



**Rabun County Community of Learners  
After School Program  
Student-Parent Handbook  
2019-2020**

**Amy Pruitt, Program Director  
Geneva Abernathy, RCPS Site Coordinator  
Dr. Gretchen Grant, RCES Site Coordinator  
Melissa Wolfrey, Data Manager**

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## I. OVERVIEW

### **Welcome to the Rabun County Community of Learners After School Program**

On behalf of the faculty and staff, welcome to the Rabun County Community of Learners After School Program. The entire staff is excited and ready to begin academic enrichment in math, reading/language arts, homework and technology. We look forward to another great year. If I can be of any assistance, please do not hesitate to call.

Amy Pruitt  
Program Director  
Rabun County Schools  
(706)212-4350  
apruitt@rabuncountyschools.org

### **Contact Information**

#### **Rabun County Board of Education**

963 Tiger Connector Road  
Tiger, Georgia 30576  
Phone: (706) 212-4350  
Fax: (706) 782-6224  
[www.rabuncountyschools.org](http://www.rabuncountyschools.org)  
Dr. April Childers, School Superintendent, 706-212-4350  
Amy Pruitt, Program Director, Ext. 5236  
Melissa Wolfrey, Data Manager, Ext. 5222  
Marty Dixon, Transportation Director, 706-782-6447

#### **Rabun County Primary School**

801 East Boggs Mountain Road  
Tiger, Georgia 30576  
Phone: (706)782-3831  
Fax: (706)782-0069  
Geneva Abernathy, RCPS, Site Coordinator 706-782-3831

#### **Rabun County Elementary School**

1115 East Boggs Mountain Road  
Tiger, GA 30576  
Phone: (706)782-3116  
Fax: (706)782-2828  
Dr. Gretchen Grant, RCES Site Coordinator 706-782-3116

## **Purpose, Goals, and Outcomes: What Makes Us Special?**

Rabun County Community of Learners (RCCL) is an after school program, that serves PreK-6<sup>th</sup> graders and their families. Increasing academic achievement and improving homework completion, class participation and behavior will be the focus of the day as we transition each day from the regular school day into the after school program. With a teacher-student ratio of 1:15, students can thrive from instruction tailored to their needs and learning styles. The Rabun County School System will deliver instruction and enrichment that is distinctly different from, but supplements the traditional school year instruction. RCCL teachers will present students with engaging and hands-on instruction. Expected outcomes include increased academic achievement, an increased adult literacy rate, a reduced dropout rate, and a greater awareness of community support for parents of students in our schools.

Increasing parental/guardian support and family involvement continue to be an area of need in Rabun County. With these needs in mind, support services will be offered to parent/guardians of students in the after school and summer school programs. Adult offerings, including technology, poverty and academic literacy classes will be listed on the student application and parents will be expected to sign-up and attend at least one class. All classes will provide strategies and tips parents can use to help their child.

## **Eligible Students, Registration and Enrollment**

There are a few basic requirements for students attending the After School Program:

- Students in PreK-6<sup>th</sup> grade are eligible to attend the After School Program.
- All registration and bus transportation paperwork must be completed and signed by the parent or guardian before the child starts.
- Students requiring constant disciplinary action will be withdrawn.
- For your child to be successful, parental participation is also a requirement.
- It is critical that we know how to contact parents in an emergency. If a change in address or phone number occurs, the 21<sup>st</sup> Century Program should be contacted immediately.

## **Communication**

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 & 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.

All printed materials will be published in English and Spanish and in an easy-to-read format. Results from external evaluations are posted on the after school website and are shared at advisory and administrative meetings.

## **Program Duration**

The After School Program meets Monday through Friday from 3:15-5:40 p.m. The program will begin September 3, 2019 and end on April 15, 2020 (depending on school closings and cancellations). The After School Program follows the same calendar as the regular school day. The After School Program will not operate on scheduled early release days (November 22, December 19) or on October 17 due to the RCPS Fall Festival. Holidays, teacher in-service days, and inclement weather days will be observed in the After School

Program and the program will not operate on those days. A link to the Rabun County Schools 2019-2020 calendar can be found at <http://www.rabuncountyschools.org>.

## **Daily Program Schedule**

The students begin the program each day with a healthy supper provided by the school. Time will also be devoted to physical education. The fitness activities will be teacher-led with several choices provided to motivate student engagement.

In grades 1-6 homework time is provided. Students are expected to bring homework assignments with them for completion. Students who don't have homework will be given time to read and take Accelerated Reader tests. Teachers will check agendas for teacher notes and assignments and be available for homework assistance.

Students will attend both a math/technology and a reading/language arts/technology block with assigned teachers. The instruction provided during these blocks will be aligned with GPS/GSE and driven by individual student needs based on data collected and input from the day teacher. Technology will supplement both sessions, utilizing the computers in each classroom, as well as the computer labs.

## **Field Trip Information and Requirements**

On occasion educational field trips will be taken to reinforce skills or concepts learned in the after school program. The after school program will follow the same procedure as schools in the regular school day, and permission slips will be sent home.

## **Attendance**

**Regular attendance is required.** Students will leave their regular day classrooms and report to the respective after school site at each school. In order for students to get the full benefit of our 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 with poor attendance can be removed from the program.** Students who leave before 5:40 each day will need to be signed out by their parent/guardian.

## **Confidentiality**

After school staff will follow all Rabun County School System policies and procedures regarding confidentiality.

## **Recruitment Plan**

After school applications will be given out to parents during "Meet the Teacher" night on August 5, 2019 prior to school beginning on August 7, 2019. 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 EOG test scores, grades and RTI/Special Education status.

## **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.

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 **2019-2020 school year**. Private schools were invited via certified letter.

This meeting was held on October 26, 2018. No private schools chose to attend the meeting. If the private schools show any interest in the program, the 21<sup>st</sup> Century program administration will meet with the private schools to share programming information and opportunities for their students.

## **Non-Discriminatory Practices**

The Rabun County School Board does not discriminate on the basis of race, color, sex, age, religion, handicap or national origin in the employment and educational policies under which it operates and will honor all appropriate laws relating to discrimination. Grievance procedure for the above will be coordinated through the system Title IX Coordinator, Rabun County Board of Education, 963 Tiger Connector Road, Tiger, Georgia 30576.

## **Complaints**

Complaint procedures are discussed at the beginning of the school year with school administrators at the leadership meeting. The procedures are shared with them and revised/revisited on a yearly basis. School administrators are charged with sharing the information with their faculty at faculty meetings. The front office at each school has the procedures/forms available for parents who request them and the procedures and forms are also located on the system website and central office front desk for parents to access as needed.

## **Complaint Procedures**

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 V, B: Rural Education Achievement Program (REAP)
9. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
10. The McKinney-Vento Act;
11. 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 complainant'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; and
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 timelines 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.

## Fraud, Waste, Abuse, or Noncompliance

The 21<sup>st</sup> Century Program abides by the Rabun County Board of Education policy 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 Dr. April Childers, 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: <a href="mailto:sdarake@doe.k12.ga.us">sdarake@doe.k12.ga.us</a>
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## Child Abuse or Neglect

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."

## **Cost of the Program**

There is no charge for a student to attend the After School Program. All snacks, food, field trips and materials are furnished for each student enrolled in the program.

## **Visitors**

Parents and other visitors must enter at the front of the school and check in at the main office. All visitors are subject to the rules and regulations of the school and must wear a visitor's pass while in the building.

## **Lost and Found**

Found articles are kept in the lost and found area of your school.

## **Money and Other Valuables**

Students should leave money and other valuables at home except that which is necessary for school. The school will not be responsible for money left in clothes, dressing rooms, lockers, classrooms or anywhere on school grounds. Students in the gym may ask the PE teacher or coach to hold valuables for them.

## **Notice of Exemption**

Rabun County Schools in conjunction with the Rabun County Community of Learners is proud to offer the after school program to the students of Rabun County. We are required to inform you that the after school program is not a licensed child care facility and is not inspected by the Georgia Department of Early Care and Learning.

Our exemption certificates are on file at the administrative offices and on our website at <http://www.rabuncountyschools.org/afterschool-program>. If you would like to view the exemption certificates or have any further questions, please contact Amy Pruitt at 706-212-4350.

## II. STUDENT HEALTH AND SAFETY

### STUDENT CODE OF CONDUCT

Both RCPS and RCES use an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes and the 21st Century After School program follows the same framework. . The framework used is entitled Positive Behavioral Interventions and Supports (PBIS). The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. The after school program and both schools work together and students are recognized and rewarded for meeting behavior expectations.

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

#### **Guidelines for Student Behavior**

Our goal is to address and teach replacement behaviors before they get to the level of an office referral or strike in the after school program. 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.

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.

#### **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.

## **Student Leadership Development and Social Skills**

Throughout the year students will participate in character education, leadership development, and social skills practice.

## **School Student Dress Code**

Appropriate dress is essential to success in school and in the workplace; however, students are allowed a measure of freedom in choosing appropriate clothing to wear in school. Clothing should not be distracting or disruptive to the orderly and professional operation of the school. Appropriate dress includes but is not limited to the following:

1. Appropriate footwear (tennis shoes are recommended).
2. Dresses, skirts and shorts should be at a length below your fingertips while standing.
3. All wearing apparel with obscene or suggestive language, pictures or language that promote alcohol, drugs, tobacco, racism or hatred are not permitted.
4. Tank tops are not permitted.
5. Students must wear shoes.

6. Hats, hoods, stocking caps, bandannas and other headgear may not be worn.
7. Sunglasses may not be worn.
8. No student should dress in such a way that his/her underwear is partially or totally visible. Waist and top portions of boxer shorts and briefs, panties, bra straps and bra sides may not be shown.
9. No student may wear clothes with holes above the knees, in the crotch, or under the buttocks.
10. Blouses, dresses, skirts, or shirts which expose areas of the stomach, side, or back are not permitted.
11. Low cut, see through, strapless, or backless dresses/shirts may not be worn.
12. Girl's sleeveless tops must be as wide as your palm at a shoulder.

NO APPAREL CAN BE WORN WHICH THE ADMINISTRATION DETERMINES TO BE UNACCEPTABLE BY COMMUNITY STANDARDS OR WHICH IS DISRUPTIVE TO NORMAL SCHOOL OPERATIONS.

## **Internet and Computer Usage**

The Rabun County School District is committed to creating a 21st century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. Providing students and staff with a 21st century digital learning environment is part of the Rabun County School District core values.

### **I. Acceptable Use**

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.

### **II. Privileges**

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.

### **III. Unacceptable Use**

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:

#### **A. Accessing, sending, or posting materials or communication that are:**

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

## **Assurances**

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.

## **Internet Security**

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-call "hacking" and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personnel 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.

### **WELLNESS**

#### **Food Service**

The cafeteria is operated without profit for the benefit of students. A nutritional supper will be provided to all students enrolled in the 21<sup>st</sup> Century After-School Program. Nutritional meals and/or snacks are provided FREE of charge to all students.

Students are expected to assist in keeping the cafeteria clean; therefore, they are responsible for cleaning up their own tables and spillage. Students are expected to keep the noise level down and maintain reasonable cleanliness of the lunchroom.

Water fountains are located throughout the school and in each classroom for student use.

## **Recreation and Physical Activity**

Each student enrolled in the after school program will participate in a wellness/fitness activity daily. The wellness/fitness activity will be teacher-led with several choices provided to motivate student engagement.

## **Dental Health**

Students have an opportunity to participate in the mobile dental clinic offered at each site during the regular school day. Information on days and times will be sent home from the school nurse with regular school day information.

## **Tobacco Free School**

In an effort to promote a healthy lifestyle for our young people, Rabun County School System has banned the use of tobacco on campus. This includes the use of tobacco products during all school functions by students and adults. We appreciate everyone's help in setting a positive example for the students of Rabun County.

The Rabun County School System does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in educational programs, activities, or employment.

## **The Georgia Bullying Law**

### **O.C.G.A. 20-2-751.4**

(a) As used in this Code section, the term 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;

(3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational



environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school.

## **Medication**

**PERSONS RESPONSIBLE:** School nurses, school personnel trained to give medications.

### **PRESCRIPTION MEDICATIONS:**

When information is received indicating that a student requires prescription medication at school, the LETTER TO PARENT REGARDING GIVING MEDICATION IN SCHOOL and the REQUEST FOR GIVING MEDICATION is sent home. The REQUEST FOR GIVING MEDICATION is to be completed by healthcare provider. If student must carry EpiPen, insulin, Glucagon or inhaler with him/her, send home AUTHORIZATION TO CARRY PRESCRIPTION and PROCEDURE FOR CARRYING PRESCRIPTION home to parents.

Medication *must* be brought to school by the parent/guardian and must be in a prescription bottle from the pharmacy with the prescribed information: student's name; physician's name; name and dosage of medication; pharmacy name and address. Medications brought in any other container will not be accepted. When the medication is presented, it must be counted and the count must be entered on the MEDICATION COUNT form. At the same time, a MEDICATION RECORD is to be implemented.

If for some reason the student does not show for his/her medication, the student must be located and the reason he/she did not show must be documented.

One week before the prescription is to run out a PARENTAL NOTICE OF MEDICATION REFILL NEEDED *must* be sent to the parents. If a refill of the medication has not been received and there are only two doses left, the parents are to be contacted to determine why the medication has not been received. This must be documented.

At the end of the year a DISPOSAL OF MEDICATION FORM is to be sent home during the last month of school and must be signed by the school nurse or authorized person.

### **NONPRESCRIPTION MEDICATIONS:**

If a student should require any over the counter medication, the parent must furnish it. This includes any and all over the counter medication.

## **TRANSPORTATION**

### **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.

## **School Bus Transportation**

### **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 a seat 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.

### **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 attend the After School Program that day. After school program transportation should require 5 buses and 5 drivers operating from 5:40 pm to 6:15 pm with no student being transported for more than one hour. Bus monitors may be provided 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 database 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.

## **EMERGENCY PROCEDURES**

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 and/or are located on the emergency flip chart. Students should familiarize themselves with these procedures by practicing monthly fire drills and frequent severe weather drills. It is very important that the after school staff have updated contact information for each child in case of emergency.

### **Fire Drills and Fire**

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**

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 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 or by connecting to the school's website at [www.rabuncountyschools.org](http://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](http://www.rabuncountyschools.org)

### **III. STUDENT PROGRESS**

#### **Goals and Objectives**

Through participating in the Rabun County Community of Learners, it is intended that all students will meet or exceed state performance levels, while eliminating the achievement gaps between student groups. We also intend to increase positive parent/school involvement and student engagement in learning.

#### **Homework and Tutoring**

Opportunities for homework help and academic tutoring are available as part of each site's program.

#### **Enrichment Opportunities**

All sites have enrichment opportunities that are a complement to the academic day. Enrichment activities range from academic enrichment to arts, recreation, and service learning. All Rabun County Community of Learners students (registered students) may participate in any/all enrichment activities offered through the program at no charge.

#### **Communication on Student Progress with Regular School Day Teacher**

After school teachers and site coordinators will communicate on an ongoing basis with the regular day teachers to discuss progress, strengths, weaknesses and needs of individual students. Regular day teachers will be given surveys at various times throughout the year to check student progress on discipline, homework completion, attendance, and academic achievement in the classroom.

#### **Communication with Parents and Students on Student Progress**

After school staff will communicate verbally as well as through written progress reports on the progress and achievement of students attending their sessions. Parents may always contact the after school site coordinator to ask for additional information on their student's progress or participation.

#### **Communication with English Language Learners Parents and Students on Student Progress**

After school staff will utilize the services of our Family Engagement Specialist and translators to communicate with all students and parents, regardless of language. Every effort will be made to send home communications in a language the parents can understand.

#### **Grades and Standardized Test Results from Students' School**

In the registration form you gave permission for the after school staff to obtain grades and standardized test results from the school system. Such data includes but is not limited to: grades, attendance, surveys, standardized test results, etc. This data will be used to determine student growth and the effectiveness of the program.

## **Student Goals**

In addition to the goals of the after school program all students are encouraged to set personal goals. After school staff are available to help and encourage students in setting and reaching these goals.

## **Program Evaluation**

The Rabun County Community of Learners Program will be evaluated internally by surveying students, teachers, administrators, parents and stakeholders throughout the year. An outside evaluator, not affiliated with the program, will also perform an evaluation of the program to determine the gains our students make as a result of being involved in our programs,

## **Accommodations for Students with IEPs, 504 Plans, and Culturally Diverse Needs**

The Rabun County Community of Learners Program will not discriminate against your child and all services provided should be consistent with your child's individualized educational program (IEP) or specialized services under Section 504.

## **Student Discipline Records and Progress**

Student discipline records and progress will be communicated to parents via phone calls from after school staff, as well as written reports indicating any issues or problems dealing with discipline. Progress, as well as updates of positive discipline, will be communicated to parents/guardians by staff.

## **IV. PARENT ENGAGEMENT**

### **Opportunities for Parents**

The Rabun County Community of Learners is dedicated to ongoing parent and family engagement. In addition to events held by the after school program the program will also work with and encourage parent engagement in the activities of the respective schools. Such parent nights include Open House, Math/Science Night, Literacy Night, and Parent Practicums (taught by the family engagement specialist for the district).

**Lights on After for After School** an informational meeting for parents of all sites will be October 24, 2019.

In addition to parent nights at the school we highly encourage your involvement in our Advisory Council. Please contact the program director or site coordinator if you are interested in serving.

### **Advisory Council Members**

#### **Meeting Dates TBD**

Amy Pruitt, 21<sup>st</sup> Century After School Program Director  
Geneva Abernathy- RCPS Site Coordinator & RCMS Teacher  
Gretchen-RCES Site Coordinator & RCES Teacher  
Melissa Wolfrey-Data Manager  
Parent-RCPS site- TBD  
Teacher-RCPS site- TBD  
Parent-RCES site- TBD  
Teacher-RCES site-TBD  
Student-RCES-TBD

### **Communication in Various Languages**

All communications will be sent home in a language that is understood by the parent.

### **Opportunities for Parent Feedback and Input**

We welcome all parent feedback and input on the after school program. In addition to specific surveys parents are free to contact the program director and/or site coordinator with any questions, comments, or input.

**\*\*\*Rabun County 21<sup>st</sup> Century at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees, students and parents will be notified.**

## PROGRAM POLICIES

This handbook contains important information for you and your child concerning their involvement in the Rabun County 21<sup>st</sup> Century After School Program. Please read this information carefully and make sure that you and your child have a clear understanding of the information in this handbook. This handbook reflects the guidelines and expectations for student involvement in our program in partnership with the school. **Please initial below and sign and return this page acknowledging you have received the handbook and will adhere to all policies and procedures.** If you have any questions, please feel free to contact Amy Pruitt, Program Director at 706-212-4350.

\_\_\_\_\_ I understand that the expectation for good behavior in the 21<sup>st</sup> Century Afterschool Program is the same as during the regular school day. All regular school day rules apply, including dress and behavior rules. Students who refuse to follow these procedures will not be allowed to continue in the program. Parents/Guardians will be contacted if a child misbehaves. Chronic misbehavior may result in dismissal from the program.

\_\_\_\_\_ I understand that transportation from the school will be provided for my child. Misbehavior on the bus may result in suspension from the bus, as well as from the 21<sup>st</sup> Century Program. In the event that I choose to transport my child, I understand that I must pick him/her up NO LATER than 5:50pm from the school. If a child is chronically not picked up on time, the child may be dismissed from the program.

\_\_\_\_\_ I understand that if I wish to pick up my child before 5:40 pm, I must sign them out at the front office of the school building to ensure student safety.

\_\_\_\_\_ I hereby give my consent to the School District and the 21st Century Community Learning Center to share the participant's student records with each other for purposes of providing educational support and assistance as well as retrieving any pertinent information from Powerschool to complete the registration process. I understand that the School District will use participant records to evaluate individual progress and improvement, as well as to evaluate the impact of the program on student achievement and to obtain continued funding for the program.

\_\_\_\_\_ I hereby give my consent to the School District's 21<sup>st</sup> Century Community Learning Centers programs to take the student's photograph during program activities, to be used for education and public relations purposes in conjunction with the School District's 21<sup>st</sup> Century Community Learning Center programs.

\_\_\_\_\_ I acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

\_\_\_\_\_ As a parent I have read and understand that my child will be responsible for abiding by the above BYOT agreement and guidelines. I have read and discussed this with him / her, and he / she understands the responsibility he / she has while using his / her personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device and appropriately discipline my child.

\_\_\_\_\_  
**Parent Printed Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

I understand and agree to abide by the BYOT agreement and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Check after school program site your child attends:** \_\_\_ Rabun County Elementary School \_\_\_ Rabun County Primary School