



Union County
Learning Enrichment Center

2017-2018

HANDBOOK
For Parents and Students of the

Primary, Elementary, Middle, and Woody Gap School

**WELCOME TO THE
Union County Learning Enrichment Center
A Collaborative of Union County Board of Education
&
Union County Community Partnership**

Union County Learning Enrichment Center
Parent/Student Handbook

Welcome!

We are so excited that you have chosen to be part of Union County Community Learning Centers. In our efforts to improve the academic, behavioral, and social outlook of Union County students and families, we are proud to have received federal funding that will allow us to bring more resources into our schools and communities that will benefit our students. As we work with parents, schools, and community organizations to provide a safe, educational, and fun environment for our students, we anticipate great success. With your support, we know we can make a difference!

This handbook contains general information that you will need regarding the Union County Learning Enrichment Centers. Please read this handbook carefully and feel free to contact us with any questions or concerns.

Thank you,

Rebecca Ganley

Union County Learning Enrichment Center Site Coordinators & Administration

UC Primary School – Karen Sprayberry
UC Elementary School – Denise Driskell
UC Middle School – Debbie Wilson & Ashley Davis
Woody Gap School – Pam Jernigan

Data Manager/Fiscal Manager-Stephanie Isaacs
Program Director-Rebecca Ganley

Meet the Union County Learning Enrichment Center's Agency Partners

Blairsville City Government
Blairsville City
Blue Ridge Mountain EMC
Carter Insurance and Investments
Chamber of Commerce
Chick Fil A
Family Connections
Georgia Power

North Georgia Technical College
Panel Built
Southern Bank and Trust
Union County Board of Education
Union County Elementary School
Union County EMA/Fire Department
Union County High School
Union County Middle School
Union County Nutrition Department
Union County Primary School
union County Sheriff's Department
United States Fish and Wildlife Service
Woody Gap School
Young Harris College

Union County Learning Enrichment Center Goal

The goal of the Union County Learning Enrichment Center is to promote the safe and healthy development of Union County children through a comprehensive after-school program that integrates an array of activities including academic assistance, educational enrichment, and family literacy.

Recruitment of UCLEC Students

The Union County Learning Enrichment Center's (UCLEC) grant targets students in Kindergarten through 12th grades. The homeroom or academic teacher refers the UCLEC students. Teachers are presented the criteria at the beginning of the year informing them about the importance of referring students. *No student are in the program who were not referred by a teacher.*

Criteria include the following:

- Low income
- Limited English Proficiency
- Disabilities
- Homeless
- Poor academic scores in Reading, Language Arts, and/or Mathematics
- Milestones data when available
- EOCT scores (not passing)
- Credit Recovery
- Local Private Schools

All students' homeroom teachers provide the site coordinators the student recommendations for the after school program. The site coordinator talk with the homeroom teacher and give him/her an application to send home. When the application returned, the site coordinator calls the parents explains the benefits of the UCLEC Program, and invites them to a parent orientation. Orientations are held at different locations, days, and times for all parents to be able to attend. Parent are presented with

the goals and objectives of the program. At the parent orientation, parents are provided handbooks, guidelines, and are given answers to pertinent questions about the program.

K-3rd Grades

Students who are (201 - 2018) in kindergarten through third grades were referred according to the following criteria (in addition to the preceding qualifications):

- Kindergarten students were given a pre-test before entering school in the spring (2017). Results from this test indicated students who “may” need extra skills taught/exposed to them.
- First, second, and third grades: Students who were identified as being placed in Tier 2 or 3 in RTI (Response To Intervention) or in Special Education (Tier 4) were referred *first*.
- Additionally, any student who was retained the preceding academic year was also referred *first*.
- If any student vacancies (UCLEC requires a 10:1 pupil teacher ratio) are available, *homeroom* teachers refer students who may benefit from the UCLEC Program. Homeroom teachers contact the site coordinator explaining in detail why he/she referred the student.

4th-9th Grades

The students who were targeted in 4th through 9th grades were:

- Fourth through 8th: Students who were identified as being placed in Tier 2 or 3 in RTI (Response To Intervention) or in Special Education (Tier 4) were referred *first*.
- Additionally, any student who was retained the preceding academic year was also referred *first*.
- If any student vacancies (UCLEC requires a 10:1 pupil teacher ratio) were available, *homeroom* teachers referred students who would benefit from the UCLEC Program. Homeroom teachers met with the site coordinator explaining in detail why he/she referred the student.
- Students who did not meet the passing score for the Georgia Milestones test (if available) (Spring 2016) year in Reading, Language Arts, and/or Mathematics. A letter, sent home to the parents explaining the program, was provided. Homeroom teacher (or academic teacher in 6th through 9th grades) referred students. These students were referred *first*.
- Retention, of a student, the preceding year (2017) was also referred *first*.
- Students who did not successfully pass the Georgia Milestones test in math, reading, and language arts (if data available) were referred *second*.
- If any student vacancies (UCLEC requires a 10:1 pupil teacher ratio) were available, *homeroom* teachers refer students who may benefit from the UCLEC Program. Homeroom teachers contact site coordinator explaining in detail why he/she referred the student.

10th-12th Students

Students in 10th through twelfth grades are referred when they met one or more of the following criteria:

- Failing any academic subject (or presently having a low academic grade) in the following order:

1. Mathematics,
2. English (Literature, Creative Writing, etc.),
3. Credit Recovery (students who are behind academically with peers and need additional time for credit recovery). **Credit Recovery courses provide students scheduling flexibility to retake courses to bring up that GPA, catch up to classmates, and get the credits necessary to graduate on time.**
4. Students who need additional help with English, Science, and/or Mathematics but are currently not failing.

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 Learning Enrichment Center sites will serve as an after school model by providing:

- An infrastructure that will provide neutral support for community agencies and schools.
- Site Coordinators will be housed at the sites and include certified teachers who will provide a link between the school day and after school programs.
- Coordination of the dual agency collaboration will include working with local partners and businesses, as well as non-profit entities to provide programming and increase opportunities for sustainability.
- Programs will focus on academics, especially from the academic curriculum used during the school day to link to the after school program.
- Programs will focus on enrichment and cultural activities based on the needs of the participants and their communities.

Union County Learning Learning Enrichment Center Goals

- Increase adult involvement with students through a platform of safe, structured, and supervised activities.
- Improve academic performance through an academic enhancement and 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 score developing, proficient, or distinguished on the Georgia Milestones in Reading, Language Arts, and Math.

- Use Technology for tutorial, practice, and enrichment in reading and math
- Increase fine arts enrichment activities
- Increase Family Involvement in Family Nights and Parental Activities

After School Quality Standards

The Union County Learning Enrichment Center sites will follow and demonstrate elements of scientifically-based research model that are in alignment with Georgia's Standards. Our program aims to provide:

- Strong program management with qualified staff
- Enriching learning opportunities that complement the school day learning
- Intentional linkages between the school day and After School staff including coordinating and maximizing use of resources and facilities
- Appropriate attention to safety, health, and nutrition issues
- Family involvement in participants' learning and development
- Adequate and sustainable funding
- Evaluation for continuous improvement and assessment

Union County Learning Enrichment Center Quality Standards and Expectations

- Activities will reflect and promote the mission of the program.
- The daily schedule will provide activities that are engaging, varied, and flexible.
- The program provides a mix of well-structured and loosely structured activities that support and promote creativity.
- Program activities will enhance the positive development of students.
- Program staff will work to influence learning and increase knowledge of participants.
- The program will build upon community resources.
- The program will offer opportunities for age appropriate learning, physical activity, skill building and development.

Administration Expectations of the Union County Learning Enrichment Center

- Staff-to-participant ratios and group size enable the staff to meet the needs of participants.
- Program policies and 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 behavior with active, consistent participation in program activities.
- Program policies and procedures exist to enhance the health and safety of all children and students.
- The program solicits feedback from children and their families about program activities.
- The program engages families as partners in its success.
- The program builds links to the community.

- Emergency information for each participant is on file and accessible.
- The program has a clear vision and mission and a plan to support continuous growth.
- The program has a system for using information for learning and program improvement as well as for measuring outcomes relevant to program activities.

Transportation
(Addendum G - Student/Parent Handbook)
www.ucschools.org/for_parents

Transportation is provided for students participating in UCLEC programs. UCLEC staff will review safety rules with students and parents, and express the importance of all students adhering to Union County School System's policies/procedures while being transported from UCLEC programs and/or attending UCLEC activities. Staff members will assist bus drivers in ensuring that students ride the appropriate bus when leaving the afterschool programs. Qualified drivers who have passed state and federal background checks provide transportation using preplanned routes and schedules.

Safety/Emergency Plan
(Addendum G - Student/Parent Handbook)
www.ucschools.org/for_parents

The staff of the Union County Learning Enrichment Center will make every effort to ensure the safety of all students and staff. Any safety hazards should be immediately reported to the Site Coordinator. In the event that a student or staff member is injured, it should be reported immediately to the Site Coordinator who will then notify the parent/guardian of the incident and complete an incident report.

Each of the four sites (Primary, Elementary, Middle, and Woody Gap School) have individualized site emergency plans that are available in the Parent/Student Handbook that can be found on the district website at www.ucschools.org/for_parents.

Students will participate in regularly scheduled Safety Drills to ensure that in the event of a Fire, Tornado, or other natural disaster, they understand what to do to maintain their safety. Also, a practiced "lock down" (an intruder) procedure will be completed a minimum of twice per year. **Each site will have available for parents a detailed Emergency Plan. The plan will provide information for each Safety Drill (Tornado, Fire, and Intruder) and the times and dates of each drill. Please be aware that your child's safety is our priority. Site Coordinators will provide you a copy of your site's specific instructions for emergency drills.**

Staffing Requirements

The Union County Learning Enrichment Center and partnering agencies will complete thorough background checks on all staff and long term volunteers that are working in the after school program. Background checks include: Criminal History and Sex Offender Registry. These are all in compliance with the Union County School District standards for background checks.

Union County Learning Enrichment Center Advisory Council

The UCLEC Advisory Council is the cornerstone of governance and is based on the following fundamental premises:

- In order to be most effective, services and supports for families must be provided close to where people live, work, and attend school.
- Parent's best understand the environment in which they live and what services and supports will be effective.
- Professionals provide valuable advice and support and are more effective when they work as partners with participants and neighborhoods.
- Strengthening students, families, and neighborhoods occurs because of active involvement in finding solutions and "ownership" for results.

Advisory Council Membership and Participation

The Advisory Council meets once every two months and must include broad representation and active participation from Union County BOE staff, Union County Community Partnership staff, parents, and community partners.

Union County Learning Enrichment Center invites parents and their children to provide a voice and ongoing feedback for the program. To get involved with the Advisory Council, please contact **Rebecca Ganley** at rganley@ucschools.org or 706-502-4214.

Family Involvement

For the program to be most effective, parental involvement is vital. It is the expectation of the Union County Learning Enrichment Center that parents are involved in the program. Some ways parents may be involved is through volunteering for the program, participating in family events, providing input for the Advisory Council, and/or visiting the program. Concerns can be written or verbal. Parent meetings will convene quarterly, and all parents are urged to participate. We understand the complexity of work schedules, and will work diligently to accommodate the majority of parents by having feasible meeting times and locations.

Behavior Standards

(Addendum G - Parent/Student District Handbook at

www.ucschools.org/for_parents)

All Union County Learning Enrichment Centers follow 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 Learning Enrichment Center 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 (this information 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 any Union County Learning Enrichment Center 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 written policies.

Please note that disciplinary problems will be documented and Union County Learning Enrichment Center 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 any UCLEC programs for the remainder of the current school year.

Visitors to the Union County Learning Enrichment Center

Parents are welcome to visit the Union County Learning Enrichment Center. All parents must first check in with the Site Coordinator and sign in as a visitor before proceeding to their final destination. The Union County Learning Enrichment Center has an open door policy and encourages parents to be as involved as they can with the Union County Learning Enrichment Center. However, to ensure the safety of all students, all visitors must report to the school office upon entering the building.

Checking In

All participants in the Union County Learning Enrichment Center are required to report to a staff person for sign-in at a designated location upon entering the site. No student may sign himself or herself in after the designated time. Students are to report directly to their site after the school day has ended. If a student comes to the Union County Learning Enrichment Center late, they will need an appropriate note from a teacher or will need to be signed in by a parent returning them to the site.

Checking out and Pick-up Procedures

Only those persons who are listed in Power School will be allowed to pick up the student. Please keep the Union County Registrar updated on who can pick up your child. Picture identification is required **every day** to sign your child out of the Union County Learning Enrichment Center.

Late Pick-up Procedures

Due to transportation being provided from the three 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 6:00 pm. In the event that a child is not picked up at the designated time, the following steps will be taken:

1. Students will be asked who is scheduled to pick them up.
2. Site Coordinators will call parent/guardian's day and evening numbers.

3. Site Coordinators will call emergency contact numbers provided on registration.
4. If contact with parents/guardians or emergency contact(s) is unsuccessful, the Union County Sheriff's Department will be contacted after 30 minutes.

Staff will make every effort to contact someone regarding picking up the child. 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 Learning Enrichment Center Calendar for Operation

The Union County Learning Enrichment Center will follow the Union County BOE school calendar (found on Union County School System's web page) during the school year. The **Center will not be opened** during the following situations:

- Days when the Union County School District is closed, including school holidays.
- When Union County School District is closed because of inclement weather.

When the Union County School District closes other after-school programs due to inclement weather, the Union County Learning Enrichment Center 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 Program Director.

Hours of Operation

The Union County Learning Enrichment Center operates 12 hours per week.

All sites are open from 3:00-6:00 PM Monday - Thursday .

In the event that a student is not going to attend the Union County Learning Enrichment Center, it is the expectation that notice is given to the Site Coordinator so the student doesn't risk being removed from the program. A written excuse must be provided in the event the student will miss or has missed three consecutive days.

To achieve the full impact of the program, it is expected that students will not leave the program before 5:30pm. **Frequent early check outs can result in removal from the program.** Staff will make every effort to communicate with parents the importance of full, regular attendance.

Designated Learning Center closure dates or closures due to inclement weather will not count against attendance. **We will make every possible attempt to notify of any emergency closures or closures that vary from the Union County School District schedule in advance.**

A parent or guardian's signature on the student's registration forms signifies that he/she understands the attendance guidelines and will make every effort to see that their student has regular attendance at the Union County Learning Enrichment Center.

Personal Data

Please notify the Site Coordinator and registrar of any changes to your child's address, phone number, person's authorized to transport the child, etc.

Attendance

The core service of the Union County Learning Enrichment Center is academic achievement and enrichment activities. It is imperative that all student participants have regular daily attendance in order to receive the full benefits of the program. Each Learning Site will track the attendance of all participants. Students are expected to attend regularly. **More than 3 un-excused absences or early pick-ups may result in the student being removed from the program.** If extenuating circumstances arise that interfere with your child's ability to attend (either temporary or long-term), please make every effort to inform the Site Coordinator or Program Director.

Union County Learning Enrichment Center Participant Registration

Please complete the *Union County Learning Enrichment Center* registration forms and contract and return to the *UCLEC* Site Coordinator where your child participates. Children will not be allowed to participate in the Community Learning Center until all paperwork is completed and on file and parent has attended parent orientation. The *UCLEC* can serve only a limited number of students at each Learning Center due to a finite amount of funding as well as maintaining a staff to student ratio of 1:10. Spots will be held first for those students who have completed the necessary paperwork and can commit to the days and hours of operation.

Sexual, Racial and Other Harassment Prohibited Effective

It is the policy of Union County School District to forbid sexual, racial, and other harassment of all employees and students at all times and during all occasions while at school, in the workplace or at any school event or activity. Any act of harassment of students or employees by other students or employees based upon the race, color, sex, national origin, religion, age or disability of students or employees shall result in prompt and appropriate discipline, including termination of offending employees or suspension or expulsion of students guilty of harassment. Harassment includes, but is not necessarily limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, as well as physical contact. There may be other speech or conduct which employees or students experience as illegal harassment which should be reported also; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy. If a student or employee believes he or she is being subjected to harassment forbidden by this policy, the student or employee should promptly report the offense to the coordinator designated by the board of education. If a student or employee reports such harassment to a counselor, principal or other school system employee other than the coordinator

designated below, that employee shall be responsible for notifying the appropriate coordinator immediately. It will be the duty of the coordinator to interview the complainant and determine the acts which the complainant believes constitute harassment as well as the name or names of the perpetrators and any other relevant facts which will assist in investigating such acts. The coordinator shall investigate the complaint thoroughly by interviewing any individuals who may have knowledge of the allegations or may assist in resolving the complaint. The coordinator may involve other appropriate persons in the investigation as the coordinator may deem necessary. The coordinator shall report the substance of the investigation, conclusions reached and recommendations for corrective action and discipline to the following persons: a. If both the perpetrator and victim are students, to the principal of the school and the parents of the students; b. If the victim is a student and the perpetrator an employee, to the parents of the student, the principal where the student is enrolled, the supervisor of the employee, and the assistant superintendent of instruction; c. If the victim and perpetrator are employees, to the supervisor of the perpetrator and the assistant superintendent of instruction.

Waste, Fraud, Abuse, and Corruption

Addendum D

Child Abuse Reporting Procedures and Policy

Addendum E

Georgia Department of Education Complaint Procedures under the Elementary and Secondary Education Act (ESEA)

Addendum F

Overview and History

The 21st Century Community Learning Center program is authorized under Title IV, Part B of the Elementary and Secondary Education Act (ESEA) and No Child Left Behind Act of 2001 (NCLB). The 21st Century Community Learning Center (CCLC) grantees in Georgia are required to provide academic enrichment opportunities in before-school and/or after-school activities for students attending low-performing schools. These activities will help advance student achievement and meet the local and state achievement standards in the areas of reading and mathematics.

Previously, the Union County Community Learning Center (UCCLC) Project was awarded during the summer of 2010. The Union County project established a program targeting 125 students at Union County Primary School (K-2), Union County Elementary School (3-5), and Union County Middle School (6-8) who are in need of academic assistance or at-risk. The UCCLC operated from 3:30 to 6:00 pm Monday through Friday for 34 weeks during the school year. Beginning FY15, the Union County Learning Enrichment Center (UCLEC) project was established and funded as a new sub-grantee serving a targeted 170 students, identified as at-risk, at 5 sites: Union County Primary, Union County Elementary, Union County Middle, Union County High, and the Woody Gap (K-12)

School. In 2016-2017 the number of target high school students was reduced resulting in a total district wide target of 159 students.

Ms. Rebecca Ganley has served as the Program Director and was supported by Site Coordinators at each of the five sites, Ms. Karen Sprayberry (UCPS), Ms. Denise Driskell (UCES), Ms. Debbie Wilson (UCMS), Ms. Kristy Adams (UCHS), and Sheila Collins (Woody Gap). Additionally, Ms. Stephanie Isaacs served as the Data Entry Clerk for the grant. Academic and personal enrichment were delivered by certified and/or trained personnel that supplemented the traditional school activities and allowed for academic and personal growth. The project focused on meeting the needs of all students served and their families. The UCLEC targeted the most at-risk students in the school district and developed challenging goals and objectives to guide their work in assisting students to improve behavior, homework completion, school attendance, and academic performance. The research-based strategies of more instructional time, differentiated instruction, and individualized instruction supported student growth. The program used the results of previous 21st CCLC grant implementation to justify expanding to include all grade levels at all schools to provide comprehensive support across the school district and community for the learners and families served.

Student Attendance and Enrollment

UCLEC enrolled a total of 206 students with an average of 134 students per day. The average daily attendance of all students enrolled was 65.05%. When isolating Regularly-Participating Students, a total of 174 students were enrolled and the average daily attendance for students present 30 days or more was 77.01%. Data for All Students and Regularly-Participating Students for each site are included below

Site	Student Attendance and Enrollment				
	Total Students Enrolled	Regular Attendees	Average Daily Attendance	Daily Attendance % of Students Enrolled	Daily Attendance % of Regular Attendees
ALL	206	174	134	65.05%	77.01%
UCPS	66	62	48	72.73%	77.42%
UCES	55	52	41	74.55%	78.85%
UCMS	31	25	19	61.29%	76.00%
UCHS	22	13	8	36.36%	61.54%
Woody Gap	32	22	18	56.25%	81.82%

Program Operation

The UCCLC operated from September 6, 2016 until May 18, 2017. The afterschool component met Monday through Thursday each week from 3:00 pm to 6:00 pm. The UCCLC served a total of 174 regularly participating student students by providing enrichment activities, both academically and personally, for 12 hours per week across 27.25 weeks. The table below indicates a total service time of 109 days for each site.

Site	Total Days	Hours per Week	Total Weeks
UCPS	109	12	27.25
UCES	109	12	27.25
UCMS	109	12	27.25
UCHS	109	12	27.25
Woody Gap	109	12	27.25

Quality of Staffing

The UCLEC employed one Program Director and five Site Coordinators. The structure of the program placed one teacher per grade along with one paraprofessional per grade and an enrichment teacher at each of primary and elementary sites. Additionally, the middle school, high school, and Woody Gap had two teachers, one paraprofessional, one enrichment instructor, and a site coordinator at each location. This structure produced a total staff count across all sites to 22. With 174 regularly participating students, the student to staff ratio was 7.9:1 and does meet the requirements of the program that specify a minimum of 10:1 student to staff ratio. The accuracy of the student to staff ratio was confirmed through observation by the evaluator during the monthly site visits to the program. All teachers responsible for classroom instruction in the program were certified.

The UCLEC focused on providing professional development in areas pertinent to their service to students and continuing an effective, efficient program. Topics covered were those presented in the Professional Learning Plan and included eight activities occurring over the months of July 2016 through May 2017. The professional learning addressed state requirements, program operations staff training, attendance at the Georgia AYSD Conference, learning to use Google Documents, using software data to increase rigor, CPR/First Aid/AED training, Internet safety, and classroom management techniques. These professional learning opportunities were specifically planned to enhance the staff's ability to provide instruction and support for the program participants.

Objective Assessment

The UCLEC grant identified four specific goals for the program and participants. The goals include: increasing academic achievement (specifically in Reading and Math); increasing opportunities for enrichment in the areas of wellness and fine arts; increasing parental involvement through program visitation and parent night sessions; and increasing student responsibility. To assess the progress on these goals, 11 objectives were

identified and tracked throughout the program implementation. Each of these 11 objectives are detailed in the chart below along with comments on how the status was determined

Objective	Status	Comments
<p>1.1: 75% of regularly participating students will score as a developing, proficient, or distinguished learner on the reading and/or ELA standards as measured by the Georgia Milestones or EOCT.</p>	<p>Not Met</p>	<p>Based on the Program Milestones and End of Course Test information for Reading/ELA, 46.4% of students scored at the beginning, proficient or distinguished learner level.</p>
<p>1.2: 75% of regularly participating students will obtain and/or maintain an average of at least 80% from Term 2 to Term 4 in reading/ELA report card grades.</p>	<p>Not Met</p>	<p>For reported regularly attending students, 64.8% obtained and/or maintained an average of at least 80% from Term 2 to Term 4 in Reading/ELA report card grades.</p>
<p>1.3: 50% of regularly participating students will score as a developing, proficient, or distinguished learner on the math standards as measured by the Georgia Milestones or EOCT.</p>	<p>Met</p>	<p>Based on the Program Milestones and End of Course Test information for Mathematics, 58.0% of students scored at the beginning, proficient or distinguished learner level.</p>
<p>1.4: 75% of regularly participating students will obtain and/or maintain an average of at least 80% from Term 2 to Term 4 in mathematics report card grades.</p>	<p>Not Met</p>	<p>For reported regularly attending students, 53.4% obtained and/or maintained an average of at least 80% from Term 2 to Term 4 in Mathematics report card grades.</p>
<p>1.5: 90% of regularly participating students will improve academic progress using technology-assisted software.</p>	<p>Met</p>	<p>All students, 100%, used technology assisted software throughout the program implementation. These software programs (examples include: Lexia, Waterford, APEX, Carnegie Math, ST Math, Think Through Math, Reading Plus, and Language Live) are all used in such a manner that diagnostic information for the individual student places them at an appropriate level and then progressively increases their academic rigor as students are successful in meeting their objectives.</p>
<p>2.1: 80% of regularly participating students will improve their personal wellness.</p>	<p>Met</p>	<p>All students (100%) participate in personal wellness activities a component piece of the daily program. Student logs and enrichment self-monitoring data sheets were provided to</p>

		document completion for the 174 regularly participating students. Activities included but are not limited to: nutrition, health and wellness, internet safety, dance, and organized sports.
2.2: 80% of regularly participating students will complete a minimum of 4 fine arts projects and/or performances.	Met	100% of students participated in 4 or more fine arts projects and/or performances as measured by student logs and student self-monitoring data sheets. Additionally, program director provided photos from performances and projects as additional verification.
3.1: 50% of parents/guardians will participate in half of the family-centered and/or adult self-betterment activities.	Met	Using Parent Night Data provided by the program director all sites achieved greater than 50% participation in scheduled parent night events that focused on family centered and/or adult self-betterment activities. Over the course of the program and all sites combined, there were 26 parent opportunities with an attendance total of 637 parents participating.
3.2: 100% of parents/guardians will be informed of their child's progress in the program through various forms of media.	Met	All parents, 100%, were informed of their child's progress through 21 st CCLC specific report cards, letters to parents, reports from computer assisted software, parent calendar and computer based blog.
4.1: 75% of students will maintain high levels or improve homework completion and/or classroom participation.	Met	According to the staff survey issued to regular day teachers, 88.1% reported that students had improved or maintained their level of homework completion and/or classroom participation.
1.1: 75% of regularly participating students will score as a developing, proficient, or distinguished learner on the reading and/or ELA standards as measured by the Georgia Milestones or EOCT.	Not Met	Based on the Program Milestones and End of Course Test information for Reading/ELA, 46.4% of students scored at the beginning, proficient or distinguished learner level.

As shown in the chart, a majority of the objectives were met, three objectives were not met. For this year of implementation 72.72% of the objectives were met outright. For objectives 1.1, 1.2,

and 1.4, which require standardized test scores, or a comparison of grades from Term 2 to Term 4 there were students across all sites who were unable to be measured due to missing grades which result in high numbers of students identified as not meeting the objective due to incomplete data. It is noted that for the program, the targeted population of students were those who are most at-risk as determined by the needs assessment process described in the grant application.

Other Observations

Participants in the Union County Learning Enrichment Center program, both parents and students, are provided quality educational activities. Although activities typically include extension of the regular day, students at all levels benefit from computer time with software programs from: Waterford, Apex, Carnegie Math, ST Math, Think Through Math, Reading Plus, and Language Live offer to participating students daily during their time spent at the UCLEC. Face-to-face instruction and remediation provide students additional time to master the curriculum standards. Enrichment activities at the UCLEC program include but are not limited to: art, agriculture, industrial arts, music, drama, nutrition health & wellness, organized sports, internet safety, cooking, finance for students, and outside play. While the program provides activities as extension to the regular instructional day, outreach programs and partnerships exemplify a standard for after school programs. . Parent night activities and the advisory council meetings throughout the year were well organized, well attended, and provided quality activities for the participants to highlight the work students were doing in the UCLEC program. During these stakeholder meetings the program director actively sought out comments, suggestions, praises, and concerns from all participants including students and parents. Additionally, the program director created and distributed a parent interest survey designed to solicit input from parents as to the type and frequency of the parent focused activities for the upcoming school year. All observed activities used by Union County 21st CCLC are relevant and timely, creating a collaborative environment between students, teachers and the community.

Parent and student surveys were administered via www.surveymonkey.com to reflect the questions suggested by the 21st CCLC program. The results below indicate high levels of success and satisfaction through the implementation of the UCLEC program.

Parent Responses (n=70):

- 81.4% “Agree” or “Strongly Agree” the program helped improve their child’s behavior.
- 95.7% “Agree” or “Strongly Agree” the program helped their child complete and turn in his/her homework in a timely manner.
- 95.7% were “Very Satisfied” or ‘Somewhat Satisfied” with the after school program.
- 58.6% of children typically stayed at home with a sibling, parent, guardian, or sitter prior to participating in the program, while 8.57% went to some other location for activities, and 15.7% went to the home of a friend, relative or sitter. Additionally, 10.0% of students stayed home alone before entering the program.
- 91.4% were informed of the program “From the school or agency.”
- 97.1% “Agree” or “Strongly Agree” the program is improving their child’s reading skills.
- 98.6% “Agree” or “Strongly Agree” the program is helping their child’s math skills.

Student Responses (n=67):

Question	Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree
I like the 21st CCLC program.	76.12%	17.91%	4.48%	1.49%	0.00%
My overall behavior has improved because of the 21st CCLC program.	55.22%	26.87%	13.43%	2.99%	1.49%
The program helps me complete and turn in my homework on time.	73.13%	14.93%	8.96%	1.49%	1.49%
I am doing better in school since I started coming here.	70.15%	19.40%	8.96%	1.49%	0.00%
I feel better about myself and my abilities.	64.18%	25.37%	4.48%	2.99%	2.99%
I have made new friends.	67.16%	23.88%	4.48%	1.49%	2.99%

Bold denotes highest ratings

Progress towards Sustainability

The UCLEC program has established financial partnerships with a variety of stakeholders: school district, non-profit, community partnerships, etc. Each partnership provided supplemental services and/or in-kind enrichment programs in their specific area. The partnerships between the UCLEC and the stakeholders considered the needs of the student population and the intended goals/outcomes of a successful program. Program contributions, both financially and in-kind are represented in the table below.

Partner/Subcontractor Type	Entity	Financial Amount
Other Unit of City or County Government	Blairsville City Police	\$2000.00
Other Unit of City or County Government	Blairsville City Government	\$2000.00
School District	Union County Board of Education	\$43250.00

School District	Union County Elementary School	\$12000.00
Other Unit of City or County Government	Union County EMA/Fire Dept.	\$2000.00
School District	Union County High School	\$9000.00
School District	Union County Middle School	\$9000.00
School District	Union County Nutrition Dept.	\$28900.00
School District	Union County Primary School	\$12000.00
Other Unit of City or County Government	Union County Sheriff's Dept.	\$2300.00
Other	United States Fish and Wildlife Service	\$500.00
School District	Woody Gap School	\$8000.00
Other Unit of City or County Government	Blairsville City Police	\$2000.00
Other Unit of City or County Government	Blairsville City Government	\$2000.00
School District	Union County Board of Education	\$43250.00
School District	Union County Elementary School	\$12000.00
Other Unit of City or County Government	Union County EMA/Fire Dept.	\$2000.00

Through partnerships, the financial contributions for 2016-2017 were \$130,950.00 in aggregate with the school system contributing the greatest amount. Community partners have pledged money or in-kind contributions to help maintain the program. The program continues to seek out new partners by developing new and exciting opportunities each year and asking for help from those businesses around the county.

Overall Successes Commendations

The UCLEC project met a majority of the objectives for the 2016-2017 school-year and should continue to strive to serve the maximum number of students possible in a manner that promotes the goals of the program. Throughout the 2016-2017 UCLEC implementation the students and staff were observed to be highly engaged and focused on the identified goals and objectives of the program. Additionally, there is a strong focus on safety for students and staff participating in the UCLEC program as evidenced by their observed safety procedures and drills. The major successes of the program include:

- High participation rate and number of regularly-attending students.
- The addition of a variety of instructional software tools this year to assist students in meeting their target performance.
- Variety of training to staff members.
- Strong satisfaction with the program from students, parents, and teacher observations.
- Strong parent participation and community support in the program.
- 95.7% of parents indicated satisfaction with the program in their survey responses.

When examining the objective status for the 11 UCLEC objectives, it is noted that there was significant improvement toward meeting the objectives 1.1, 1.2, and 1.4. While these objectives remain in the unmet status, significant progress has been made toward the goal of 75% of students meeting the identified expectation. For objective 1.1 the percentage increased to 46.4% which represents a 33% increase over the prior year. Objective 1.2 increased to 64.8%, an increase of 34.9% over prior year. Finally, objective 1.4 increased to 53.4%, an increase of 19.2%. These gains are a result of specific requests through program amendments to clarify the expectation criteria and the focus of UCLEC staff on planning and implementing curricular components to promote increased student success.

Recommendations of the Evaluator

Two primary recommendations are provided for your consideration as you plan for the 2017-18 UCLEC program. First, UCLEC staff are encouraged to continue monitoring student report card grades in ELA and Mathematics, communicating with the day school teachers, and seeking strategies to help students obtain their numerical grade (80) target. For ELA, Objective 1.2 can be met with an increase of approximately 10% of regularly participating students moving from previously unmet to meeting the report card grade target. For Mathematics, Objective 1.4 can be met with an increase of approximately 25% of regularly participating students moving from previously unmet to meeting the report card grade target.

Second, program leadership is encouraged to focus on survey completion percentages for parents and students. Both categories of these survey participant categories had completion numbers far below the recommended 85% target as described in the common data elements form completion instructions. The survey data provides the opportunity to evaluate participant and stakeholder satisfaction in an objective manner. Historically, UCLEC has had high satisfaction percentages among students, parents, and teachers; focusing on obtaining the 85% benchmark for survey completion provides further commitment to the fidelity of the outcomes measured by the survey data.

Conclusion

The UCLEC program consisted of 174 regularly participating students across five sites in the school district. Students participating in the UCLEC met four days per week for three hours per day over the course of

27.25 weeks for a total of 130 days with 12.5 hours per week of academic and enrichment activities. Students and staff implemented program activities with four major goals and eleven objectives guiding their efforts. A majority of these objectives were met, a status summary and comments are provided for each of the 11 objectives evaluated. Additionally, program staff have recommendations to consider as they begin to plan how the program will work to address unmet objectives and program expectations. Overall, the success of this program is best highlighted through the examination of the survey feedback from students, parents, and teachers. The feedback is overwhelmingly positive, particularly from parents, 95.7% of whom identified the UCLEC program as satisfactory. Throughout the monthly visits, students were observed participating in a variety of quality activities for both their instructional and enrichment activities. The evaluator thanks Ms. Rebecca Ganley, program director, and her staff for allowing unfettered access to the school sites and program activities allowing for a comprehensive view of the program for the evaluation process.

Respectfully Submitted,

Dr. Jason Kaup

Union County
Learning Enrichment Center

I, _____ the parent/guardian of _____,
Understand that by enrolling my child in the Union County Learning Enrichment Center, I give permission for my child to participate in all activities, including but not limited to:

- Academic assistance and enrichment programs,
- Photographs to be used for educational or public viewing,
- All programming which the Community Learning Centers deem vital to the safety, academic, and personal life-skill development of my child.

It is also my understanding that my child's participation in the Union County Learning Enrichment Center depends on consistent attendance and adherence to behavior guidelines, a copy of which I have received. Any participant not in accordance with either attendance guidelines or behavior policies will be removed from the program. Returning to the program is dependent on the severity of removal, results of a parent/guardian conference, and space available.

I understand that if a medical emergency arises, the program staff will take all steps necessary to ensure the safety of my child and will call as necessary, a public emergency vehicle for transport to the nearest emergency facility.

I understand that I am responsible for medical expenses incurred. I understand the nature of the Union County Learning Enrichment Center and the risk of injury or loss of property associated with it and release the Union County Learning Enrichment Center and all program organizations and its employees from any claims made by the student or on behalf of the student.

RELEASE OF RECORDS

I give permission to the Union County Schools to release all educational records, including grades, attendance, free/reduced lunch applications, and discipline information to the Union County Learning Enrichment Center Site Coordinator/Director to provide additional academic assistance and monitoring the progress being made. I understand that this information will be kept ***confidential***. When providing data for external program evaluation and outcome reporting, only identification numbers will be used to classify students.

My agreement with this parent consent form will remain in effect until my child is no longer a member or enrolled at the coordinating agency.

Parent/Guardian Name _____

Parent/Guardian Signature: _____

Date: _____

Union County Schools
Learning Enrichment Center After School Program
Attendance

August 15, 2017

Dear Parent/Guardian,

An important factor of the evaluation of the Union County Learning Enrichment Center is the performance and attendance of students. The grant was written for only 170 students. The attendance of students is vital for them to learn, achieve, and progress. Therefore, students must attend daily with minimal early check-outs.

Excused absences will be limited to sickness, doctor/dentist appointments, or death of an immediate family member. Sickness is excused by a note from parent and/or doctor. The grant states, "These formative evaluations will reveal student increments of achievement and how to better aid them in future learning goals and objectives. All of these formative evaluations will include, but won't be limited to student attendance, program operation, objectives assessment and recommendations."

With any excused absence, please send a note to the UCLEC Site Coordinator explaining the absence. We have to keep accurate records as the regular day school does and these excuses are kept on file for the academic year.

If a child is absent for 3 unexcused days per semester, he/she will be removed from the program. If a child is absent for over one week without prior communication with the staff, the student's spot will be given to the next student in line. In order to receive full program benefits, please limit early check-outs. Frequent early check-outs can lead to removal from the program.

Sincerely,

Staff of Union County Learning Enrichment Center

Parent/guardian signature _____ Date _____
Student name/s (List all):

Union County Schools
Learning Enrichment Center After School Program
Parent Involvement

August 15, 2017

Dear Parent/Guardian,

One of the primary objectives of our program is to actively involve our parents. The Union County Learning Enrichment Center Program provides three parent involvement events per semester. To keep and sustain our grant and achieve the program's objectives, parents/guardians must attend the parent involvement events. Our data for each parent involvement event is put into the Cayen program, and the information is sent to the state department by our Data Manager/Fiscal Manager-Stephanie Isaacs. Parents/guardians must commit to attend the different involvement events each semester. The success of the entire program is dependent on active parental involvement. The following is copied from the goals of the grant, "4) Increase Family Involvement in Family Nights and Parental Activities." Your attendance is greatly needed and tremendously appreciated.

Sincerely,

Rebecca Ganley, Program Director

Please sign below indicating you have read and understand this important component of the grant.

Parent/guardian signature _____ Date _____

Student name/s List all:

Please read, sign, and return the following addendums with your handbook acknowledgement page.

Addendum A

UCLEC Program - Use of Electronic Media - Internet Use

Addendum B

Parent/Guardian Permission for UCLEC

Addendum C

Release of Participation in the UCLEC

Please review the following addendums and keep for your records:

Addendum D

Waste, Fraud, Abuse, and Corruption

Addendum E

Union County School System Protocol for Reporting Suspected Child Abuse/Neglect

Parent/Student Handbook Acknowledgement Page

By signing this form, I hereby acknowledge that I have received, read, and reviewed with my child(ren) the Union County Learning Enrichment Center's 2016-2017 Parent/Student Handbook. This handbook provides pertinent information regarding how the program operates as well as the rights and responsibilities of both students and parents.

Additionally, I acknowledge that I have read, signed, and returned the following forms from the handbook:

1. Union County Learning Enrichment Center's Release of Records
2. Union County Learning Enrichment Center's Attendance Policy
3. Union County Learning Enrichment Center's Parent Participation Policy
4. Union County Learning Enrichment Center's Use of Electronic Media - Internet Usage Policy
5. Union County Learning Enrichment Center's Parent/Guardian Permission for UCLEC Policy
6. Union County Learning Enrichment Center's Release of Participation in the UCLEC Policy

Student Name

Student Signature & Date

Parent Name

Parent Signature & Date

