



North Valley Extended School Project

Family Handbook

School Year 2026–2027 and Summer 2027

Site Information

Site Name: Northwood Before and After School Program

School District: Northwood

Site Address: 420 Trojan Road Northwood, ND 58267

Main Office Phone: (701)587-5221

Site Coordinator: Tonya Fairchild

Site Coordinator Email: Tonya.Fairchild@northwoodk12.com

Program Hours (Before School): 7:00-8:00

Program Hours (After School): 3:30-5:00

Program Hours (Summer): 12:00-3:00

Calendar

The ESP will follow the Northwood Public School calendar. There will be no afternoon ESP on days when early outs or parent-teacher conferences are scheduled. Families will need to reapply each year by filling out a new application form at registration. In the case of bad weather or emergency:

- There will be No ESP on no school storm days
- There will be No ESP when there is early dismissal because of bad weather
- On school days when regular classes are in session, but bad weather is predicted for late afternoon, ESP may be canceled. In such a situation, an Instant Alert message will be sent

Dispute Resolution Policy

The ESP Program shall follow the Dispute Resolution Policy set forth in the Northwood Public Schools Student Handbook.

Pickup Location & Procedure

Door 19. Parents may pull up to the door at 5:00 and student(s) will be sent out. For early pick up, please message the teacher on duty and your child will be sent out Door 19.

Snacks

During the school year, a healthy snack will be provided by the ESP. Students will be charged for their daily snack through our school's Food Services Program account. Free, reduced, and full rates will apply. Participation in the ESP snack program is optional. If a student does not take snack they will not be charged for a snack that day. Students are allowed to bring an alternative healthy snack from home. Candy, gum, shelled sunflower seeds, and soda/energy drinks are not allowed. The Site Coordinator must be notified of any special dietary concerns.

Transportation

Students will be signed out to Parent/Guardian at door 19. If someone besides the parent/guardian is picking up the student, the student is signing themselves out on their own or with a sibling it **MUST** be communicated to the after school program teacher (not their school day teacher) **PRIOR** to pick up. Follow the Northwood Before/After School Program Facebook page to know what teacher to contact.

North Valley ESP Consortium

This handbook template is used across participating North Valley Extended School Project sites.

Consortium Commitments

- Real Skills. Real Experience. Real Good.
- Career awareness integration
- Family partnership focus

Welcome

Welcome to the 21st Century Community Learning Centers (21st CCLC) Extended School Program (ESP). This handbook provides an overview of program expectations, policies, and procedures and serves as part of the enrollment agreement between the program and participating families.

About the 21st CCLC Program

The 21st Century Community Learning Centers program is federally funded and administered through the North Dakota Department of Public Instruction. Programs provide academic enrichment, youth development, career awareness, and family engagement opportunities during out-of-school time.

Program Components

- Homework help and tutoring
- Reading and math support
- STEAM and enrichment activities

- Career and college awareness
- Physical activity and wellness
- Social-emotional learning
- Family engagement events

Mission Statement (Consortium)

To provide safe, engaging, high-quality extended learning opportunities that support academic growth, career awareness, and whole-child development while strengthening family and community partnerships.

Vision Statement (Consortium)

The North Valley Extended School Project, built on strong community partnerships, aims to keep children and youth in northeast North Dakota safe, supported, and engaged outside regular school hours. Its out-of-school programs promote academic growth, positive behavior, and real-world readiness. Through collaboration with families, schools, and local agencies, the initiative opens access to enriching opportunities before school, after school, and during summer, preparing students to be “Choice Ready” and active contributors to their communities.

Cost

ESP is available to families free of charge; however, enrollment in the program is limited. At times, waiting lists must be implemented due to limited space, staff, and funding.

Enrollment Requirements

Students must have completed enrollment forms, emergency contacts, authorized pickup list, and medical information on file prior to attendance. Enrollment may be limited based on staffing ratios and space.

Attendance Expectations

Attendance is flexible and students may attend as needed. If enrollment becomes too high, spots will be prioritized to those who consistently attend the program.

Sign-In and Sign-Out Procedures

Students must be signed in and signed out daily. Only authorized adults may pick up students. If there is a No Contact Order, it is the parent’s job to notify ESP. Photo ID may be required. Walk-home permission must be communicated to the after school program teacher directly from the parent/guardian.

Late Pickup Policy

Students must be picked up by program closing time. Repeated late pickups may result in program removal. Families are expected to notify the after school program teacher as soon as possible if an emergency causes a delay. Staff are required to remain on duty until all students are picked up, and your cooperation is appreciated. Emergency contacts or authorities may be called if a child is not picked up.

Health and Safety

Students who are ill or sent home from school may not attend the program that day. Parents will be notified of illness or injury.

Medication

The ESP is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies, diabetic supplies or inhalers for asthma treatment. Please contact the site coordinator if additional arrangements are needed for your child.

Student Behavior Expectations

Students are expected to be respectful, responsible, and safe. They are to follow school behavior policies. Students who aren't in the classroom for the school day due to behavior or in school suspension (ISS) will not be allowed to attend ESP until they are back in the classroom.

Discipline Process

1. Verbal reminder
2. Behavior conference
3. Parent contact
4. Parent pickup required
5. Suspension or removal from program

Data and Privacy

Attendance and student outcome data may be used for program evaluation and grant reporting in compliance with FERPA.

ESP Staff

The ESP program conducts background checks on all staff who have direct contact / interaction with students enrolled in the program.

Family Engagement

Families are encouraged to attend events, complete surveys, and participate in program activities.

Field Trips

Written permission is required for field trips. Families will receive advance notice.

Nondiscrimination Statement

Programs operate in compliance with federal and state civil rights laws and do not discriminate based on race, color, national origin, sex, disability, or age.

Photo and Media Release

A media release / opt-out choice is included in the application form.

Technology Use

All personal electronic devices must be powered off and stored in backpacks during ESP. ESP and the school are not responsible for lost or damaged devices. Technology is for educational use only. School acceptable use policies apply.

Visitors and Volunteers

Visitors must check in at the school office. Volunteers may be required to complete background checks.

Weather Closures

No program is held when school is canceled, starts late, or dismissed early due to weather or emergencies.

Parent Opportunities

Our ESP encourages all parents to be lifelong learners. Following is information for the nearest GED and workforce training options.

GED

In North Dakota, you need to take and pass the GED exam to earn your HSE (High School Equivalency) diploma. The GED examination now includes four separate tests that are set up at the level of education that high school seniors get in four years of high school. The four tests that the GED exam comes with are in the academic fields of: Literacy, Math, Social Studies, and Science. A passing score of 145 is required on each of the four GED tests.

Grand Forks Adult Learning Center - Enrollment Procedures for GED Prep Classes

1. Call (701) 795-2777 to make an appointment
2. First Meeting: Fridays beginning at 8:30 a.m.
3. Arrive at the ALC at 8:20 AM
4. Bring Photo ID and Social Security card (or Birth Certificate)
5. Complete TABE (Tests of Adult Basic Education) Locator
6. Second Meeting
7. Review TABE assessment results
8. Begin studies

GED Evening Class Registration can be arranged on the night of class, Mondays, and Thursdays from 6:30-9 p.m. Call (701) 795-2777 for more information. See <https://www.gfschools.org/ged-clone> for more information.

North Valley Career and Technology Center, Grafton

North Valley Career and Technology offers Adult Basic Education Classes and GED Testing.

To sign up for Adult Basic Education Classes to help you prepare for GED testing, or to schedule a GED exam, please contact instructor Susan Shuley at susan.shuley@k12.nd.us or call 701-352-3705.

See <https://northvalleyctc.org/services/#adult-ed> for more information

Workforce Learning

North Valley Career and Technology Center, Grafton

North Valley Career and Technology offers Paraprofessional, Certified Nurse Assistant, Commercial Drivers License and Welding training and testing.

Call Therea Hickman at 701-352-3705 or see <https://northvalleyctc.org/services/#adult-ed> for more information.

Summer Program

Purpose of Summer Program

The 21st CCLC Summer Program provides expanded academic enrichment, career awareness, and hands-on learning opportunities in a safe, supervised environment.

Registration

A separate registration is required for the summer program. Families must reapply for ESP each school year.

Summer Attendance Expectations

- Students are expected to attend regularly once enrolled
- Families should report absences
- Chronic non-attendance may result in removal if spots are limited.

Daily Schedule

Each site will publish a daily schedule including academic time, enrichment blocks, meals, and recreation.

Field Trips

- Enrichment trips may occur
- Permission slips required

Outdoor & Heat Safety

- Students will participate in outdoor activities when weather permits
- Water breaks are scheduled
- Indoor alternatives used during extreme heat

Water Activities

- Separate written permission required
- Certified supervision required

21st CCLC Family Handbook Signature Page

Family Agreement

- I have read the handbook
- I agree to program expectations
- I will maintain current contact info