



Rabun County 21st Century STAFF HANDBOOK 2018-2019

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Tiger, Georgia 30576
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www.rabuncountyschools.org

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*****Note:** The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Rabun County 21st Century Program and any of its employees.

Rabun County 21st Century Program at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

This handbook is designed to support the staff members who have dedicated themselves to the goals of helping students achieve.

Components of Staff Handbook

- A. Student Achievement – Expectations for Staff**
- B. Expectations for Instructional Staff**
- C. Student Safety**
- D. Recruitment Plan**
- E. Procedure Manual**
- F. Acknowledgement Page**

A. Student Achievement – Expectations for Staff

1. Program goals and objectives

1. Increase student academic achievement
2. Increase homework completion and class participation
3. Improve student behavior
4. Provide academic enrichment and student success
5. Increase parental/guardian support and family involvement

2. Lesson Planning

Teachers are required to provide weekly lesson plans to the Site Director each Monday, following the previous work week.

3. Terms and Conditions of Employment

Staff will be paid an hourly rate depending on the assigned position they hold. Staff are assigned to the duty as a member of the staff of the Rabun County Community of Learners at a location to be determined by the Program Director and/or Site Coordinators. The Program Director/Site Coordinator reserves the right to transfer or reassign the employee to any other position or location as needed.

4. Schedules, early release, and holidays

The after school program operates Monday through Friday from 3:15 – 5:40 pm. The program will begin September 4, 2018 and end on April 15, 2018. The program will follow the Rabun County School System calendar in regards to student holidays. In the event of inclement weather and school is released early, after school services will be cancelled as well.

5. Enrichment opportunities that support the GSE/GPS

All enrichment activities should be steered toward Georgia Standards of Excellence or Georgia Performance Standards and should be documented in lesson plans.

6. Measuring progress of goals and continuous assessment/evaluation for students

All regular classroom teachers in all schools will be asked to complete surveys three times a year per student to evaluate student progress according to the goals of the program. Teachers will use data from STAR Reading, STAR Math, STAR Early Literacy, GOFAR and other web-based programs to assess student progress in after school.

7. Assessments of Student Progress

Students will be formally assessed for progress throughout the regular school day (classroom assessments, STAR Tests, Easy CBM, etc.). Results will be shared with the after school teacher. Continuous communication between after school and regular school day teachers will be used to best meet the needs of the student.

8. Communication of Student Progress with Students, Parents, Regular School Day Teachers, and Principals.

It is important that after school teachers communicate with regular day teachers. After school teachers should check agendas daily and collaborate with regular day teachers through e-mail and/or face to face discussions concerning student progress. Materials should always be considered confidential and in the best interest of the student. After school staff will have access to student Individual Education Plans and student portfolios through password-protected secure school network folders. E-mail, teacher notes in the student agenda, and face-to-face communication between the regular school day teacher and the after school teacher provide updates on student academic needs and progress such as formative and summative assessment results, Accelerated Reader points, and/or STAR Reading and Math scores. The State Longitudinal Data System (SLDS) provides a wealth of information on our students such as EOG scores, Student Growth Percentiles (SGP), attendance and grades.

The Site Coordinator/After School teachers at each site location (RCPS, RCES and RCMS) will communicate regularly with parents/guardians of participating students in the after school program. Site coordinators and teachers may discuss academic success, behavior, experiences and challenges with parents of children in the after school program. Communication logs will be maintained at each site location: RCPS, RCES and RCMS. Emails, notes, letters and anecdotal information may be provided as a form of communication to parents as well. The county employees a translator who is available to translate written documents and attend/interpret parent phone calls and meetings. Staff should make every effort for all communication to be done in the preferred language of the parent.

It is vitally important for the program director and site coordinator to communicate regularly and effectively with school principal and administration to coordinate resources and use of school facilities. This communication can be done through routine emails, notes, letters and/or in person.

9. Maximizing Student/Teacher instruction and interaction with homework and tutoring practices

It is important to follow the schedule provided for each class to provide students with the support they need to succeed. Discipline issues should not interfere with other student learning and interrupt the instructional flow of the limited time teachers have to work with students.

10. 21st CCLC Partners and Advisory Council

Our system solicits the opinions of our stakeholders. The committee selection for the Advisory Council members is based on the need of our student population and the current outreach programs available that can support the needs. Teachers are selected on a rotation basis and parents rotate in and out as

their child participates in the program. The Advisory Council meets quarterly, including representation from our partners, along with three teachers, three parents and two students from the program. Each school site in the program will be represented by one teacher and one parent. The two student participants will represent Rabun County Elementary School and Rabun County Middle School. These meetings allow all community agencies and school personnel opportunities to collaborate and identify specific needs our students and families are dealing with and what services are available for them. Based on feedback from stakeholders, goals will be set for each school year.

11. Results of Needs Assessment

The Rabun County Community of Learners will analyze and use the results of the annual needs assessment to help determine areas of focus for our program.

12. Required Documentation

a. Communications with Regular School Day Staff (formal and informal contacts)

It is important that after school teachers communicate with regular day teachers. After school teachers should check agendas daily and collaborate with regular day teachers through e-mail and/or face to face discussions concerning student progress.

b. Parent Contacts

The Site Coordinator/After School teachers at each site location (RCPS, RCES and RCMS) will communicate regularly with parents/guardians of participating students in the after school program. Site coordinators and teachers may discuss academic success, behavior, experiences and challenges with parents of children in the after school program. Communication logs will be maintained at each site location: RCPS, RCES and RCMS. Emails, notes, letters and anecdotal information may be provided as a form of communication to parents as well.

c. Parent Involvement Activities

The Rabun County Community of Learners will work closely with the Family Engagement Specialist to provide parent involvement activities.

d. Student Attendance

Regular attendance is required. In order for students to get the full benefit of the after school program, we strongly recommend that they attend every day. We realize that students have illnesses and other events that may prohibit them from attending. We consider students to be regular in attendance when they participate four (4) of the five (5) days of operation weekly. Students who leave before 5:40 each day will need to be signed out by their parent/guardian.

Frequent absences and/or checkouts will result in dismissal from the program.

e. Student Progress

Constant communication between regular day teachers and after school staff will be used to monitor student progress. After school staff will have access to student Individual Education Plans and student portfolios through password-protected secure school network folders. E-mail, teacher notes in the student agenda, and face-to-face communication between the regular school day teacher and the after school teacher provide updates on student academic needs and progress such as formative and summative assessment results, Accelerated Reader points, and/or STAR Reading and Math scores. The State Longitudinal Data System (SLDS) provides a wealth of information on our students such as EOG scores, Student Growth Percentiles (SGP), attendance and grades.

B. Expectations for Instructional Staff

1. Application Process for Employment

- Each applicant/contractor is to fill out a Rabun County 21st Century application; which can be found at the main 21st Century Office at 963 Tiger Connector Road, Tiger, GA 30576.
- Each application/proposal is then reviewed by the 21st Century Program Director and appropriate Site Coordinator or Administrator. Based on the information provided by the applicant/contractor, a decision is made regarding employment.
- If the applicant is not a regular employee of the Rabun County Board of Education the 21st Century Program Director will coordinate with the Human Resources Director for the school system to determine eligibility.
- All non-employees of the Rabun County Board of Education who have applied for positions will be submitted to the Board of Education for approval.
- Employees will be notified of hiring/positions by the 21st Century Program Director and/or appropriate Site Coordinator or Administrator
- The new hire will have a State and Federal Background Check completed once hiring has been established.

2. Annual National Criminal Background Check

All staff members are required to have a national background and fingerprint check annually; no exceptions. Anyone not in compliance with this will not be able to continue to work in the program.

It is the responsibility of the staff member to stay abreast of when and where the scheduled events take place and be punctual in this procedure. If there are questionable results, the program director will review and determine if employee will be hired for the afterschool program.

2. Lesson Plans

Teachers are required to provide weekly lesson plans to the Site Director each Monday, following the previous work week.

3. Criteria for Formal and Informal Observations, Walk-throughs, and Annual Performance Evaluation

Walk through visits and performance observations are mandatory throughout the year with a minimum of two observations. ; teachers two times per year and paraprofessionals one time per year

Staff will meet formally with the site coordinator and program director a minimum of two times per year for the mid year and end of year evaluation conferences.

4. Evaluations/Feedback/Results of Poor Performance and/or Employee Disciplinary Action

All staff evaluations will be conducted by the building principals, assistant principals, and the 21st Century Program Director. Staff members do not have to agree with the results of the evaluations, but the site director does have the authority to make decisions about future employment in the event a staff member fails to be within compliance of what is expected.

5. Professional Learning Requirements and additional opportunities

All staff members are required to meet the expectations of the professional learning components of the grant regardless of the year they begin working within the grant time frame. Additional professional learning opportunities are provided at each site at the discretion of the site director.

PROFESSIONAL LEARNING - CALENDAR OF EVENTS	
<u>DATE</u>	<u>EVENT</u>
7/24/2018	21st CCLC Program FY19 Sub-grantee Training-Day 1
7/25/2018	21st CCLC Program FY19 Sub-grantee Training-Day 2
8/3/2018	Darkness to Light Training
8/7/2018	Darkness to Light Training
10/9/2018	21st Century Parapro Math Training
1/4/2018	Technology Training with Brian Buffington
	More opportunities may arise as the year goes on

6. Required documentation of Time and Effort to Meet 21st Century Grant Guidelines

All staff members are expected to sign in daily using a paper copy. All staff members are expected to sign his/her own time sheet each month and then forward to the site coordinator for review and signature. Once reviewed by the site coordinator, the time sheets will be forwarded to the program director for his/her signature. Any time sheet unsigned will not be submitted for payment through the finance office of the school system.

7. Code of Ethics

All staff members are expected to follow the Code of Conduct concerning professionalism that is under the guidelines of the Rabun County School System. Each staff member is required to complete Compliance Director Verifications related to Code of Ethics, Child Abuse, Sexual Assault/Harassment, Confidentiality, and Internet safety guidelines. Any employee unable to remain within those guidelines would be subject to termination and disciplinary action. See copy of Harassment Policy and Child Abuse or Neglect policy below:

8. Role in Parent Engagement

It is vitally important to the 21st CCLC program to use every opportunity to actively engage parents in parent involvement. Benefits from parent involvement include:

- Increasing communication between parents and children.
- Increasing confidence within adults in ways they can help their children both academically and emotionally.
- Emphasizing the importance of education and the role adults play.
- Building positive relationships between school, home and community.

The Rabun County Community of Learners will work in conjunction with the Rabun County School System Family Engagement Specialist to encourage parent engagement.

9. Inventory and Supplies

The site coordinators have the responsibility of maintaining an inventory of supplies, materials, and equipment for 21st CCLC. All staff members are required to check out materials through those designated people. All after school materials are to remain in the designated building at all times. Any misuse, abuse or waste of materials or equipment should be reported to the program director immediately.

When a purchase has a usable life of over a year it will be added to the Rabun County Community of Learners Inventory. The inventory is maintained on a database that identifies the item description, serial number, funding source (including FAIN and purchase order number), Title, vendor, acquisition date, unit cost, location, use, condition, and disposition (if applicable). There are no vendor contracts maintained. When new equipment is purchased for federal programs it must be tagged by the technology department and added to inventory.

10. Internet and Computer Usage

The Board of Education believes that the use of the Internet in instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines are warranted in order to serve the educational needs of students.

It shall be the policy of the Rabun County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure”, as defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the Superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called “hacking” and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. Restrict minors’ access to materials “harmful to minors” as that term is defined in Section 1703(b) (2) of the Children’s Internet Protection Act of 2000.

3. Provide the students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyberbullying; and how to respond when subjected to cyberbullying.”
 - a. In order for a student or staff member to gain access to the Internet, the student and student’s parent(s)/guardian(s) must sign an Internet Access Agreement. All staff who will utilize the internet must sign an Internet Access Agreement also.
 - b. It must be understood by all concerned that the global and fluid nature of the Internet network’s contents makes it extremely difficult for the Board to completely regulate and monitor the information received or sent by students. As such, the Board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

Rabun County Board of Education Acceptable Use Procedures

The Board of Education believes that the use of the Internet in instructional program is an educational tool which facilitates communication, innovation, resource sharing and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of students.

All people using the Internet shall comply with the administrative procedures provided by the administration regarding Internet use. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students and staff. Everyone using the Internet must be advised that privacy is not guaranteed.

In addition, use of the Internet is a privilege, not a right. Any student violating the Board’s policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary and/or legal action. In cases where faculty or staff is involved, appropriate legal agencies will be contacted and the school system will determine if the matter is grounds for dismissal.

The Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The Rabun County School System or individual schools in the system will not be responsible for any damages the user may suffer. Use of any information obtained via the Internet is at the user’s own risk. The School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

Rabun County Schools provides technology resources for the purpose of supporting the school system and its educational mission. This policy establishes the boundaries of “acceptable use” of these limited electronic resources, including computers, networks, email and other electronic information and services. Authorized users of these electronic resources assume personal responsibility for their appropriate use and agree to comply with this policy, other related school policies, and state and federal laws and regulations.

In order for a student to gain access to the Internet, the student and student’s parent(s)/guardian(s) must sign an Internet Access Agreement. All staff who will utilize the internet must sign an Internet Access Agreement also.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents makes it extremely difficult for the Board to completely regulate and monitor the information received or sent by students. As such, the Board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

11. Mandated Reporter

All Rabun County School System personnel and volunteers who have reason or cause to believe that a child is being or has been abused or neglected shall report that abuse or neglect to the principal or designee in accordance with Georgia law and the protocol for handling child abuse cases for Rabun County, Georgia.

The report to DFCS must be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused.

Under no circumstances may the principal or designee to whom a notification of child abuse has been made "exercise any control, restraint, modification, or make other change to the information provided by the reporter, although each of the aforementioned persons (mandated reporters) may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report."

12. Fraud, Waste, and Abuse

Reporting fraud, waste or abuse – The 21st Century Program abides by the Rabun County Board of Education police regarding Fraud, Waste and Abuse. Anyone suspecting fraud, waste or abuse involving US ED funds or programs should call or write:

Rabun County Board of Education Melissa Williams, Superintendent 963 Tiger Connector Road Tiger, GA 30576 PH: 706-212-4350	Georgia Department of Education Office of Legal Services 205 Jesse Hill Jr. Drive SE 2052 Twin Towers East Atlanta, GA 30334 PH: 404-463-1537 Email: sdarake@doe.k12.ga.us
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13. Sexual Harassment

It is the policy of the Rabun County School District to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should

also be reported; harassment can take many forms, and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional development, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

14. Complaint Procedure

Board Policy GAE describes the complaint and grievances procedures for certified personnel. Parents/school communication is described in student handbooks and on the website. Parents are expected to address complaints or grievances beginning at the school level with the teacher first and then the administration. Central office personnel should be contacted next should parents feel the issues have not been resolved. If still unsatisfied, the superintendent should be contacted. Parents have the right to speak to the Board of Education through public participation at a Board of Education meeting. Conferences forms/notes/minutes are kept on file as documentation of the issues. The complaint procedures describe grounds for complaints, federal programs for which complaints can be filed, filing and investigation of a complaint, as well as rights to appeal. The GaDOE address to which complaints should be filed is included in the procedure.

A. Grounds for a Complaint

Any individual, organization or agency ("complainant") may file a complaint with the Rabun County Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies

2. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
3. Title I, Part C: Migrant Education Program
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund
5. Title II, Part D: Enhancing Education Through Technology
6. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
7. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
8. Title IV-B, 21st Century Community Learning Center
9. Title VI, B: Rural Education Achievement Program (REAP)
10. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
11. The McKinney-Vento Act;
12. School Improvement 1003(a) and 1003(g) (SIG);

C. Filing a Complaint

A formal complaint must be filed in writing to the Rabun County School System Superintendent or his/her designee.

The complaint must include the following:

1. A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of names and telephone numbers of individuals who can provide additional information;
5. Copies of all applicable documents supporting the complaint's position; and
6. The address of the complaint.

The complaint must be addressed to:

Superintendent
Rabun County Schools
963 Tiger Connector Road
Tiger, GA 30576

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the Department received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Department may investigate or address the complaint;
4. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day time lines outlined above may

be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

E. Right of Appeal

If the parent, guardian, or unaccompanied youth do not agree with the decision of the Superintendent, an appeal may be filed with the Local Board of Education.

Within thirty working days of receipt of the appeal of the Superintendent's decision, the Superintendent will present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board will review the original complaint, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

The Board of Education will either uphold the recommendation of the Superintendent or require the District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement that will include the right to appeal to the Georgia Department of Education. The Board will be the final reviewing authority within the system.

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal. The complaint must be addressed to: Georgia Department of Education, Office of School Improvement, Federal Programs Division, 1858 Twin Towers East, 205 Jesse Hill Jr. Drive, S.E., 2052 Twin Tower East, Atlanta, GA 30334.

15. Non-discriminatory Expectations

The 21st CCLC After School Program follows the same guidelines for employment regarding non-discriminatory expectations as the Rabun County School System.

Confidentiality

Staff shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information.

Unethical conduct includes but is not limited to:

- Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
- Sharing of confidential information restricted by state or federal law;
- Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
- Violation of other confidentiality agreements required by state or local policy.

Compliance with Federal Regulations

The 21st CCLC After School Program for Rabun County School System follows the compliance guidelines for ADA, IDEA, and any other federal regulations or laws. All students are considered for the after school program and staff members should follow the mandates for students with IEP's or 504 plans accordingly, as well as encourage language development with those students whose native language is other than English.

C. Student Safety

1. Emergency Plan, Evacuation Routes, and Practice Drills

All staff members should follow the emergency plan for each site as directed by the site coordinator. All staff should be familiar with evacuation routes and participate with students in practice drills for fire drills, severe weather drills, and any other emergency procedure that may occur.

EMERGENCY PROCEDURES AT RCPS, RCES & RCMS

In the event of emergency drills or an actual emergency, students are to follow the instructions of the teacher. Emergency procedures are posted in every room. Students should familiarize themselves with these procedures by practicing monthly fire drills and frequent severe weather drills.

FIRE DRILLS AND OTHER EMERGENCIES – REQUIRING EVACUATION OF SCHOOLS BUILDINGS

School Buildings

Evacuation of the building will proceed in an orderly fashion. Students must remain together with their class so that teachers can report any missing students to the director.

Tornado Drills and Other Severe Weather Drills

Tornado Watch: Tornadoes and severe thunderstorms are possible.

Tornado Warning: A tornado has been detected in the area. Take shelter immediately.

In the event of a tornado or tornado drill, everyone is to proceed to the assigned area as posted in classrooms and be seated along an inside wall in an orderly fashion. Areas near glass windows and doors and large open spaces like the media center, lunchroom, gymnasium, construction shop and technology center should be avoided.

Terrorist/Sniper

On the sound of the alarm or announcement of "CODE RED," all personnel and students, should immediately seek cover in the classroom. . If this happens during a break, lunch, before school etc., students should move to the next scheduled room assignment in an orderly fashion following the instructions of the teacher. If a student is alone (bathroom, etc.) they should seek shelter in the nearest classroom. Once all students are in the classroom the doors will be locked and students will take positions out of the line of sight from any windows or doors. Do not open the door until the all clear has been given.

Snow and Other Emergency Conditions

When there are snowy or icy conditions, the following radio and television stations will announce school closings: SKY 96.3 WRBN WSB-TV WCBS-TV

School closing information may also be obtained by calling RCES at 706-782-3116, RCPS at 706-782-3831 and RCMS at 706-782-5470 or by connecting to the school's web site at www.rabuncountyschools.org. We will also attempt to contact all student home telephone numbers through our automated system. Students should know what to do and where to go in the event of an early dismissal. Parents should discuss this with their children.

Please refer to the Rabun County Schools EMERGENCY PREPAREDNESS PLAN for more specific emergency information located on the school's website at www.rabuncountyschools.org

2. Behavior Plan

All staff members are to use the discipline form provided by the school system to report student infractions to the site director. Site directors will work with principals to discuss and decide on appropriate consequences for student misbehavior. All sites will follow the three strike rule where three major discipline incidents will result in the student being dismissed from the program.

All staff members are responsible for getting students to their pickup and drop off point at the end of the after school day. Staff members should walk their students to their destination being the last person out of the room and leaving it secure and ready to use the next day.

Staff members are responsible for closely monitoring students while using the computer.

Staff members are responsible for keeping an accurate account of students while on an approved field trip using the school system's approved field trip form for parent consent for travel.

Rules in 21st Century follow the same rules in place for discipline in each school according to the student handbook.

Guidelines for Student Behavior

In the event a behavior issue occurs, the teacher will have a conversation with the student to resolve the issue. This conversation is documented on each student's behavior referral form. A follow up phone conversation to the parent is documented as well. In the event of multiple behavior referrals, students will lose the opportunity to participate in the program. The site coordinators reserve the right to make immediate decisions concerning discipline depending on the nature and severity of the offense.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system; and
- At school bus stops.

The purpose of this code is to provide students in the Rabun County School System an effective and safe learning environment. The school's primary goal is to educate, not to punish; however, when the

behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct. Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS. The Georgia General Assembly mandated this statement be included in the Student Code of Conduct Student codes of conduct must encourage parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

Authority of the Teacher

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law. Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee. The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

3. Social Skill Instruction, Anti-Bullying Strategies, Relationship Building

Staff members are expected to stay abreast of student interactions concerning social skills to avoid bullying issues and address issues in a positive manner to build positive relationships with students and parents.

Staff will follow the PBIS procedures and character education programs in place at each school.

4. Transportation Procedures

Parent Pick Up/Check Out Procedures

Parent pick up will begin at 5:40pm. If picked up at the primary and elementary schools during regular dismissal time, supervisors will deliver students to their respective cars to ensure student safety. If parents wish to pick up their child before 5:40 pm, they should report to the office and sign the student check-out sheet. If a child must be picked up by someone other than their parent or guardian a note must be written by the parent and brought to the After School office by the child. Persons signing the student out may be asked for identification, and must be 18 years of age or older. We request parents not pick students up early if at all possible. Students are not allowed to check themselves out. Frequent early pickups will result in withdrawal from the program.

Bus Transportation Procedures

After the student is registered in the After School Program, the transportation director maps home and school locations to create bus routes for transporting the students attending each of the after school sites. Students will only be permitted to ride the bus if they attended the After School Program that day. Students attending other school events, and not in attendance in the After School program will be prohibited from riding the bus home. After school program transportation should require 4 buses and 4 drivers operating from 5:40 pm to 6:15 pm with no student being transported for more than one hour. Bus monitors will be available to ride buses, if necessary.

Notification for transportation services will be sent home via a letter from the Program Director. The letter will provide pertinent information to the designated pick-up and drop-off sites along with times for each bus route. Parents can accept or refuse transportation services. Once the registration process is complete a data base will be created with all student information, including phone numbers, addresses, contact information, etc. Every bus driver, site coordinator and program director will have access to this information. All transportation records will remain on file and updated as needed.

Bus Safety

The three school sites are easily accessible to students and family members using the school bus transportation or family transportation. Each facility is in a safe part of the community and the campuses are regularly patrolled by the Rabun County Sheriff's Department and the School Resource Officer.

The program's transportation system will be designed and directed by the school system's Director of Transportation. All bus drivers for the Rabun County School System must undergo 12 hours of classroom training, 6 hours of driving without students and 6 hours of driving with students. They are then required to pass the state mandated test for certification. RCSS bus drivers are randomly drug tested every three months. Also, as required by law and stated in our LEA Board Policy, any person working in the Rabun County School System will be required to undergo a national criminal background check.

The Rabun County School District provides bus transportation to those locations which buses may access safely. Students are expected to observe all rules appropriate in school while on the bus in addition to the following:

1. Any problems on the school bus should first be reported to the bus driver.
2. Only ordinary conversation is permitted. No loud talking or yelling.
3. Students must refrain from throwing anything.
4. Students must not put any part of their body out of the windows.
5. Only administrators or bus driver may assign seats.
6. No eating or drinking is allowed.
7. Vandalism may result in bus suspension until damages are paid for.
8. A student who sets off the emergency alarm or opens an emergency door may be assigned and/or face other disciplinary consequences.
9. A student who opens an emergency door on a moving bus may be assigned OSS.
10. Students may only be picked up and dropped off at their homes unless a Transportation Request form is signed by the parent in the office in advance. Serious disciplinary problems on the school bus may result in the suspension of bus riding privileges. This does not excuse the student from attending schools.

5. Student Internet Usage

Access to the school's Internet is provided for educational purposes and research consistent with the school system's educational mission and goals.

Parents shall be required to sign the Internet Network Access Agreement form allowing their child to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures and understand the consequences for the violation of said administrative procedure.

The use of the school system's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time.

Electronic resources provided by the system are limited. When demand for these resources exceeds available capacity, priorities for their use will be established and enforced. Authorized faculty and staff may set and change the priorities for these resources. The highest priority for use of system-wide electronic resources will include uses that support the educational and business mission of the school system, purchased services and online testing.

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include, but are not limited to the following:

Accessing, sending, or posting materials or communications that is:

1. Damaging to another's reputation,
2. Abusive,
3. Obscene,

4. Sexually oriented, pornographic
5. Threatening, harmful to minors
6. Contrary to the school's policy on harassment
7. Abusive, demeaning to another person

The Rabun County School System cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from illegal and/or inappropriate material. The district shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under these guidelines.

6. Field Trip Procedures

The field trip must have the ability to change grades, bring college awareness, career awareness, support the program goals and objectives as listed in the grant application and have a positive impact on student growth and achievement. They should be connected to the academic or enrichment program and provide an educational experience from which students can grow academically. Field trips for entertainment purposes are not allowable.

Site directors will submit requests to the program director.

If reimbursement (cost) is required field trip requests must be submitted to the state with no less than two weeks' notice before the scheduled trip.

D. Recruitment Plan

Targeted students are selected from grades PK-8th by the following methods at each site location:

Rabun County Primary School – PK-2nd Grade

After School applications will be given out to parents during “Meet the Teacher/Open House” night on August 6, 2018 prior to school beginning on August 8, 2018. Posters and signs will be on display to promote the after school program. A list will be compiled and students will be prioritized based on: enrollment in program in previous years, siblings, academic needs, and date of application.

During the course of the school year, teachers will recommend a student for the after school program if the student is at risk of failing due to test scores, grades and RTI/Special Education status.

Rabun County Elementary School - 3rd-6th

After School applications will be given out to parents during “Meet the Teacher/Open House” night on August 6, 2018 prior to school beginning on August 8, 2018. Posters and signs will be on display to promote the after school program. A list will be compiled and students will be prioritized based on: enrollment in program in previous years, siblings, academic needs, and date of application.

During the course of the school year, teachers will recommend a student for the after school program if the student is at risk of failing due to test scores, grades and RTI/Special Education status.

Rabun County Middle School – 7th-8th

After School applications will be given out to parents during “Meet the Teacher/Open House” night on August 6, 2018 prior to school beginning on August 8, 2018. Posters will be on display to promote the after school program. A list will be compiled and students will be prioritized based on: enrollment in program in previous years, siblings, academic needs, and date of application.

During the course of the school year, applications will be given to parents during conferences if the student is at risk of failing, poor attendance, etc. Applications will be given to parents at IEP meetings.

Once progress reports go home, teachers will make a recommendation for parents to sign their child up for the after school program if at risk.

Recruitment Plan for Private Schools in our School District

We have two private schools in our school district: Little Way School and Rabun Gap Nacoochee School, and Tallulah Falls School. The Rabun County School District invited representatives of all private schools within our district to a consultation meeting regarding their participation in all federally funded programs for the **2018-2019 school year**. Private schools were invited via certified letter.

This meeting was held on October 12, 2017. No private schools chose to attend the meeting. If the private schools show any interest in the program, the 21st Century program administration will meet with the private schools to share programming information and opportunities for their students.

E. Policies and Procedures

Rabun County Schools will enforce the following administrative procedures. Although some specific examples of prohibited uses are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary actions leading to dismissal, and/or appropriated legal action.

- **Nepotism Policy**

The Rabun County Community of Learners follows the Rabun County Board of Education Policy which states:

In compliance with Georgia Board of Education Rule 160-5-1-.36(5) Local School Board Governance, the Board of Education (“the Board”) adopts the following nepotism provisions:

No person who has an immediate family member sitting on the Board or serving as the Superintendent or as a principal, assistant principal, or system administrative staff shall be eligible to serve as a member of the Board, provided that the immediate family member’s employment in his or her position began on or after January 1, 2010. This paragraph shall apply only to Board members elected or appointed on or after July 1, 2009. Nothing in this paragraph shall affect the employment of any person who was employed by the Board on or before July 1, 2009, or who is employed by the Board when an immediate family member becomes a Board member.

No person shall be eligible to be appointed, employed, or to serve as the Superintendent of Schools who has an immediate family member sitting on the Board or who has an immediate family member hired as or promoted to a position as principal, assistant principal, or system administrative staff on or after July 1, 2009, provided that the immediate family member’s employment in his or her position began on or after January 1, 2010. Nothing in this paragraph shall affect the employment of any person who was employed on or before July 1, 2009, or who is employed when an immediate family member becomes the Superintendent.

- **Hiring/Employment Policy**

See Application Process for Employment and Job Descriptions.

The ***program director*** will be a certified administrator with a master’s degree and elementary or middle school certification and experience, and be responsible for general administrative responsibilities as delegated by the superintendent. The job description for the program director includes the following duties: The director will prepare, operate, open, and close each project activity and component. The program director will coordinate food, transportation services, curriculum, instruction and assessment, enrichment, as well as schedule professional learning and community agency services. He/she will serve as a liaison between after school and summer school programs and regular day programs and complete all 21st Century Grant reports. The director will oversee the site coordinators' activities.

Site coordinators will be hired based on the application process with the criteria that they have experience in extended day/year activities and meet qualifications as the School Board may find appropriate and acceptable. The site coordinator will work a minimum of 130 days which will include some teaching responsibilities and report to the program director. They will be responsible for all approved expenditures, follow federal guidelines and be responsible for record-keeping and documentation of food distribution, enroll new students, maintain attendance, and collect any data required by federal guidelines or the 21st Century Grant, such as teacher and paraprofessional time sheets, documentation of parent meetings and mentor hours. They will be responsible for planning and scheduling student activities such as snack, homework, instructional activities, technology, recreational time, and enrichment activities, as well as scheduling teachers and paraprofessionals to meet the needs of the students. They will be responsible for ensuring that all the rules and regulations required at the day school be followed in the after school program as well as handle major discipline problems. They will ensure that there is communication and collaboration between the after school and day teachers. They will supervise all mentors and volunteers. They will be responsible for seeing that every child has been picked up and transported home at the end of each day. They will be responsible for any other duties as assigned by the program director.

Academic teachers will apply for positions in the program and selections will be made by the Program Director and principals. They will hold a valid Georgia professional teaching certificate. Enrichment teachers may be employed based on a specific skill set related to the enrichment activity, and will be expected to fulfill all teacher responsibilities and will report to the site coordinator. Their instructional duties will include demonstrating professional practices in teaching to provide effective instruction, modeling the correct use of oral and written language, implementing the designated curriculum, maintaining lesson plans that provide student-focused activities, promoting engagement of all students in all lessons, knowing the strengths and weaknesses of every student by communicating regularly with the day teacher and assessing academic gains through standardized tests and classroom assignments, and monitoring student progress continuously in order to respond to their performance with timely, appropriate feedback. Teachers will manage their time effectively by handling non-instructional tasks efficiently, maintaining student behavior using appropriate strategies, as well as assisting with food distribution and bus loading or parent pick up. Teachers will demonstrate behavior consistent with all school and system policies by interacting professionally and cooperate with administrators, support personnel, and colleagues, assuming responsibilities for the success of the total program as well as supervising students in an out-of-class setting, and adhering to all local, state and federal regulations. Teachers will perform other duties as assigned by the site coordinator.

Paraprofessionals will be selected from licensed applicants who have a minimum of a high school diploma or GED, and have an associate's degree or completed 60 semester hours of coursework or passed a PSC approved Paraprofessional Assessment. It is desirable that they will have knowledge of child development and understand the nature of the child, good interpersonal skills, clerical skills, which include computer skills, and acquaintance with office media and equipment. They will report to the teacher and their duties may be increased, decreased, or modified as needed by the teacher or site coordinator.

The job duties for paraprofessionals include:

- Instructional responsibilities include conducting small group or individual classroom activities based on lesson plans developed by the teacher.
- Assisting with the continuous supervision of the students to ensure safety at all times.

- Assisting with student assessment by grading work or collecting data on student progress.
- Assisting with monitoring and intervention strategies for individual students and providing classroom services in the short-term absence of the teacher.
- Management duties include assisting with routine record-keeping, preparing, maintaining or inventorying materials for instruction, locating, operating, and returning equipment, assisting with classroom housekeeping, and assisting with school-wide supervision such as loading or unloading buses. Other duties include complying with the guidelines of the faculty/staff handbook, maintaining confidentiality, understanding the roles and responsibilities of the educational staff, following the directions of teachers or other supervisors including any assigned duties, following the chain of command, and demonstrating dependability, integrity, respect for student differences, and other standards of ethical conduct.

Substitutes (teachers and paraprofessionals) will be selected from applicants who are currently approved substitutes within the Rabun County School System. They will be expected to have good interpersonal skills, enthusiasm for working with children, and a service-oriented attitude. They will report to the site coordinator and/or the teacher and perform duties under their supervision.

- Their instructional responsibilities may include conducting small group or individual classroom activities based on lesson plans written by the teacher or site coordinator, and modeling correct use of oral and written language.
- They may assist with routine record-keeping, food distribution, preparing materials for instruction or locating, operating, and returning equipment. Other responsibilities include following professional practices consistent with school and system policies in working with students, student records, parents, and colleagues.
- They will be expected to interact in a professional way with students and parents, adhere to all local, state, and federal regulations and perform other duties as assigned.

The **data manager** will have a minimum of a high-school diploma and 1 to 3 years of experience in the field and report to the program director. The job description for the data manager includes the following duties. They will maintain records for the period set by the grant requirements, the 21st Century notebook for each of the grants, and a hard copy of attendance and student registrations. They will complete data entry for attendance, registration, activities, etc. in the Cayen 21 After School Program per the data entry deadlines. They will monitor site level reports to ensure proper APR reporting, attend informational or training meetings as scheduled, or complete any other duties that may be assigned by the program director.

All **mentors and volunteers** will be screened and trained for volunteering in the programs. They will be expected to have good interpersonal skills, enthusiasm for working with children, and a service-oriented attitude. They will report to the site coordinator and/or the teacher and perform duties under their supervision. Their instructional responsibilities may include conducting small group or individual classroom activities based on lesson plans written by the teacher or site coordinator, and modeling correct use of oral and written language. They may assist with routine record-keeping, food distribution, preparing materials for instruction or locating, operating, and returning equipment. Other responsibilities include following professional practices consistent with school and system policies in working with students, student records, parents, and colleagues. They will be expected to interact in a professional way with students and parents, adhere to all local, state, and federal regulations and perform other duties as assigned. Rabun Community of Learners will utilize community members as mentors and volunteers who will be trained to work with individuals or small groups and a flexible

schedule will be in effect due to the number of retirees. The building of a culture of meeting the needs of all our families and students is established and the ongoing success is recognized as both an opportunity and responsibility through the collaborative efforts of all stakeholders.

Staff members can be reassigned at any time there is a shift in student numbers during operational hours. Teachers and paraprofessionals are chosen by site directors to address specific needs of the student population according to the goals of the 21st CCLC grant. There is no guarantee for regular employment at any point during the school year.

- **Technical Evaluations of Proposals and Selecting Recipients**

All bids and purchases must be approved by the program director. Rabun County Community of Learners will follow the small purchase rule which states that we will obtain a minimum of two quotes for purchases over \$10000. When the quote/ bid process is complete the program director will consult with the superintendent and finance director to choose the vendor that best serves the needs of the students of the Rabun County Community of Learners.

It is the policy and desire of the Rabun County Board of Education that the funds of the school system be used in the most economical manner to obtain the best product for the students, staff and taxpayers of the school district. To that end, the Board adopts the following policy to govern all construction projects and major purchases:

Policies and procedures mandated by the Georgia Department of Education or the federal government, whichever is most restrictive, shall be followed for all projects or purchases which involve state or federal funds.

The following procedure will be followed for any purchase or project involving solely the expenditure of local funds and for which the Board of Education determines that competitive bidding will result in economic savings and a quality product or project:

- a. A set of written specifications will be prepared by the Board of Education, the Superintendent or an administrator appointed by the Board or Superintendent with the expertise necessary to develop the specifications. Outside experts or professionals, including architects and engineers, may be utilized as authorized by the Board to prepare the specifications or assist in their preparation.
- b. As part of the specifications, a procedure will be established to notify businesses and members of the public who may have an interest in bidding on the project. These notice procedures may include ads in local newspapers, trade journals or other publications and may include posting notices at the Board offices, the schools or other locations, depending upon the nature of the project or purchase. The specifications and the bidding notice shall be available to any member of the public who requests a copy from the Superintendent's office.
- c. The specifications will include sufficient detail to ensure that all bids will be comparable in terms of the service or product to be provided. Any proposed alternates which the Board

may wish to consider must be clearly identified in the bid specifications, and separate bids will be listed on the bid form as to each alternate, together with a base bid.

- d. A bid form which will be completed by each bidder will be prepared as a part of the specifications. The bid notice will also specify a date and time by which all bids must be received. All bids will be sealed and will be opened at the same time by the Board of Education, Superintendent, or other administrator designated by the Board of Education or Superintendent.
- e. In the event a pre-bid conference is felt to be necessary, a time will be established for the conference in the notice to bidders. Only one pre-bid conference will be required unless the Board or Superintendent feels that it is necessary to clarify or explain any aspect of the specifications. In the event an inquiry from a bidder results in an interpretation or modification of the specifications, such interpretation or modification will be placed in writing and distributed to all known bidders and distributed in the same manner provided for the bid notice.
- f. When a contract exceeds \$100,000.00 a bid bond shall be provided by bid contractors or vendor or contractor.
- g. The specifications will always state that the Board of Education retains the right to reject any bid based upon a determination that the bidder is not responsible or cannot meet the requirements of the specifications or a determination that the bid as submitted does not meet the requirements of the specifications or reject all bids for any reason.
- h. The specific details as to the notice required and the bidding requirements for each purchase or project shall be established by the Board of Education, the Superintendent or other administrator designated by the Board or Superintendent and may vary from one product or purchase to another but shall always be designed to provide the best product to the most economical price.
- i. Under all contracts, the bidder shall provide Workman's Compensation, unemployment and a minimum of \$250,000.00 liability insurance.
- j. Under certain circumstances where only local funds are to be used, the Board of Education may determine that there exists no need to use a competitive bidding process and that the best product for the most economical price can be obtained without using such a process. Any purchase of less than \$5,000 would be included in this category. Other examples, not intended to be exhaustive, may include situations where there exists only one bidder in the area for a certain type of product or project or where the Board of Education has already contracted with a bidder to provide a certain product or project and believes that utilizing the services of the bidder already under contract would be most economical and beneficial to the system with regard to a new product or project. A competitive bidding procedure as outlined above shall be used for any purchase or project over \$5,000 unless it is specifically determined by the Board or Superintendent that circumstances such as those outlined in this paragraph justify not using these bidding procedures.

- k. All purchases with federal funds of contract or subcontract expected to equal or exceed \$150,000 will be checked against System for Award Management (SAM) for suspension or debarment. Evidence of the verification will be in form of a print screen or other digital method that is readily available and will include who checked, when it was checked and the query criteria. For USDA programs, LEA may elect to have successful bidder complete certification regarding debarment, suspension, ineligibility and voluntary exclusion-lower tier covered transactions form.

- **Written Travel Policy**

All 21st Century Program Staff Members must follow the Statewide Travel Regulations (**see regulations, travel expense form with instructions, and the Local Hotel/Motel Excise Tax and the Use Tax Certificate of Exemption available from the finance office**). All travel expense forms must be submitted within 30 days of conference/workshop. Reimbursements may be DECLINED if not submitted within this timeframe.

- Eligibility to incur lodging expenses now requires an employee to travel more than 50 miles from home or headquarters (previously, 30 miles).
- Employees should be sure to present the Hotel/Motel Excise Tax Form and the Sales and Use Tax Certificate of Exemption forms (usually printed front and back) to the appropriate persons when they check in at their hotel.
- Failure to use these forms will result in an employee being held liable for Tax incurred.
- The travel regulations will now prohibit an employee from receiving their per diem for a meal in a situation when they are at a conference, and the specific meal is provided.
- Generally, lunch is not reimbursable unless the employee is out overnight or for more than 13 hours.
- Reimbursement for registration, parking, etc. requires receipts of payment.
- Indicate on the travel form what type of meeting, conference, etc. was attended.
- ALL Travel reimbursement is paid by the Central Office
- Employees receiving a daily travel allowance should turn their Employee Expense
- Statement form in monthly for mileage reimbursement.
- When traveling to conferences, the Employee Expense Statement form and appropriate documentation should be sent to the Central Office as soon as possible.

- **Compensation (Time and Effort) Policy**

Employees paid with 21st Century funds are responsible for maintaining a time sheet each month with the hours they actively worked for the 21st Century program. On the payroll cutoff date each month employees must sign and date their time sheet and submit it to their site coordinator. Site coordinators then sign and submit the forms to the program director. The program director checks for accuracy and signs off on the forms. The forms are then delivered to the payroll clerk who processes them for payment.

21st Century employees do not earn or acquire leave or benefits.

Periodic certifications are completed three times a year. December, May, and at the end of the summer program.

- **Conflict of Interest Policy**

It is the intent of the Rabun County 21st Century Afterschool Program that except for substitutes or temporary assignments, members of the same family shall not oversee and evaluate another member of the same family. Same family members are defined as husband, wife, mother, father, grandmother, grandfather, grandchild, son, daughter, son-in-law, daughter-in-law, brother, sister, or any relative living in the immediate household of the employee.

A 21st Century Afterschool Program employee should not engage in business activities that are incompatible with the duties assigned as part of their after school position. A 21st Century employee shall not allow program duties to be neglected to attend to private affairs. 21st Century Program employees should avoid any action which might result in, or create the appearance of, private gain or giving preferential treatment to any person. This policy is intended to provide guidance to all program employees.

- **Procurement Procedures**

Any items purchased for the purpose of after school should be approved by the site coordinator and then sent on to the program director before purchasing using the purchase order procedures of the Rabun County School System.

- a. Requisitions are originated at the school level or department level.
- b. They are then sent to school principal/bookkeepers or grant administrators to review and charge to appropriate account number(s).
- c. The requisitions are then forward to the Finance Director for approval of funds availability.
- d. The Superintendent or designee then approves and forwards to Finance Director who archives the purchase order.
- e. The Finance Director then forwards to the Purchasing Bookkeeper who issues computer generated purchase orders and forwards to companies for order. When orders are received at the school level or administrators, they should forward copies of packing slips or copy of PO verifying receipt of merchandise.
- f. The Purchasing Bookkeeper then forwards PO to Accounts Payable bookkeeper for processing. All federal program expenditures are approved by grant coordinators. The AP Bookkeeper matches the Purchase Order, Receiving Report, and Vendor Invoice.
- g. When all documentation is accounted for, a check is scheduled to be written to the vendor.
- h. The A/P system will not allow duplicate invoice numbers to be paid.
- i. Prior to printing the checks, the Finance Director and Superintendent review the Outstanding Accounts Payable List for account numbers, vendor names, and reasonable amounts and signs off on the report.
- j. The A/P staff pays all invoices for which items have been received.
- k. After checks are printed, the Accounts Payable Bookkeeper gives the checks and invoices to the Purchasing Bookkeeper.

- I. The Purchasing Bookkeeper checks the accounts payable package and completes the process to mail payment to vendors.

- **Cash Management Procedures**

It is the policy of the Rabun County Schools to not deal with any literal cash monies. There should be no exceptions made to this policy.

Internal controls to segregate duties associated with cash management, reconciliation, and reimbursement are as follows:

Risk Assessment

- a. The accounting manager prepares the requisition to the GADOE every month, based on the prior month's expenditures. The accounting manager, having received both formal and informal training, is familiar with the monetary guidelines of cash management.
- b. The 21st CCLC operates on a reimbursement basis, and the Finance Director is aware of the GaDOE guidelines and the Treasury Regulations at 31 CFR part 205, which implements the cash management Improvement Act of 1990 (CMIS), requires the state recipients to enter into an agreement which prescribes specific methods of drawing down federal funds for selected large programs.

- **Control Activities**

The Finance Director is familiar with the guidelines concerning cash management and the program costs need to be paid for by the entity funds before the reimbursement from the GaDOE is received. The Finance Director prepares the requisitions in the beginning of the month based on the prior month's payroll and accounts payable expenditures. She also consults with the Federal Programs Director about any specific unusual expenditure. The Finance Director completes the reimbursement request form through GAORS, submits it to the GaDOE, and then submits a copy to the Federal Programs Director for review and file. The reimbursement from the GaDOE is posted on the Internet (Advice Sheet) at the end of the month. The Finance Director prints out the documentation (Advice Sheet) from the Internet and compares it to the requisition form. Any discrepancies are communicated to the Federal Programs Director and then are communicated to the GaDOE.

No employee or staff member shall make any purchases without the direct approval of the program director. In the event such a purchase is needed the employee should follow this procedure:

1. Secure permission for the purchase from the program director.
2. Purchase the materials using a personal method of payment.
3. Submit the purchase receipts along with a statement of explanation to the program director.
4. The employee will be reimbursed (if approved) following the RCSS procedure.

- **Allowability procedures**

With regards to purchasing and allowability, it is the policy of Rabun County Schools to maintain the following procedures:

- a. Ensure that the following 8 factor of allowability are met. If unsure, consult with Administration before submitting purchase request (step 3).

- i. **Be necessary and reasonable for the performance of the Federal award and be allocable**– The Program Director reviews all requests for purchase to ensure that the item(s) are necessary and needed by the After School Program, are reasonable and can be purchased for the best rate possible and allocable based on the After School Program guidelines.
 - ii. **Conform to any limitations or exclusions set forth in these principles on in the Federal award** – The 21st Century Program Director reviews all request to ensure that all purchases adhere to all federal and state grant guidelines before submitting the request to the Rabun County Finance Director. Upon receiving the request the Finance Director will ensure all federal law and grant terms are adhered to as well.
 - iii. **Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity** – The 21st Century Program Director reviews all request to ensure that all purchases adhere to all federal and state grant guidelines before submitting the request to the Rabun County Finance Director. Upon receiving the request the Finance Director will ensure all federal law and grant terms are adhered to as well.
 - iv. **Be accorded consistent treatment** – The 21st Century Program Director reviews all request, each time a request is submitted, to ensure that all purchases adhere to all federal and state grant guidelines before submitting the request to the Rabun County Finance Director. Upon receiving the request the Finance Director will ensure all federal law and grant terms are adhered to each and every time a request for purchase is submitted.
 - v. **Be determined in accordance with generally accepted accounting principles (GAAP)**– The Finance Director reviews each request for purchase to ensure that all purchases are made in accordance with GAAP.
 - vi. **Not be included as a cost or used to meet cost sharing or matching requirements**– Not included as a match does not apply to the Rabun County Board of Education 21st Century After School Grant because matching funds is not part of the grant terms.
 - vii. **Be adequately documented** – The Rabun County 21st Century Program Director and the Rabun County Finance Director ensures that all purchases and all of the steps involved in the purchase are documented.
 - viii. **Net of applicable credit** – Any adjustments made by the Finance Director will ensure that any refunds and/or credits will be returned back to the 21st Century After School Program account.
- b. Research all avenues to find lowest and most reasonable price for purchase items.

- **Obtaining Materials and Supplies**

Any items purchased for the purpose of after school should be approved by the site coordinator and then sent on to the program director before purchasing using the purchase order procedures of the Rabun County School System. See Procurement Procedures.

- **Safeguarding Materials, Equipment, and Supplies**

The site coordinators have the responsibility of maintaining an inventory of supplies, materials, and equipment for 21st CCLC. All staff members are required to check out materials through those designated people. All after school materials are to remain in the designated building at all times. Any misuse, abuse or waste of materials or equipment should be reported to the program director immediately.

- **Reporting Staff Absences**

In the event of absence, it is the responsibility of the staff member to seek coverage for their class using the approved substitute list. They should always report to the site coordinator any absence or issues for being delayed to show up or have to leave early.

- **Staff Dress Code**

Staff members should use professional judgment regarding dress code and adhere to the requirements of the schools when possible.

- **Observing Copyright Laws**

Staff members should observe all copyright laws regarding copying or using materials.

F Job Descriptions

21ST CENTURY PROGRAM DIRECTOR

JOB DESCRIPTION

QUALIFICATIONS: Education: Minimum of a Master's Degree

Experience: Extended Day/Year Activities

WORK DAYS: 230 DAYS

REPORTS TO: Superintendent

RESPONSIBILITIES:

1. Prepare, operate, open and close each project activity and component.
2. Make decisions and be responsible for general administrative responsibilities as delegated by the Superintendent.
3. Coordinates PK-8 after school and summer school programs.
4. Oversees the after school site coordinators activities at each school.
5. Coordinates food, transportation services, curriculum, instruction and assessment, enrichment and scheduling of professional learning and community agency services.
6. Serves as a liaison between after school and summer school programs and regular day programs.
7. Completes all 21st Century Grant reports.

21ST CENTURY SITE COORDINATOR

JOB DESCRIPTION

QUALIFICATIONS: 1. Experience in extended day/year activities
2. Qualifications as the Board may find appropriate and acceptable

WORK DAYS: Minimum of 130 Days

REPORTS TO: 21st Century Program Director

RESPONSIBILITIES:

1. Direct supervisor of the After School and/or Summer School Program at the school site
2. Responsible for all expenditures which will be approved by the program director
3. Follow federal guidelines for food distribution, record keeping, and any other aspects of the after school/summer school program
4. Enroll students, maintain attendance, keep records, collect data and all other information required by the 21st Century Program
5. Responsible for planning activity schedule which includes supper, homework, instructional activities, technology, recreational time, and enrichment activities
6. Ensure that the after school and summer school programs follow the same rules and regulations as the day school. Site coordinator should handle major discipline problems
7. Schedule teachers and paraprofessionals to meet the needs of the students
8. Oversee that communication and collaboration is being done with the regular day teacher and after school teacher
9. Maintain time sheets on all employees
10. Maintain documentation of all parent meetings
11. Supervise mentors, and volunteers and document hours spent serving students
12. Ensure that each child has been picked up and transported home at the end of the program
13. Any other duties as assigned by the 21st Century Program Director

21ST CENTURY TEACHER

JOB DESCRIPTION

QUALIFICATIONS: 1. Valid Georgia professional teaching certificate
2. Experience in the classroom preferred

REPORTS TO: 21st Century Program Site Coordinator

RESPONSIBILITIES AND DUTIES:

1. Instructional

- Demonstrate professional practices in teaching
- Model correct use of language, oral and written
- Implement designated curriculum
- Maintain lesson plans
- Provide effective instruction
- Teach at an appropriate instructional level
- Provide student-focused lessons
- Promote student engagement in all lessons
- Know the strengths and weaknesses of every student
- Strong communication between ASP/Summer School teachers and the regular classroom teacher
- Respond to student performance
- Assess academic gains for students
 - Standardized tests
 - Classroom assessments

2. Management

- Use time efficiently
- Handle non-instructional tasks efficiently
- Maintain effective physical setting for instruction
- Maintain accurate, complete, and appropriate records
- Maintain appropriate student behavior
- Assist with food distribution
- Assist with supervision of loading buses and/or parent pick-up

3. Other

- Follow professional practices with school and system policies in working with students, student records, parents and colleagues

21ST CENTURY DATA MANAGER

JOB DESCRIPTION

QUALIFICATIONS: Education: Minimum of a high school diploma

Experience: 1-3 years in field

WORK DAYS: 230 DAYS

REPORTS TO: 21st Century Program Director

RESPONSIBILITIES:

1. Maintain 21st Century records for the period set by the grant requirements.
2. Maintain 21st Century information notebook for the grant.
3. Data entry of all attendance, registration, activities, etc. in the Cayen 21st Century Software Program per the data entry deadlines.
4. Maintain hard copy of attendance and student registrations.
5. Monitor site level reports to ensure property APR reporting.
6. Attend informational and/or training meetings as scheduled.
7. Any other duties that may be assigned by the 21st Century Program Director.

21ST CENTURY PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATIONS: 1. Minimum of High School Diploma or GED and have an Associate's Degree
2. Complete 60 semester hours of coursework or passed a PSC approved Paraprofessional Assessment

REPORTS TO: 21st Century Teacher

RESPONSIBILITIES AND DUTIES:

1. Instructional

- Conducting small group or individual classroom activities based on lesson plans developed by the teacher
- Assist with the continuous supervision of the students to ensure safety at all times
- Assist with student assessment by grading work or collecting data on student progress
- Assist with monitoring and intervention strategies for individual students
- Provide classroom services in the short-term absence of the teacher

2. Management

- Assist with routine record-keeping
- Prepare, maintain or inventory materials for instruction
- Locate, operate and return equipment
- Assist with classroom housekeeping
- Assist with school-wide supervision such as loading or unloading buses
- Assist with food distribution
- Assist with supervision of loading buses and/or parent pick-up

3. Other

- Comply with the guidelines of the staff handbook
- Maintain confidentiality with staff, parents and students
- Understand the roles and responsibilities of the educational staff
- Follow directions of teachers or other supervisors
- Follow the chain of command
- Demonstrate dependability, integrity, respect for student differences, and other standards of ethical conduct
- Perform other duties as assigned

21ST CENTURY MENTOR/VOLUNTEER

JOB DESCRIPTION

- QUALIFICATIONS:
1. Good interpersonal skills
 2. Enthusiasm for working with children and a service oriented attitude

REPORTS TO: 21st Century Program Site Coordinator and/or Teacher

RESPONSIBILITIES AND DUTIES: Performed under the general supervision of the classroom teacher and may include but not limited to the following:

1. Instructional
 - Conduct small group or individual classroom activities based on lesson plans developed by the teacher or the site coordinator
 - Model correct use of language, oral and written
2. Management
 - Assist with routine record keeping
 - Assist with food distribution
 - Assist with the preparation of materials for instruction
 - Locate, operate and return needed equipment
3. Other
 - Follow professional practices consistent with school and system policies in working with students, student records, parents and colleagues
 - Interact in a professional manner with students and parents
 - Adhere to all local, state and federal regulations
 - Perform other duties as assigned

E. Acknowledgement Page

Dear Staff,

This handbook contains important information for you concerning your employment with Rabun County 21st Century Afterschool Program. Please read this information carefully and make sure that you have a clear understanding of the information in this handbook. This handbook reflects the guidelines, expectations, and duties for staff in partnership with the school.

Please sign and return the bottom portion of this letter. If you have any questions, please feel free to contact Amy Pruitt, Program Director at 706-212-4350, Ext. 5236 or apruitt@rabuncountyschools.org.

Sincerely,

Amy Pruitt
Program Director
21st Century Afterschool Program

Employee signature _____

Date _____

Check employment site location:

RCPS _____

RCES _____

RCMS _____

*****Note: The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Rabun County 21st Century Program and any of its employees.**

Rabun County 21st Century Program at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.