



The
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THE BUSINESS TRAINING INSTITUTE INC. 21ST 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. 21st Century Program
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Thomas R. Proctor High School
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Mr. Joshua Gifford, Principal

James H. Donovan Middle School
1701 Noyes St. Utica, New York 13502
Miss Ann Marie Palladino, Principal

John F. Kennedy Middle School
500 Deerfield Drive East Utica, New York 13502
Mr. Colin Clark, Principal

21st Century Community Learning Center

INTRODUCTION TO 21ST CENTURY PROGRAMS:

The 21st Century Community Learning Center (21st 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 21st 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 21ST CENTURY PROGRAMS:

The 21st 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 21st Century instructors who conduct lessons that align with the NYS Learning Standards and has a daily Lesson Plan in place.

21st 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 21st 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 21st Century academic and youth enrichment programs:

- **Intensive tutoring in all major academic subjects**
- **Financial & Money Management Literacy**
- **Career Exploration and College Readiness**
- **Robotics & STEM Programs**
- **The 3D Design Series**
- **Please Stand Up! Antiviolence Programs**
- **Theater and Performing Arts**
- **Character Education**
- **Entrepreneur Training Programs,**
- **Health/Wellness/Fitness,**
- **Jobs & Life Skills Training,**
- **Community & Service Learning Programs.**

The 21st Century programs are aligned and coordinated with the regular school day and daytime curriculum. Certified teachers are hired as 21st Century Instructors and “braid” daytime and after school activities together.

STUDENTS IN 21st CENTURY PROGRAMS:

The 21st 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 21st Century programs if they enroll.

HOURS AND DAYS OF 21ST CENTURY PROGRAMS:

The 21st 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 21st 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.

21ST CENTURY PROGRAM ENROLLMENT:

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

Enrollment in 21st 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 21st Century programs and no student is excluded. 21ST 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 21st Century Program.

21ST CENTURY STUDENT ATTENDANCE:

Students in the 21st 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 21st Century focus is to create an after school environment where every student feels safe and is able to learn. All 21st 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**

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 21st 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.

21st CENTURY PROGRAM CANCELLATION:

If school is closed due to inclement weather, the 21st 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:

21st Century Instructors accompany their students to the bus after the 21st Century sessions are over. 21st Century Security will not leave each night until the rooms and hall ways 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 21st 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

Effective Supervision of 21st Century Participants

21st 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 Cafeteria for Snacks with approved adult supervision*

Program Start Time: Participants dismiss to their After School Program with approved adult supervision

Program Start: Participants Sign In and Attendance is taken immediately with 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.