> CENTURY PROGRAMS:**

The 21<sup>st</sup> Century Community Learning Center provides after school academic and youth enrichment programs in each school from 3 pm until 5 pm every evening. High risk students will participate in a cumulative dosage of ninety hours a year to increase their measurable gains in academics, social and behavioral skills.

There is a wide range of student academic and enrichment opportunities aligned with the learning standards that deepen students' engagement.

## **ACADEMIC PROGRAMS:**

**New York State certified teachers are the 21<sup>st</sup> Century instructors who conduct lessons that align with the NYS Learning Standards and has a daily Lesson Plan in place.**

**21<sup>st</sup> Century Instructors communicate regularly with the daytime teachers, including sharing their grade level curriculum map. These academic programs reinforce daytime learning and help you to move ahead and succeed.**

## **YOUTH ENRICHMENT PROGRAMS:**

**The 21<sup>st</sup> Century enrichment programs are commonly not found during the school day. These programs expand on the students' learning in ways that may be different from the methods used during the school day.**

**These programs are interactive and project focused. They enhance your education by bringing new and emerging concepts to the forefront or by using existing concepts in new and innovative ways.**

**These programs may appear to be fun for you, but they also impart new and unique knowledge not always evident during the daytime classes.**

You may enroll and participate in any of the following 21<sup>st</sup> Century academic and youth enrichment programs:

|   |
|---|
| <b>Art-Sculpture Program</b>                |
| <b>Art-Fiber Arts</b>                       |
| <b>Art-Fashion Illustrator</b>              |
| <b>Art-Photography Program</b>              |
| <b>Careers In The Trades</b>                |
| <b>Character Education/Service Learning</b> |
| <b>Chess Program</b>                        |
| <b>College/Career Readiness</b>             |
| <b>Cybersecurity</b>                        |
| <b>Entrepreneurship</b>                     |
| <b>Health/Wellness/Fitness</b>              |
| <b>IREAD/IWRITE</b>                         |
| <b>Jobs Skills Training Program</b>         |
| <b>Money Mangement</b>                      |
| <b>Music-Piano Lab</b>                      |
| <b>Please Stand Up! Program</b>             |
| <b>Restorative Justice</b>                  |
| <b>Tech &amp; Me: Audio Visual</b>          |
| <b>Tech &amp; Me: STEM/Robotics</b>         |
| <b>Theater &amp; Performing Arts</b>        |
| <b>Youth Leadership</b>                     |
| <b>Tutoring-Math</b>                        |
| <b>Tutoring-ELA</b>                         |
| <b>Tutoring-Science</b>                     |
| <b>Tutoring-Social Studies</b>              |
| <b>Tutoring-Foreign Language</b>            |

The 21<sup>st</sup> Century programs are aligned and coordinated with the regular school day and daytime curriculum. Certified teachers are hired as 21<sup>st</sup>

**Century Instructors and “braid” daytime and after school activities together.**

## **STUDENTS IN 21<sup>ST</sup> CENTURY PROGRAMS:**

**The 21<sup>st</sup> Century programs and services are offered to all students, grades 7 through 12, at no charge. They must attend one of the three secondary schools, including Proctor High School and Donovan & Kennedy Middle Schools. No child is excluded from 21<sup>st</sup> Century programs if they enroll.**

## **HOURS AND DAYS OF 21<sup>ST</sup> CENTURY PROGRAMS:**

**The 21<sup>st</sup> Century programs commence in September and continue to operate until June 30th of each year. The programs operate Monday through Friday from 3 to 5 pm and follow the Utica City School District calendar.**

**Busing is available for after school programs to all students. Days of transportation, as designated, are fixed week to week and are in effect for an entire school year. Should transportation changes have to be made, these are done and students are promptly notified.**

**There are Parent Resource Centers that operate after school in each 21<sup>st</sup> Century school to assist students with any problems, issues or concerns. The Family Learning Series is held in the evening that brings students and parents/families together to learn new skills to function more effectively as a family unit.**

## **21<sup>ST</sup> CENTURY PROGRAM ENROLLMENT:**

**Information about 21<sup>st</sup> Century programs and events are provided to students from the 1<sup>st</sup> day of school, on Channel 3, in the Parent Centers and in notices that are sent home.**

**Enrollment in 21<sup>st</sup> Century programs commences at the beginning of September each year, as soon as school starts. A Student Enrollment form must be completed and signed by a student’s parent/guardian**

each year. There are no costs to any of the 21<sup>st</sup> Century programs and no student is excluded. 21<sup>st</sup> Century students will participate in academic and youth enrichment programs of their choice. Snacks are provided to all students everyday, free of charge. If you are absent from the regular school day, you are not allowed to attend the 21<sup>st</sup> Century Program.

## **21<sup>ST</sup> CENTURY STUDENT ATTENDANCE:**

Students in the 21<sup>st</sup> Century programs are expected to participate three hours a week for thirty weeks for a total of ninety hours over the school year.

There will be an attendance policy followed that Instructors will adhere to that includes students and the Instructor signing in and signing out for every class. In addition, the Instructor will have a Lesson Plan to follow for each session.

## **CODE OF CONDUCT:**

The 21<sup>st</sup> Century focus is to create an after school environment where every student feels safe and is able to learn. All 21<sup>st</sup> Century students are expected to conduct themselves appropriately before and during the sessions.

You must comply with the Utica City School District's Code of Conduct that can be found on the district's web site. These expectations include:

- **Respect the rights and property of others**
- **Resolve conflict peacefully without fighting**
- **Be courteous to all students and Instructors**
- **Sign in and sign out for each class session**
- **Take proper care of all classroom contents**
- **Never run in the halls or within the class rooms**

- **Wisely use school supplies**
- **Properly use and care for technology equipment**

## **Security Policy and Procedures**

**1) Security for all 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Programs & Activities are provided by Security Personnel that are in the home site during the regular school day. All doors remain locked throughout the After School Program hours of 3:00pm-6:00pm and anyone entering or leaving must enter through the main foyer of the site where a member of Security is stationed.**

**2) No 21<sup>st</sup> CCLC Program can be implemented if a Team Leader and Security that we employ is not present within the site.**

**3) The 21<sup>st</sup> CCLC After School Instructor must remain in their designated classroom after school with their participants OR an approved adult must be present if the Instructor needs to step away from the classroom.**

**4) If students need to use the restroom or leave the room for any reason, they must do so with an approved adult such as Team Leader or Security personnel.**

**5) Team Leaders and Security remains onsite for the 21<sup>st</sup> CCLC Programs until all students are dismissed and leave the site via their assigned mode of transportation.**

**6) If any emergency occurs while 21<sup>st</sup> CCLC Participants are at the designated site, Security Personnel will contact the**

**Team Leader(s) and all School Safety Measures are followed according to the Districtwide School Safety Plan.**

## **Effective Supervision of 21<sup>st</sup> Century Participants**

**21<sup>st</sup> Century Community Learning Center participants MUST be accompanied by an approved adult (Team Leader, Certified Teacher, Administrator and/or Security) at ALL times from the end of the regular school day until being released at the dismissal of the After School Program. The following steps must be followed:**

**End of Regular School Day:** Participants are dismissed to their After School Program with approved adult supervision\*

**Program Start:** Participants Sign In and Attendance is taken by their Certified Teacher Instructor\*

***\*If for any reason a student must leave while the program is in session to use the restroom or for any other reason, an approved adult supervisor (Team Leader, Administrator, Certified Teacher or Security) must accompany the student to their destination.\****

**Program End:** Participants Sign Out and are escorted by an approved adult to their appropriate buses, picked up by approved adult or walk if approved.



## **EMERGENCY PROCEDURES AND SAFETY EMERGENCY:**

In the event that any participant is injured in any way, the Nurse is called and brought in attendance and the parent is immediately notified. All after school staff members are certified in CPR and First Aid. For medical intervention the 21<sup>st</sup> Century security staff member will call 911 immediately.

Incase of a safety emergency, the Utica City School District will immediately send out a notification on their website, a phone call, news media and other notification sources.

## **21<sup>st</sup> CENTURY PROGRAM CANCELLATION:**

If school is closed due to inclement weather, the 21<sup>st</sup> Century programs are also cancelled.

Information about school closings can be found on the local news and radio stations and on our education Channel 3.

## **DISMISSAL & PICK UP:**

21<sup>st</sup> Century Instructors, Team Leaders and/or Security accompany students to the bus after the 21<sup>st</sup> Century sessions are over. 21<sup>st</sup> Century Security will not leave each night until the rooms and hallways are checked.

It's understood that there are times when an emergency arises and you may not be picked up in a timely manner. If your parent knows that they will be late when you are dismissed, they must call the school head of time. Every effort will be made to contact the parent to inform them in the event that you have not been picked up and security will wait until your parent comes to get you.

## **AFTER SCHOOL SAFETY DRILLS**

**The Business Training Institute Inc. in partnership with the Utica City School District must have the following After School Safety Drills documented to comply with the 21<sup>st</sup> Century Community Learning Center grant mandates.**

- 1. SHELTER-IN-PLACE RECORDS:  
Once a year after school**
  
- 2. EVACUATION OR FIRE DRILLS:  
1 in Fall  
1 in Spring  
2 during Summer**
  
- 3. LOCKDOWN DRILLS:  
1 in Fall  
1 in Spring  
Once during Summer**