



**Charlotte-Mecklenburg Schools
ACE 21st CCLC SUMMER CAMP PROGRAM 2024
Family Guidelines, Parent Compact, Data Release/Usage Policy
Discipline Policy, and Internet Usage Policy**

The After School Enrichment Program (ASEP) ACE 21st CCLC Summer Camp Program provides safe, nurturing environments and interesting activities for students registered. The ACE Summer Program provides healthy physical activities, opportunities to pursue interests and talents, and encouragement and support for developing friendships. Activities to keep reading and math skills fresh are also included daily.

Summer Camp Program Hours: 6:45 AM-6:00 PM

ACE 21st CCLC Summer Enrichment Program Site: 8-week summer camp program is located at the following elementary site:

- Hornets Nest: 980-343-6110 (grant site-by invitation only)

Camp Weeks	
Week 1	June 18-21, 2024
Week 2	June 24-28, 2024
Week 3	*July 1-5, 2024
Week 4	July 8-12, 2024
Week 5	July 15-19, 2024
Week 6	July 22-26, 2024
Week 7	July 29-Aug. 2, 2024
Week 8	August 5-9, 2024

*Summer Camp is closed July 4

Eligibility and Procedures for Enrollment. Summer programming enrollment at Hornets Nest Elementary is available for current **CMS students only**, who attend a Title I school in CMS.

Insurance Requirement. Children enrolled in ACE 21st CCLC Programs must have medical insurance coverage through the school student accident insurance plan or through personal insurance coverage. Proof of insurance coverage must be provided at the time of registration.

Hospital Preference. Emergency information requires parents to list the name of a hospital. Insurance may dictate a particular hospital location. “Closest” or “Any” **will not be accepted** on your child’s contract. Parents must list the name of a preferred hospital.

Star-Rated License ACE 21st CCLC Summer Camp Programs are licensed by the North Carolina Division of Child Development.

Transportation. Transportation to Hornets Nest ACE 21st CCLC Summer Camp Program is the responsibility of the family. Transportation home each evening will be provided to those students who live in the Hornets Nest Elementary transportation zone. Students who live outside of the Hornets Nest Elementary transportation zone will be responsible for their own transportation home.

Snack Nutrition. ACE 21st CCLC Summer Camp Program will provide hot/cold meals for breakfast and lunch and afternoon snacks for each child attending the program. Camp snacks are purchased through the Charlotte-Mecklenburg Schools Child Nutrition Department <https://www.cmsk12.org/Doman/96>, and meet nutrition guidelines established by the USDA. The monthly snack menu reflects a variety of healthy snack items. ACE 21st CCLC Summer Camp will provide alternate snacks to accommodate children with food allergies with a Dietary Request Form signed by a physician (available from the Summer Camp Director). Parents may provide a nutritious lunch for students if they choose to. Each lunch should contain protein, grain, fruit, vegetable,

and dairy items. Student lunches should be labeled with the child's name and date. Child Care Licensing requires lunches to be refrigerated.

School Safety and Emergency Response. Every CMS School has a safety plan and a crisis plan that includes ACE Summer Camp hours. Plans include procedures for doors to be kept locked, for lockdown procedures, and for emergency evacuation in the event of a crisis at all times.

Authorized Persons to Pick up Child. Hornets Nest Summer Camp site must have **written** authorization from parents for other persons to pick up their child from camp. Authorized persons must be sixteen years of age or older. No child will be allowed to sign herself/himself out of camp. If a parent is not allowed to pick up a child, ACE staff must have a copy of the appropriate court order on file. Adults bringing or picking up a child from a summer program must come into the building to sign the child in or out. Picture identification is required when picking a child up from camp. Any changes to pick up should be communicated to the Summer Camp Director in writing (i.e., someone not on the authorized pick-up list).

CMS is a Tobacco Free Campus. School policy prohibits the use of tobacco products, including electronic cigarettes: Everywhere, AT ALL TIMES. THANK YOU FOR YOUR COOPERATION.

Intoxication. Your child's safety is our first priority. At times, we are called to make judgments concerning their safety. If camp personnel believe that a person is intoxicated when they arrive to pick up a child, we will help arrange an alternate plan of transportation for the child and the adult. We will try first to contact another authorized person listed on their registration form, and/or the emergency contacts listed on the child's registration form. If those means are unsuccessful, a cab will be called at the person's expense. If the person is suspected to be under the influence of drugs or alcohol and is unruly, uncooperative, or out of control physically, for the safety of the child and staff person, camp personnel will determine if local authorities should be contacted.

Arrival and Pick-up Procedures. A summer camp staff person will greet you and your child upon arrival. Each day your student must be signed In/Out. Students and staff will wash/sanitize their hands at a handwashing station set up at/near the entrance. At pick-up each evening, parents will be greeted at the door. Students will be released once the parent/guardian has signed out their child. Staff will escort students to and from their classroom location.

Handwashing. Staff will teach and reinforce hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing "Happy Birthday" twice). Handwashing will be monitored to ensure both children and staff are washing their hands correctly. Frequent handwashing and sanitation breaks will be incorporated into classroom activity. In addition to usual handwashing, everyone should wash hands:

- Upon arrival in the classroom in the morning.
- Before and after eating meals and snacks.
- After blowing noses, coughing, or sneezing or when in contact with body fluids; or
- After toileting

Late Pick-Up. Campers are expected to be picked up by 6:00 pm each day. Repeated late pick-ups (three or more) will result in termination from the Hornets Nest ACE 21st CCLC summer Camp Program.

Behavior Guidelines. Each summer camp site has clear, written behavioral expectations of the staff and students at the site, and a plan outlined to maintain a positive environment. You will be asked to read and sign these guidelines with your child on the first day of participation. Students suspended from Hornets Nest ACE 21st CCLC summer Camp Program are not allowed to attend any summer programming until the suspension is complete. Parents/Guardians dropping off and picking up students are also expected to exhibit proper behavior to maintain a positive environment. Parents/Guardians exhibiting hostile behavior including the use of profanity or communicating threats, etc. toward staff or other families are subject to being released from the program or banned from campus.

Sick Children and Epidemic Control Policy. For the protection of all students enrolled in the program, Hornets Nest ACE 21st CCLC summer Camp Program will not allow a child to participate in a group if s/he shows any of the following symptoms: a fever of 101 degrees or higher, diarrhea, vomiting, a rash, nasal discharge or discharging eyes or ears, or conjunctivitis (pink eye).

Should a child develop these symptoms during the summer programming day, the child will be removed from the group and the Summer Camp Director or designated staff member will contact the parent or guardian to pick up the child from the program.

The child may return to the program when s/he has been symptom-free for 24 hours. Parents will be informed if there is an outbreak of a communicable disease in their child's group.

Medication Policy. Hornets Nest ACE 21st CCLC summer Camp Program wants to provide your child with the best and most accurate care possible. Therefore, if your child will be taking medication at any time during their program period, you must follow these steps:

1. Parents/Guardians must complete a medication form, including physician's signature for each prescription medication, non-prescription medication, supplement and/or vitamin to be administered to the child. Dosage and time requirements must also be noted on the form. (One form per medication).
2. You must bring in the medication to the program office in its original container; as a safety precaution your child is not allowed to bring in the medication.
3. Please bring enough medication in the original container for the duration of the program.
4. At the end of the program, you need to come by the Hornets Nest ACE 21st CCLC Summer Camp Directors' office and pick up any empty containers and/or remaining medication.
5. If your child stops taking medication during the program, please notify the on-site Summer Camp Director.
6. All medications and supplements must be kept in the program office administered and dispensed only by the Summer Camp Director or designated Lead.
7. Again, we want to always ensure the safety of your child. We appreciate your adherence to these procedures. No medication will be given to your child, nor will your child be allowed to take any medication without your documented permission. If you have any questions, please contact the Summer Camp Director.

Child Abuse and Neglect Reporting. North Carolina law requires that any school system employee who suspects a case of child abuse or neglect must report those concerns to the proper agency.

Parent Participation/Parent Compact. The ACE 21st CCLC program is a federally funded program designed to provide academic and cultural programming for children in an after-school or summer setting. Family involvement is key. Parents/Guardians must agree to support the total summer program by promoting the academic successes of their child and by participating in parent-teacher conferences, workshops, parent meetings and other camp functions. Below is an ACE 21st CCLC **Parent Compact**, which outlines your commitment requests.

As a parent, I agree to the following:

- Require my child to obey all school and camp rules. **Zero tolerance pertaining to any incident of behavior that violates the Charlotte-Mecklenburg Schools Code of the Student Conduct**
- Ensure that my child attends camp every day that he or she is able.
- Attend family information sessions at the beginning of camp.
- Participate in family literacy activities.
- Attend parent conferences as requested.
- Provide on-going communication with camp staff about your child's experience in summer camp.
- Complete a parent survey at the beginning and end of your child's camp experience.
- Participate in virtual/in-person site parent meetings.
- Donate games, books, and toys. (It is ACE 21st CCLC Summer Camp Program policy that parents are not to be asked for any additional money for program activities, parties, field trips, special treats, or any other reason.)

Data Collection. The ACE 21st CCLC Program is federally funded, and it is sometimes necessary for the school to give the ACE 21st CCLC Program Director information that includes attendance records, test scores, class grades, etc. Only group information will be reported and will not include names of individual students. Children can attend the ACE 21st CCLC Program even if you do not give permission to release data.

CHARLOTTE-MECKLENBURG SCHOOLS
ACE 21st CCLC Program
Discipline and Behavior Management Policy

Disruptive behavior in the ACE 21st CCLC makes it difficult to provide appropriate supervision for your child. Therefore, any student who repeatedly disobeys the rules will be referred to the ACE 21st CCLC Camp Director.

The discipline procedure will be as follows:

1. The first referral will result in a conference between the Associate, Camp Director, and the child. The Associate will write a note explaining the disruptive behavior and the action that was taken to try to stop the inappropriate behavior. A verbal contract with the child will be reached and the parent will be informed about the incident and agreement.
2. After the second written referral, the Camp Director will call the parent. The behavior of the child will be discussed, and the parent will be asked to participate in resolving the problem.
3. If a third referral is necessary, the parent will be called by the Camp Director, and a conference scheduled. Depending on the severity of the situation, the child may or may not remain in the program until a conference is held and a decision is reached.
4. After the conference, the ACE 21st CCLC Program Director will determine whether the child's behavior will result in exclusion from the After School Enrichment Program.
5. If a child is excluded s/he might not be considered for re-enrollment.

In the event of an incident involving an assault, a weapon, alcohol, or an illegal substance, the ACE 21st CCLC Program Director and Camp Director may choose to revert to the CMS Students Rights and Responsibilities Handbook consequences guidelines if necessary to assure a safe and orderly environment for all children.

WE DO NOT...	WE DO...
... Spank, bite, pinch, punch, pull, slap, or otherwise physically punish children.	... Praise, reward, and encourage children.
... Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.	... Reason with children and set limits.
... Deny food or rest as punishment.	... Listen to the children.
... Place the children in locked rooms, closets, or boxes as punishment.	... Model appropriate behavior.
... Allow discipline of children by children.	... Modify the classroom environment to attempt to prevent problems before they occur.
... Criticize, or otherwise belittle children, their parents, families, or ethnic groups.	... Treat children as people and respect their needs, desires, and feelings.
... Shame or punish children when bathroom accidents occur.	... Explain things on their level.
	... Provide alternatives for inappropriate behavior.
	... Provide the children with natural and logical consequences of their behavior.
	... Stay consistent in our behavior management.

Personal Technology Devices/Cell Phone Policy. Students enrolled in the Summer Camp are permitted to bring or possess only objects that have an educational purpose and will not distract from teaching and learning during the program day. A personal technology device (PTD) is a portable Internet accessing device that is not the property of the district that can be used to transmit communication by voice, written characteristics, words, or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smartphone, cell phone personal digital assistant or EReader. The district is not responsible (monetary value or replacement) for theft, loss, or damage to PTDs, or other electronic devices brought onto CMS property. Please see the complete CMS Student Internet Use and Network Access policy below.

STUDENT INTERNET USE AND NETWORK ACCESS S-SINT/R

I. Purpose

Charlotte-Mecklenburg Schools provides an electronic communications and wireless connection network (hereinafter the "CMS network") that allows students internal access to CMS information resources and external access to the Internet. Access to the CMS network and the Internet is a privilege provided to students solely to support student education, research, and career development, and is therefore subject to certain restrictions as may be set forth by the Board of Education or the Superintendent. The provisions of this regulation apply to all students and include all aspects of network use, whether via desktop or laptop computer, or personal technology device (PTD)¹ owned by CMS or the individual student, parent, or other third party. Violations of any provision of these regulations may result in cancellation of the student's access to the CMS network and possible disciplinary actions. Disciplinary consequences for violations of this regulation will be imposed according to rules set forth in the current CMS Code of Student Conduct, as set forth in the Student Rights, Responsibilities & Character Development Handbook.

II. Access to Information

The Internet provides access to computer systems located all over the world. The District shall inform student users and the parents of minor students that CMS cannot completely control the content of the available information. The information accessed by students may be controversial and offensive to certain students and parents. However, the benefits from the valuable information and interaction available to students outweigh the disadvantages of the possibility that students may find inappropriate material. CMS does not condone the access to or use of such information and takes precautions to inhibit access to it. The responsibilities accompanying freedom of speech and access to information will be taught to all student users. Parents are encouraged to instruct their children regarding materials they do not want them to access. However, CMS does not accept responsibility for enforcing parental restrictions that go beyond those imposed by the District.

III. Goals and Accessibility

A. CMS Network Goals for Student Use

1. To support the implementation of local curricula and the North Carolina Standard Course of Study;
2. To enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, critical thinking, communication, collaboration, and creativity;
3. To encourage appropriate career development; and to promote life-long learning.

B. Access to Information

1. Students will be able to access information that may include:
2. Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, CMS online school media center catalogs, online textbooks and tutorials, other digital media content, and a variety of other sources;
3. Public domain and shareware software; and
4. Telecommunications with individuals and groups around the world.

C. Digital Citizenship Education

CMS will provide digital citizenship education to all students that addresses appropriate online behavior, including interactions with other individuals on social networking sites and in chat rooms, as well as cyberbullying awareness and response.

IV. Acceptable Uses

A. Purposes of Use

All CMS network activity must have an educational purpose or further student career objectives and comply with the student behavior guidelines of the Charlotte-Mecklenburg Schools. Students may also, under the direction of appropriate staff, create and maintain school webpages, individual webpages, email communications, or other collaborative media sites.

B. Digital Citizenship Rules

Students shall be taught the importance of discretion and appropriate, safe behavior when using the CMS network to access information over the Internet. Users must abide by Digital Citizenship rules, which include, but are not limited to:

1. Students must be polite; rudeness will not be tolerated;
2. Students must use appropriate language; use of profanity, vulgarities, abusive, or inappropriate language will not be allowed;
3. Students must practice appropriate online behavior when using PTDs; cyberbullying will not be permitted;
4. In any electronic communications, students must not reveal any personal information about others, such as full name, personal address, or phone numbers; and
5. Students should release their own personal identification information with discretion, and only when such release supports a student's education or career development. As set forth in Section IX, below, CMS is not responsible for any damages or injuries suffered as the result of a student releasing personal identification information.

V. Unacceptable Uses

A. Penalties for Unacceptable Uses

Students who violate any of the following rules are subject to disciplinary consequences set forth in the Code of Student Conduct, which may include suspension or expulsion from school as well as possible criminal prosecution or civil penalties under federal or state law.

B. Unacceptable Uses

Transmission of material in violation of any federal or state law, regulation, or CMS policy or regulation is prohibited.

Unacceptable uses include, but are not limited to, the following types of conduct:

1. Taking any actions that may disrupt the CMS network;

2. Knowingly introducing or attempting to introduce viruses or other malware into the network;
3. Unauthorized access (“hacking”) into computer systems or networks;
4. Logging into the network on a personal account and allowing others to access that account, unless permitted by an instructor for collaboration purposes;
5. Accessing proxy avoidance sites
6. Encouraging or committing unlawful acts, violations of the CMS Code of Student Conduct, or using the CMS network to promote illegal activities;
7. Accessing or using threatening or obscene material;
8. Accessing pornography;
9. Using discriminatory, defamatory, offensive, or harassing statements or language including disparagement of others based on their race, color, ancestry, national origin, sex, sexual orientation, socioeconomic status, academic status, gender identity or expression, age, disability, religious, or political beliefs through any means including phone, online, or other digital communications;
10. Sending or soliciting abusive or sexually oriented messages or images;
11. Accessing material that is harmful to minors;
12. Violating copyright laws, including duplication of software or plagiarism;
13. Utilizing the CMS network for commercial purposes;
14. Providing political or campaign information or lobbying for a political cause or candidate unless directly connected to an instructional activity;
15. Operating a business for personal gain, sending chain letters, or soliciting money for any reason;
16. Posting photographs or school work of an individual student on student-created web pages without confirming that a Photo and Video Release form has been signed by the student’s parents;
17. Posting personal information about students or staff without proper authorization;
18. Forwarding personal communications without the author’s prior consent;
19. Distributing material protected by trade secret;
20. Accessing the Internet via personal Wi-Fi accounts, through individual PTD accounts, or by any manner other than connecting through the secure wireless connection provided by CMS; and
21. Downloading, installing, or otherwise using unauthorized games, music, public domain, shareware, or other unauthorized programs on any school computer or network.

VI. Monitoring and Filtering

A. Monitoring

CMS will monitor the online activities of students.

B. Filtering

CMS will maintain centralized software in order to provide Internet control and filtering. The filtering software is intended to allow valuable online Internet access while, to the extent possible, inhibiting access to content that is obscene, pornographic, harmful to minors, or whose purpose is to promote, encourage or provide the skills to commit illegal activities, including gambling, use of illegal drugs, hate speech, or criminal skills. The filtering software is also intended to prohibit access to sites for online merchandising, alternative journals, and games. CMS will make every effort to update the filtering software on a daily basis.

VII. Privileges

Use of the CMS network is a privilege, not a right. Inappropriate use or other violation of the provisions of this regulation may result in limitation or cancellation of user privileges and possible disciplinary actions under appropriate federal or state statutes or the CMS Code of Student Conduct. Activity by users is not confidential or private.

VIII. Personal Technology Device (PTD) Rules

To encourage growth, creativity, collaboration, and higher achievement, the Superintendent may authorize the use of PTDs during school hours by students at selected schools. Students at those schools will be permitted to use PTDs for educational purposes only.¹⁰ At sites where such use is permitted, the following rules are applicable:

A. Internet Access

Students may access the CMS wireless Internet network via PTDs while on CMS property only when authorized by the Superintendent and approved by the principal.¹¹ Personal Internet, other Wi-Fi, or outside resources are not to be used at any time.

B. Security and Damages

The security and maintenance of a PTD rests solely with the individual owner. CMS, employees, or staff members are not

liable for any device not owned by CMS that is stolen, lost, damaged, or infected with a virus while on CMS property.

C. Student Agreement

Possessing and using a PTD at school is a privilege. Students do not have the right to use cell-phones, laptops, or other electronic devices while at school. If these privileges are abused, they may be taken away. Students and parents must agree to the Code of Student Conduct, all CMS Board Policies (in particular S-SINT – Student Internet Use), and this regulation.

1. All PTDs:

- a. Must be in silent mode while on CMS property;
- b. May not be used to cheat on assignments or tests, to violate any provision of the Code of Student Conduct, or for non-instructional purposes (such as making personal phone calls and text/instant messaging);
- c. May not be used to record, transmit, or post photographic images or videos of any person or persons on CMS property during school activities and/or hours unless such uses are for educational purposes and with a teacher's approval and supervision;
- d. May be used to access files on the PTD or Internet sites that are relevant to the classroom curriculum; and
- e. May not be used to access unauthorized games, movies, or other applications.

2. Students acknowledge that:

- a. The CMS network filters will be applied to their connection to the Internet. Attempts to bypass the filters are in violation of this regulation and Policy S-SINT;
- b. Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of this regulation and Policy S-SINT;
- c. Processing or accessing information on CMS property related to "hacking," altering, or bypassing network security policies is in violation of this regulation and Policy S-SINT;
- d. CMS has the right to collect and examine any PTD that is suspected of being used to violate the Code of Student Conduct or was the source of an attack or virus infection;
- e. Printing from a PTD is allowed on CMS property only if authorized by the supervising teacher; and
- f. A PTD must be charged prior to being brought to school and must be battery-powered while in use on CMS property. A PTD may be charged on CMS property only with prior approval from the supervising teacher.

D. Additional School-Specific Policies

Principals are authorized to develop and implement additional rules for the use of PTDs on school campuses under their control. Any such rules shall be communicated to the students.

IX. Disclaimer

The Board of Education is not responsible for any damages suffered, including loss of data resulting from delays, nondeliveries, service interruptions, a student's mistake or negligence, costs incurred by students or their parents, or the accuracy or quality of information received from the Internet. The user accepts personal responsibility for any information obtained via the CMS network. Additionally, CMS and the Board of Education are not liable for any damages occurring to PTDs on school property, regardless of whether CMS granted permission for the PTD to be brought onto school property or used in school. Students are responsible for keeping track of their PTDs. CMS will take reasonable precautions to prevent theft, loss, or damage to any PTD but such action is not an assumption of risk by the District.

X. Security

Security on the CMS network is a high priority. Attempts to tamper with the network, individual user accounts, software applications, to access the network using the name and password of another user, or to share a password may result in cancellation of user privileges. Email is not guaranteed to be private; system administrators have access to all email. Email messages relating to or in support of illegal activities will be reported to the authorities, and appropriate disciplinary action will follow.

XI. Vandalism

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy network or computer equipment and/ or data of anyone connected to the network. This includes, but is not limited to, uploading, creating, or transmitting computer viruses or worms. Vandalism of networks and computer systems, including unauthorized access, may be a violation of criminal law.

XII. Agreement

All students must accept the terms of the Student Internet Use Agreement prior to accessing the CMS network. Parents of students younger than age 18 who do not wish for their children to be allowed to use the CMS network must make such requests in writing to the school. The Superintendent shall provide a form for this purpose.

Parent Questions and Concerns. We want to address your questions and concerns in a timely and professional manner. The Summer Camp Director may be reached on-site or by calling the school phone. Requests for specific information or concerns about specific incidents should be addressed to the Summer Camp Director.

If the matter is not resolved with the Summer Camp Director, you can reach the ASEP Program Area Supervisor/ Specialist assigned to the site by calling the ASEP/ACE Office at 980-343-5567, or you may contact Stephen Hall, the Director of ASEP or Jennifer Tampa, the Program Director for ACE 21st CCLC programs, to assist with a problem.

The Central Office of the After School Enrichment Program/ACE 21st CCLC is located at Bishop Spaugh, 1901 Herbert Spaugh Lane, Charlotte, NC 28208. We can be contacted during business hours at 980-343-5567 or by email at asep@cms.k12.nc.us. Please let us know of any concerns, questions, or suggestions you have. We look forward to working with you this summer and enjoying our time with your child.

Acknowledgement

_____ I affirm that I have read, agreed, and received a copy of the ACE 21st CCLC Family Guidelines, Parent Compact, Discipline and Behavior Management Policy, Student Internet Use and Network Access Agreement and the Summary of the North Carolina Child Care Law for Child Care Centers; and that the Camp Director (or other designated staff member) has discussed any questions I had about the ACE 21st CCLC Family Guidelines, Parent Compact, Discipline and Behavior Management Policy, Student Internet Use and Network Access Agreement and the Summary of the North Carolina Child Care Law for Child Care Centers with me.

_____ I have reviewed this agreement, understand it, and agree to the terms and conditions, disclaimers, and statements listed in this agreement. I furthermore give my student permission to use CMS provided devices for learning.

_____ I give my permission for the release of information for data-collection purposes.

Student Full Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Today's Date: _____