

2026-2027 21st CCLC BEST Program Handbook
Flippin School Site: Flippin Elementary,
Flippin Middle School and Flippin High School

WELCOME

Welcome to the exciting world of 21st century community learning center (21st CCLC) programming. The Flippin School District is pleased to provide after school and summer programming for all Flippin students as well as before school in the elementary. These programs will provide additional academic resources, enrichment, community service, and social emotional learning. This handbook is designed to help you grow as a student and make the most of your before school, after school and summer experiences.

Read this handbook completely. Your parent or guardian will need to read and sign the Audio Visual (AV) Release and provide one email address and one telephone number. You, the student, will need to read and sign the Memorandum of Understanding (MOU) and turn the MOU in within the first 10 days of being enrolled in the program.

SCHOOL MOTTO: What's **BEST** For Kids!

SHARED CORE BELIEFS:

1. Everyone is valued through holistic caring in a safe environment.
2. Student-centered learning which encourages each child's individual growth.
3. Strong, positive, ongoing relationships between the students, parents, teachers, and the community where everyone is a student and a teacher.
4. Learning is focused and has rigor and relevance for real world application.

SCHOOL PHILOSOPHY: The Flippin Public School endeavors to prepare knowledgeable, active citizens to participate in the democratic process. Its graduates should be prepared for a life which is useful, satisfying, and well adjusted. The school strives to give students the tools needed to continue learning throughout their lives, enabling them to adapt and to compete in a changing world.

PROGRAM REQUIREMENTS:

Any Preschool (Three years of age by August 1) through 12th grade students living in the Flippin School District. Regardless of enrollment status in Flippin Schools.

REGISTRATION APPLICATION PROCESS:

Parents must complete a registration form for each session before students can attend the 21CCLC program. Applications can be picked up at the Flippin Elementary office.

PROGRAM OBJECTIVES:

1. To exemplify and have high expectations for high standards of academic achievement.
2. To expose students to rich culture, literature, art and music for the purpose of knowledge and appreciation.
3. To develop leadership and logical thinking skills needed for future academic success.
4. To teach the rights and responsibilities of citizenship.
5. To expose the students to and provide opportunity for practice with modern technology.
6. To develop competitive attitudes as well as cooperative initiative.
7. To encourage good health habits for the care and development of a healthy body.
8. To teach and practice high ethical and moral values.
9. To teach respect for people, ideas, authority and property.

PROGRAM MISSION: The 21CCLC program will create a caring environment built on nurturing relationships in which students are actively engaged in meaningful learning.

PARENTAL ENGAGEMENT

21st CCLC program teachers utilize the information provided by the parents upon enrollment to attempt parent/guardian contact regarding student performance and achievement. Parents/guardians will have the opportunity to provide an email address and a phone number at the beginning of the programming year while signing the 21st CCLC program Student AV Release and Memorandum of Understanding. The primary means of parent contact will be via email, but phone calls or Remind messages may also be used by teachers. At any time, parents may request that the teacher contact the

parent by telephone or email to discuss the progress and/or behavior of their child.

SURVEYS

21CCLC program participation requires multiple parent and student surveys. The active participation in filling out the survey helps support grant funding.

Flippin School 21CCLC Community Engagement Plan

- The Family and Community Engagement Plan has been jointly developed by a collaboration of teachers, facilitators, and parents. Representation from the school's Parent and Community (PAC) committee is shown through the involvement of the PAC president within the Parent Involvement Committee. The Parental Involvement Committee meets at least annually to review the Family and Community Engagement Plan.
- The annual Title 1 meeting is conducted to present assessment data, school report card data, as well as a thorough explanation of the Family and Community Engagement Plan. Allotment of Title 1 funds will also be a topic that is discussed. The meeting will be scheduled at a time that is convenient for most parents and community members.
- The Family and Community Engagement Plan will be available for download through the Flippin Public Schools website. Copies will be made available during the Title 1 meeting as well. Also provided on the website will be an informational packet discussing ways parents can be involved in their child's education. Parents are able to fill out a volunteer survey complete with different options for involvement in the school and classroom.
- School staff, parents, and students will collaborate to create a new School-Parent Compact. This compact will outline the responsibilities of each stake holder and ways each can contribute to student success. The School-Parent Compact will highlight the academic goals for each student attending Flippin Elementary. Finally, the compact will list the multiple ways parents, students, and teachers can communicate.
- Flippin School District allots Title 1 funding for opportunities to involve parents in the educational experience. One example is the Reading Initiative, in which students are supplied with books and activities to work on with parents during the summer. The goal is to boost reading

proficiency and comprehension. In addition to Title 1 monies, Flippin Elementary receives donations from local businesses for scholastic books and Literacy Night expenditures.

- Teachers provide parents with tips to help their children succeed in a variety of ways. At the beginning of the year, teachers host Open House where they explain the grade level content areas goals and expectations. During conferences, teachers show evidence of academic growth and offer suggestions for activities and interventions to complete at home to help. Flippin School District also puts on a bi-annual Literacy Night where parents are instructed in best practices when it comes to reading proficiency.
- Flippin School District follows the state’s guidelines for Parent Involvement professional development for staff. Teachers are encouraged to value the input of parents and communicate with them as equal partners in education. Teachers provide information that is easy to understand and use opportunities like Literacy Night to work on building relationships.

THE PROGRAM DAY

FOR THE BEFORE SCHOOL PROGRAM:

The before school program will be in the preschool building. Below are the hours of operation for the before school program:

BEFORE SCHOOL - SITE OPERATIONS - Flippin Preschool Only									
Start Date	8/19	End Date	5/21	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time				5:45 AM	5:45 AM	5:45 AM	5:45 AM	5:45 AM	
End Time				7:45 AM	7:45 AM	7:45 AM	7:45 AM	7:45 AM	
Non-Service Dates				9/7, 9/25, 10/23, 11/23 -11/27, 12/21 - 1/4, 1/18, 2/12, 2/15, 3/1, 3/19, 3/22 -3/26, 4/16					

FOR THE AFTER-SCHOOL PROGRAM:

All students will meet in the FEMA building to break into grade bands and activity groups. Specific tutoring and intervention services will be in classrooms for each school. Below are the hours of operation for the after-school program:

AFTER SCHOOL - SITE OPERATIONS								
Start Date	8/19	End Date	5/21	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time		3:15 PM		3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM
End Time		5:15 PM		5:15 PM	5:15 PM	5:15 PM	5:15 PM	5:15 PM
Non-Service Dates		9/7, 9/24, 9/25, 10/22, 10/23, 11/20, 11/23 - 11/27, 12/21 - 1/4, 1/18, 2/11, 2/12, 2/15, 3/1, 3/19, 3/22 - 3/26, 4/16						

FOR THE SUMMER SCHOOL PROGRAM:

All students will meet in the High School/Middle School Cafeteria for their snack and to break into grade bands and activity groups. Specific tutoring and intervention services will be in classrooms in each school. Below are the hours of operation for the summer program:

SUMMER - SITE OPERATIONS					
Service Dates 6/1-6/25					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time	7:45 AM	7:45 AM	7:45 AM	7:45 AM	
End Time	2:00 AM	2:00 AM	2:00 AM	2:00 AM	

SCHOOL LUNCHES AND BREAKFAST PROGRAM

The cafeteria is operated on a non-profit basis where snacks and meals are planned for their nutritional value. All meals are served with 4 oz. of milk. If a student has an allergy to milk or certain foods, a physician verification statement is necessary to keep on file for the Arkansas State Health Department.

Students in the after-school program will receive a snack at the end of the day. Students in the summer program will be provided breakfast and lunch all free of charge.



BUS RULES AND REGULATIONS

Any student who violates one or more of the rules will have a "bus misconduct" report sent to the principal. The program director will use the following procedures in dealing with the situation.

1. First "bus misconduct" report constitutes a verbal reprimand and counsel on proper bus behavior. Parents will be notified.
2. Second "bus misconduct" report will result in suspension for 1 day from riding the bus. Parents will be notified.
3. Third "bus misconduct" report constitutes a 3 day suspension from riding the bus. Parents will be notified.
4. Fourth "bus misconduct" report will receive 5 days suspension from riding the bus. Parents will be notified.
5. Fifth "bus misconduct" report will receive a 2 week suspension from riding the bus. Parents will be notified.
6. Sixth "bus misconduct" report will result in expulsion from riding the bus for the rest of the present school year.



The above procedures will not be altered except with extenuating circumstances as determined by the program director and/or bus driver. It should be regarded as a PRIVILEGE to ride from school on a bus!

The transportation schedule will be made after registration to see where the need will be.

PARENT PARKING, DROP-OFF, AND PICK-UP

All students should be dropped off and picked up in the middle school parking lot beside the cafeteria for after school and summer programs. A duty staff person will be present at the entrance to the cafeteria to support quick sign-in and outs as well as student safety. Preschool Before-care students will need to be walked into the preschool building.

ATTENDANCE

Any extended absences or lack of participation in the program can result in removal from the program. The wait list will be utilized in filling any open spots. If there are more interested attendees in the program than allotted spaces, a waiting list will be created. If you are going to be absent from the program, please communicate with the program director.

YOUR TEACHER (GRADES K-12):

Teachers will share their contact information and content resources as needed to ensure student success.

EMERGENCY SAFETY PLANS AND PROCEDURES

Students and staff will participate in drills once a year to know responsibilities.

Emergency Procedures: Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation-Youth are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-place sheltering-Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- Evacuation-Total evacuation of the facility may become necessary if there is a danger in the area. In this case, youth will be taken to the relocation facility. We will use Dojo to notify parents of the location.
- In the event of school dismissal for any weather or emergency the after-care program will be canceled.

Our staff will contact you, or other emergency contacts identified by you, in the event the youth and staff are relocated or if there are injuries or sickness. Please make sure we have the latest contact information.

DISCIPLINE

21CCLC will use a behavior tracking program. Student rules and behaviors will follow policies of the Flippin School District. Student Handbook can be found [here](#). In the event of repetitive offenses or serious student discipline issues, the name of the student and the specifics of the problem will be reported to the program director. If action is merited, the procedure below may be followed.

- 1st offense – Staff will complete a behavior tracking form and redirect.
- 2nd offense – Staff will complete a behavior tracking form and turn this into the program director. The program director will contact the parent and inform the parent of the issue.
- 3rd offense – Staff will complete a behavior tracking form and program director will contact guardians.

*Please be aware that some actions may result in immediate removal from the program, regardless of whether it is the first, second or third offense.

EXPECTATIONS FOR STUDENT SUCCESS

Attend Programming: Attendance is extremely important. You are responsible for participating in the program for your growth and success. Check with the teacher for any materials you may need for class.

Be Considerate: You may be in class with students of varying backgrounds from different grades or schools. Treat everyone in your class with respect at all times. This includes teachers and students. Disrespectful or derogatory comments toward the digital learning community members are not acceptable and will be dealt with appropriately.

Be Responsible: Take responsibility for your learning and managing your time. You are expected to be mature learners by paying attention, asking questions, completing work, and listening to announcements.

Participate: Participation involves attending sessions as an active participant, paying attention to instruction, answering when called upon, and engaging in all program aspects. Data indicates there is a direct positive correlation between student engagement and student success and growth.

Resources: Other resources will be provided as needed as students participate in each activity.

FAMILY AND COMMUNITY

The B.E.S.T 21CCLC program will use Dojo to communicate and share information with parents. All parents are encouraged to join to receive information.

COMPUTER USAGE

The 21CCLC programs computer usage policy will be enforced in the program. In regard to digital learning applications, unacceptable usage includes, but is not limited to, using inappropriate language, cyberbullying, harassment, and trespassing in the files of others. These actions may result in the loss of access to these applications and websites. Any communication or content within the digital learning application is subject to access and review by Flippin School District personnel at any time. Students may use Google Classroom or Canvas learning management systems in after/summer school programming.

SCHOOL SPONSORED TRIPS

A teacher will be in charge of all students that participate in a school activity away from school. Permission for all school trips will be covered by a blanket

field trip form which will be issued to all students at the beginning of summer program. Parents will be notified of specific details prior to each trip. No child will be dismissed from the teacher's supervision until returned to their destination that was agreed upon in advance by proper school authorities; or if a parent should call for the child in person, the child can be excused to accompany the parent.

Field trips are usually a fun, educational experience. Since the students will be representing the Flippin School District, teachers reserve the right to formulate certain criteria with administrative approval to hold students accountable for behavior and performance in order to be permitted to attend said field trip. Parents and students will be issued written criteria with specific details of expectations and consequences if not fulfilled. For insurance purposes, parents, unless employed by the school, cannot ride the bus.

LOST AND FOUND

Any items found during before-care, after-care, or summer programs will be placed in the building lost and found receptacles or racks.

PLAYGROUND RULES FOR KINDERGARTEN THRU 6TH GRADE USE ALL PLAYGROUND EQUIPMENT APPROPRIATELY

SWINGS

- Swing straight and not too high. Do not stand in swings.
- One person in each swing, no swinging double.
- No pushing swings by others.
- Don't jump out of the swing while swinging.
- REMEMBER, other children enjoy swinging, share them.

SLIDE

- Walk up steps; always slide sitting.
- ALWAYS go up the steps of the slide.

FIRE STATION CLIMBER

- Always go in the same direction to avoid collisions
- When you get to the end, go around and get back into line

SPEEDY SPINNER

- Take turns riding and spinning

STOP and allow students to get on and off of the spinner

FOOTBALL

Tackle football will not be permitted.

HALF-DOME CLIMBER

Keep moving and climbing so that others can enjoy the equipment

Don't sit on the equipment (use the benches for resting) No penny drops!

PLAYGROUND CONDUCT

On the playground, practicing safety looks like following the playground rules, listening for the whistle, lining up quickly and quietly, keeping hands and feet to yourself and reporting any incidents immediately.

- We will only show appropriate, non-aggressive behavior toward others.
- We will only throw balls (no other objects) and only in designated areas (open field or away from the buildings and playground equipment.
- We will only play chase in areas away from the playground equipment.
- We will only climb ladders; not trees, fences, or fence posts.
- We will take turns on the equipment.

Occasionally, the playground area is too muddy for safe playing. When it is necessary, the supervising teachers or the principal will announce that play will be restricted to the blacktop area. When this occurs, students are to remain on the blacktop surface, refrain from running, and leave regular playground balls in the classroom. Soft, nerf-type balls will be provided for recreation as well as teacher-lead activities such as organized relay races in a designated area or jump rope activities.

REPORTING CONCERNS

Most issues or questions can and should be resolved at the lowest level. Your first point of contact for program issues or concerns is the teacher. There may be a time when you will need assistance beyond the teacher. Below you will find contact information for when you need that assistance:

Federal Programs	Amy Robson	amyrobson@flippinschools.net
Program Director	Renee Allen	reneeallen@flippinschools.net
Site Director-Elementary	Wendy Treat	wendytreat@flippinschools.net
Site Director-High School	Jennifer Metts	jennifermetts@flippinschools.net

STUDENT SAFETY TIPS

As a student in a before school, after school or summer program, please remember how easy it is for information to be spread in a digital world. Pictures and text can easily be copied and/or pasted into many public places, such as social media sites, and easily distributed. Please keep in mind that you are responsible and are accountable for any such action if you choose to distribute inappropriate private media or information.

Keep Your Accounts Secure – Each time you leave your computer or electronic device, be sure to log out of your classroom and any other sites you are using for course work. Also, remember to log off the computer or electronic device itself each time you leave the device. Never share your username or password with anyone in order to protect your accounts.

Don't Respond – If you receive an inappropriate message that makes you feel uncomfortable or is hurtful, do not respond. Take a screenshot of the offensive message if possible and notify the teacher right away.

Don't Participate in Cyberbullying – Inappropriate pictures or writing are not allowed within the digital learning coursework. Screenshots may be kept of all student work and will be utilized in discipline referrals, if necessary.

Stay on Task - When students have an individual computer to access coursework, there is sometimes the temptation to “surf the web” or visit non-instructional websites. In order to be safe and engaged in the instruction, refrain from visiting non-instructional websites. The district uses Go Guardian to monitor activity on student devices.

ADDITIONAL RESOURCES

The following resources are available to all students and parents of the Flippin School District:

Child Nutrition

Cheyenne Burchfield

cheyenneburchfield@flippinschools.net

Dyslexia

Tracie Luttrell

tracieluttrell@flippinschools.net

English Language Learners

Amy Robson

amyrobson@flippinschools.net

Gifted and Talented Services

Lea Hawkins

leahawkins@flippinschools.net

Migrant Education

Amy Robson

amyrobson@flippinschools.net

Student Support

Lisa Daffron Principal-Elementary	lisadaffron@flippinschools.net
Troy Hullett Principal-Middle School	troyhullett@flippinschools.net
Gregg Yarbrough Principal-High School	greggyarbrough@flippinschools.net
Monica Springfield	monicaspringfield@flippinschools.net

Staff Information

Purpose

The purpose of our 21CCLC program is to provide a safe place where students will be socially engaged while extending skills after the last bell of the school day.

Staff Members

Staff must help plan and engage with students on a regular basis. Our program should offer more hands-on learning and less independent seat sitting.

All staff members must be:

- Be on time for programming
- Maintain a positive attitude
- CPR certified
- Attend staff meetings
- Attend required trainings
- Pass background checks
- Read and sign 21CCLC conflict of interest form

Staff must maintain a professional appearance during program hours. All staff should be friendly with students and other staff members but should not engage in inappropriate interactions with students or other staff.