

# Lexington County School District One



## Family Literacy Program Parent Handbook 2017-2018

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Dear Parent,

It is our pleasure to welcome you to the Lexington One Family Literacy Program. It takes a lot of hard work and commitment to return to school while balancing the responsibilities of parenting and family. Our mission is to ensure that our services support and assist your efforts in obtaining the educational skills necessary to meet your academic and parenting goals. We strive to provide all families with the highest standard of care and learning environment.

While you begin the journey back to the classroom, know that you are not alone. As part of our family, you will always have a caring member of our staff to help and offer support as you pave the road ahead to a brighter future. Dream big, work hard, and embrace learning opportunities for both you and your child! We look forward to working with your family.

Sincerely,

*Brian Barrineau*  
Adult Ed Director

*Marla Hamilton*  
Family Literacy/Lead Parent Educator



## **Family Literacy Mission Statement and Objectives**

The mission of the Family Literacy Program is to equip families with the academic, parenting, and career readiness skills needed to ensure that both parent and child are prepared for success in school and their future careers. This mission serves as the foundation for the five key program objectives. Specifically, the program will strive to ...

- provide an intensive parent education program focusing on the parents' role as their child's first and most influential teacher;
- vigorously promote literacy, academic achievement, goal setting, and decision-making skills of all family members;
- utilize instructional strategies that are based on scientific research and that are of sufficient intensity and duration to affect change;
- actively encourage participants to make shared literacy experiences a family priority; and
- develop strong employment readiness and retention skills necessary to achieve self-sufficiency in today's competitive job market.

## Lexington One Family Literacy Program Components

### **Early Childhood**

The early childhood component is designed to ensure that your child is enrolled in a high quality learning environment. Developmental screenings are completed on each child with emphasis placed on tailoring instruction to the individual needs of each child and providing an environment that stimulates learning through play.

### **Adult Education**

The adult education component is learner driven and assists each parent in achieving his or her own educational goal. It is designed to enhance academic levels, build critical thinking skills, and strengthen interpersonal skills that are needed in today's society.

### **Parenting**

The parenting component is designed to be both an information resource and a peer support group to participating families. Parents naturally have many concerns regarding their children. This component tries to address those concerns and provide opportunities for parents to share information with one another.

### **Interactive Literacy**

Interactive literacy time is scheduled to promote parents in their role as their child's first and most important teacher. These activities are literacy based and help foster strong communication and language skills.

### **Personal Visits**

Personal visits in the center or home provide an opportunity for families to receive one-on-one individualized services using an evidence-based curriculum for parent and child. All services are tailored to achieving each family's parenting and educational goals.



## Lexington One Family Literacy Core Messages

- ★ You have the ability, the opportunity, and the **responsibility** to positively affect the future of your family.
  
- ★ **Learning opportunities** in language and literacy skills are the most powerful tools your family has to build a brighter future.
  
- ★ As a parent, it is vital that you become a full **partner** in your child's education.
  
- ★ It is important to use **positive** and **consistent** messages in your role as a parent.
  
- ★ It is important to make shared **reading experiences** and learning activities a part of your family's daily schedule.
  
- ★ You are the **model** that your child will follow. It is important to remember this as you make decisions for yourself and your family.



## **Lexington One Family Literacy Core Staff Messages**

- ★ Family Literacy staff members are to reinforce core messages in both daily interactions and instructional activities.
- ★ Family Literacy staff members have the responsibility to provide families with effective instructional services that empower them to assume responsibility for their own future.
- ★ Family Literacy staff must adhere to the program's language and literacy-based focus in order for families to achieve desired outcomes.
- ★ Family Literacy staff members are to create a learning environment that is positive, individualized, effective, flexible, and empowering to support families as they strive to reach their potential.
- ★ Family Literacy staff members set the model for families by teaching the skills necessary to reach individual goals and make positive decisions for their family. It is important to remember that your daily decisions and actions, negative and positive, can affect the outcomes of the program as well as other enrolled families.



## Lexington School District One Family Literacy Group Statement

- This is our program.
- The success or failure is up to us.
- We come together to learn, to share, to support and to encourage one another.
- Friendship, confidence, choice, and opportunity are the rewards.
- We will respect the privacy of each member by keeping group business within the group.
- We must be kind and respectful to each other.







## Program Expectations

Classes are held Monday through Thursday with varying schedules. You will be assigned a schedule that fits your academic needs and personal schedule. To receive the full benefit of the Family Literacy Program, your regular and consistent attendance is not only vital to your success, it is a requirement. Recurring tardiness will not be accepted. Students should schedule all appointments around their assigned schedule as much as possible to avoid unnecessary absences. It is the student's responsibility to contact the coordinator on those rare instances where he or she must be out of class. With the exception of extenuating circumstances (which must be pre-approved), students are allowed four unexcused absences per session. The following are considered excused absences:

- Medical (for yourself or child) \*must provide medical excuse
- Child's school event
- Religious Holiday
- Bereavement

This campus is a smoke-free site. Smoking is not permitted on the campus at anytime.

Students must sign in and out, and may not leave campus without notifying their teacher or the program coordinator.

It is important to be mindful that Adult Ed is not the only program operating on the campus. Quiet, respectful voices are expected in hallways and common areas at all times.

Any behavior that disrupts classroom instruction will not be allowed. These include:

- Sleeping
- Disrespect to peers or staff
- Use of cell phone during instruction time (cell phones are expected to be off or on silent at all times while on campus)
- Leaving class without following procedures
- Inappropriate language or behavior
- Lack of effort or commitment

## Lexington County School District One

### Family Literacy Program Dress Code

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the school district to the community. School administrators will be responsible for determining dress code violations.

**The Director reserves the right to amend any provisions that he/she deems to be in the best interest of the student or the educational process.** Students should dress for the educational setting that reflects expectations in the workplace.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, demeaning, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes chains, jewelry, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment will not be allowed.
- Attire must not provide evidence or suggested evidence of membership or affiliation with gang activity. Examples of potential gang indicators include symbols, hand signals, graffiti, and clothing/accessories. Bandannas are not allowed on campus. Hats are not allowed in school buildings. Picks or combs are not allowed in hair.
- Proper shoes must be worn at all times. Open back shoes are permitted. Shower shoes, beachwear shoes, and bedroom slippers are not permitted.

- Attire must not be obscene, profane, lewd, vulgar, indecent, or offensive. Lower garments should be of adequate length to assure modesty when the student is seated or engaged in school activities.
- Pants must be worn at the natural waistline and undergarments are not to be visible.
- Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low cut or show excessive cleavage. Shirts should be loose fitting and fully cover the upper body. Tank tops, halter-tops, shirts with spaghetti straps, and see-through shirts will not be allowed.
- Clothing must cover waist, midriff, shoulders and back.
- Clothing should not depict or promote alcohol/drugs.
- There should be no exposed undergarments.
- Sunglasses may not be worn inside the building.
- Students may not continue to attend class wearing inappropriate clothing. Students are expected to comply to ensure that a comfortable, safe, and non-confrontational environment is provided for all students.



**Lexington County School District One**  
**Family Literacy Contract**

**Parent:** \_\_\_\_\_

**Child(ren):** names and  
DOB \_\_\_\_\_

**Program:** circle one      **GED Prep**                      **ESOL**                      **Diploma /**  
**Other**

**Childcare needed?**      **Yes**      **No**

**Comments:** \_\_\_\_\_

The Lexington County District One Family Literacy Program enters into this contract with the Lexington One Parenting Program to establish each party's responsibility for attendance and participation in the Family Literacy Program. The responsibilities of each party are listed below:

**A. Family Literacy Program Responsibilities:**

1. Qualified staff will be present each day to provide high quality and effective instructional services to you and your family.
2. Staff will be prepared each day for classroom instruction and/or parent education and personal visits.
3. Staff will treat each family respectfully and equally.
4. Staff will work diligently to provide a learning environment that is comfortable, non-threatening and responsive.

**B. Family Responsibilities:**

1. Family will attend classes as assigned by the Adult Education director or staff.
2. Family will attend parenting sessions (ILA, personal visits, workshops) as scheduled.
3. Family will come prepared to learn and to engage.
4. Family will treat other families and staff with respect.
5. Family will work collaboratively with staff to create a positive learning environment.

**Adult Education students who participate in the Family Literacy program must be the parents or legal guardians of the child(ren) enrolled in the childcare. Childcare services are only available for children 0-5. Adult Education students who have children over the age of 5 may also participate in the Family Literacy program, but may not place their children ages 5 years and up in**

**the childcare facility. Students with children enrolled in on-site childcare are not permitted to leave campus, under any circumstances, without picking up their child first.**

**My signature below indicates that I have read and understand the Lexington County School District One Family Literacy Program guidelines as outlined above. I understand I must adhere to the policies in order to receive on-site childcare services. Failure to do so may result in my dismissal from the Family Literacy program.**

\_\_\_\_\_Date\_\_\_\_\_ Family Literacy Facilitator

\_\_\_\_\_Date\_\_\_\_\_ Adult Ed / Family Literacy Student

# Lexington County School District One

## Family Literacy Childcare Expectations

1. Children must attend every scheduled day unless they are ill. If they miss more than three consecutive days, a doctor's note may be required. Excessive absences will result in loss of child care slot for the program year.
2. Certificate of immunization must be kept up to date at all times during enrollment. This is to protect your child from exposure to life threatening illnesses.
3. Children may not attend childcare if they have any signs or symptoms of illness, including but not limited to: fever of 100 degrees or above, vomiting, diarrhea, rash, sore throat, conjunctivitis (pink eye), head lice, pertussis (whooping cough), or any sign of potential illness recognized by parenting or childcare staff. Children should be symptom free for 24 hours before returning to childcare.
4. All items must be clearly labeled, including bottles, cups, bags or any other personal belongings your child should need in childcare.
5. Children must be signed in and out of the child care facility each day. This is essential to ensure all children are accounted for in case of emergency evacuation, as well as for daily record keeping information.
6. Lunch will not be provided. Parents should pack a lunch for the child (microwave is available for heating). A snack will be provided for the children.
7. Bring a change of (seasonal) clothing for each child on a daily.
8. Diapers, wipes and formula / baby food must be provided from home. These can be brought daily in a diaper bag.
9. Medications can NOT be administered or stored in childcare. Should your child require medication during your class time, you will need come to the childcare facility to administer the medication to your child as necessary.
10. We welcome and encourage your involvement and support of the childcare facility; however, we ask that you limit your "visits" to drop off and pick up as much as possible so as not to disrupt childcare. Sometimes children can become confused and think it is time for pick up, then become upset when the parent has to leave. You may always call to check in on your child should you have any concerns.

2017-2018 Lexington One Family Literacy Program Survey

1. Which program(s) have you participated in this year?

- Adult Ed ESOL
- Adult Ed GED
- Diploma Program
- Home or Personal Parenting Visitations

2. How has the family literacy program helped you and your family?

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3. In what ways could we improve the family literacy services we offer?

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4. Did you participate in the monthly Interactive Literacy Activities (ILA or PACT)? If so, please tell us what you like; want more/less of and how we can improve.

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5. What were some of your goals this year, and how did we help you achieve them?

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6. If you have children who participated this year, please list their age

\_\_\_\_\_.

7. If you used childcare services, please let us know how we are doing.

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8. If this is not your first year in the program, please list how many years you have been participating \_\_\_\_\_.

9. Do you plan to return for classes next year? **YES NO** Will you need childcare?

**YES NO** If no, why not?

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Comments: