



**Rabun County Community of Learners  
After School Program  
Staff Handbook  
2020-2021**

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

Rabun County 21<sup>st</sup> 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

<b>Section 1</b>	<b>Student Achievement – Expectations for Staff</b>	
<b>Section 2</b>	<b>Expectations for Instructional Staff</b>	
<b>Section 3</b>	<b>Student Safety and Behavior</b>	
<b>Section 4</b>	<b>Recruitment Plan</b>	
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<b>Section 6</b>	<b>Acknowledgement Page</b>	
<b>*Program Director and Federal Programs Director are used interchangeably throughout this manual.</b>		

## **Section 1: Student Achievement – Expectations for Staff**

### **Program Goals and Objectives**

1. Increase student academic achievement
2. Improve homework completion, class participation, and behavior
3. Increase parental/guardian support and family involvement

### **Lesson Planning**

**Teachers are required to provide weekly lesson plans to the Site Director each week. There are templates available in Google Drive. This is not optional, it is required of all staff in charge of student instruction.**

### **Schedules, Early Release, and Holidays**

The After School Program meets Monday through Friday from 3:15-5:40 p.m. The program will begin November 2, 2020 and end on May 21, 2021. The After School Program follows the same calendar as the regular school day. Holidays, teacher in-service days, early release 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 2020-2021 calendar can be found at <http://www.rabuncountyschools.org>. **School closings, cancellations, and COVID-19 could impact the program duration.**

### **Enrichment Opportunities**

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

### **Measuring Goals and Assessing Student Progress**

All regular classroom teachers in all schools will be asked to complete surveys to evaluate student progress according to the goals of the program.

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.

### **Maximizing Instruction**

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.

### **Virtual Options**

Due to the COVID 19 Pandemic, RCSS has utilized the Google platform to provide instruction to virtual students and those students in quarantine. As needed, the after school program will utilize this platform as well.

### **21<sup>st</sup> 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 needs 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 twice a year, 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. RCES will also have student representation. 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.

### **Results of Needs Assessment**

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

### **Communication of Student Progress**

#### **School Day Instructional Staff and 21st CCLC Instructional Staff**

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.

#### **Program Director/Site Coordinator and School/District Administration**

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.

#### **Program Director/Site Coordinator and Parents/Guardians**

The Site Coordinator and/or teachers at each site location 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. Emails, notes, letters and anecdotal information may be provided as a form of communication to parents as well.

### **Program Director/Site Coordinator and Parents/Guardians with Limited English Proficiency**

The county employs a translator who is available to translate written documents and attend/interpret parent phone calls and meetings. It is the expectation of the school system that all communication is provided in the requested home language. Therefore, all communication from the after school program should be provided in the home language as well.

### **Family Engagement Activities**

It is vitally important to the 21<sup>st</sup> 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. All functions in the 2020-2021 school year will be held using a virtual format due to the COVID 19 Pandemic.

### **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 in 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.

Students who cannot attend the program due to a required COVID-19 quarantine will not be removed from the program. If needed, the Google platform will be used to assist students.

### **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.

## Section 2: Expectations for Instructional Staff

### Application Process for Employment

- Each applicant/contractor is to fill out a Rabun County 21<sup>st</sup> Century application; which can be found online or at the Board of Education offices.
- Each application/proposal is then reviewed by the 21<sup>st</sup> 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 21<sup>st</sup> Century Program Director will coordinate with the Human Resources Director for the school system to determine eligibility.
  - For the 2020-2021 school year, only regular employees of the RCSS will be employed in the After School Program due to COVID-19.
- The applicant will have a State and Federal Background Check completed once hiring has been established.
- All 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 21<sup>st</sup> Century Program Director and/or appropriate Site Coordinator or Administrator

### 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 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 an employee will be hired for the afterschool program.

### Lesson Plans

Lesson plans must be submitted to the site coordinator and must be tied to standards.

### Observations and Evaluations

Walk through visits and performance observations are mandatory throughout the year with a minimum of two observations per teacher and site coordinator with one observation per paraprofessional. These observations will be conducted by the program director and/or site coordinator and take place during the first and second semester.

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

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.

## Professional Learning Requirements

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	
Date	Event
July 29-31, 2020	FY21 21 <sup>st</sup> CCLC Virtual Conference
August 5-6, 2020	FY21 21 <sup>st</sup> CCLC Virtual Conference
August 2020	Compliance Director Modules
First Semester 2020	Google Classroom PLC
Second Semester 2020	Google Classroom PLC
	More opportunities will arise as the year goes on

## Time and Effort

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.

Pay rates are determined by job title and qualifications (site coordinator, teacher, paraprofessional). Hourly employees of the RCSS will be paid at a rate that is equal to what is required by the Fair Labor Standards Act.

## 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.

## 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 21<sup>st</sup> 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.

### **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.

### **Staff Children**

Staff members must enroll their young children in the after school program if they will be on campus during after school hours when the staff member is working. There will be no exceptions to this policy.

### **Observing Copyright Laws**

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

### **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 the 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 content 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, the 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 the 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 content 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.

### **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."

### **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 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.

### **Non-discriminatory Expectations**

The 21<sup>st</sup> 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 21<sup>st</sup> 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 IEPs or 504 plans accordingly, as well as encourage language development with those students whose native language is other than English.

## **Section 3: Student Safety and Behavior**

### **Emergency Plans**

All staff members should follow the emergency plan for each site as directed by the site coordinator. Students are to follow the instructions of the teacher. All staff should be familiar with evacuation routes and participate with students in practice drills for fire drills, severe weather drills, intruder drills, and any other emergency procedure that may occur. Emergency procedures are available in every room

### **Evacuation of School Buildings for Fire Drill**

In the event of a fire or fire drill, 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.

### **Intruder**

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**

In the event of an emergency or unscheduled school and/or after school program closure parents will be notified in variety of ways including;

- REMIND phone calls, emails, and messages
- Posting on district and/or school website
- Posting on district and/or school social media
- Announcements by local radio (96.3 FM) and newspaper (The Clayton Tribune)

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)

## Behavior Plan

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.

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. 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 the 21st Century Program follow the same rules in place for discipline in each school according to the respective school's 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.

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 the 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 a 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.

## **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.

### **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. Please note only one visitor at a time is allowed in each front office due to COVID-19. 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**

Due to the COVID 19 Pandemic, there will not be bus transportation provided for after school during the 2020-2021 school year. If this status were to change, the following applies.

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. 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. 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.

### **Bus Safety**

The 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 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.

### **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 the 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.

## **Section 4: Recruitment Plan**

Targeted students are selected from grades PK-6<sup>th</sup> by the following methods at each site location:

### **Recruitment Plan**

After school applications are normally given out to during the annual “Meet the Teacher” night prior to school beginning. Due to the COVID-19 pandemic, the after school program began later during the 2020-2021 school year and applications were distributed to parents when approval was granted to start the program. Parent notification occurs through social media, website, and paper applications sent home with students.

Once applications are distributed and returned, a list will be compiled and students will be prioritized based on: enrollment in the 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 **2020-2021 school year**. Private schools were invited via the ES4PS program.

This meeting was held on October 17, 2019. 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.

## Section 5: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 appropriate legal action.

### **Nepotism Policy- 2 CFR 200.318(c)(1)**

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.

### **Job Descriptions**

The **program director** will be a certified administrator with a master’s degree, elementary or middle school certification and experience, and be responsible for general administrative responsibilities as delegated by the superintendent. Job duties include:

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

**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 and report to the program director. Job duties include:

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

**Academic teachers** will apply for positions in the program and selections will be made by the Program Director and and site coordinators. They will hold a valid Georgia professional teaching certificate. They will report to the site coordinator. Job duties include:

- 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
  - EasyCBM
  - Classroom assessments
- 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
- 
- Other
  - Follow professional practices with school and system policies in working with students, student records, parents and colleagues
  - Interact in a professional manner with students and parents
  - Facilitate home-school communication by holding conferences
  - Work cooperatively with administrators, support personnel, colleagues, and parents
  - Act in a professional manner and assume responsibility for the success of the total program
  - Assume responsibility for supervising students in out-of-class settings
  - Adhere to all local, state and federal regulations
  - Perform other duties as assigned

**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. They will report to the teacher and their duties may be increased, decreased, or modified as needed by the teacher or site coordinator. Job duties include:

The job duties for paraprofessionals include:

- 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
- 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
- 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

**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, 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:

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

All **mentors and volunteers** will be screened and trained for volunteering in the programs. They will report to the site coordinator and/or the teacher and perform duties under their supervision. Their responsibilities include:

- 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
- Management
  - Assist with routine record keeping
  - Assist with food distribution
  - Assist with the preparation of materials for instruction
  - Locate, operate and return needed equipment
- 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

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 21<sup>st</sup> CCLC grant. There is no guarantee for regular employment at any point during the school year.

### **Technical Evaluations of Proposals and Selecting Recipients - 2 CFR 200.320(d)(3)**

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:

1. 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.
  - a. Procurement by micro-purchases- acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000.00
  - b. Procurement by small purchase procedures- securing services, supplies, or other property that do not cost more than the simplified acquisition threshold of \$250,000.00. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number (at least 2) of qualified sources. It is the responsibility of the order originator and/or the Federal Programs Director to obtain price rates/quotes. These quotes will be attached to the purchase requisition and kept on file in the Office of Federal Programs.
  - c. Procurement by sealed bids-(formal advertising) for purchases greater than \$250,000.00. Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
2. The following procedure will be followed for any purchase or project involving the expenditure of 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, school website, trade journals or other publications and may include posting notices at the Board offices, 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.
3. 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.

### **Noncompetitive Proposals and Sole Source**

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity;
4. After solicitation of a number of sources, competition is determined inadequate.

A record of non-competitive negotiation purchase shall be maintained by the LEA. The record of non-competitive purchases shall include, at a minimum, the following:

1. item name
2. dollar amount
3. vendor, and
4. reason for non-competitive procurement



## Written Travel Policy 2 CFR 200.474(b)

It is the policy of RCSS to follow the Georgia Statewide Travel Policy set by the State Accounting Office. All travel costs must be reasonable and consistent with the policy below.

Before any Federal Programs employee attends any event that requires travel they must first secure the approval of the Federal Programs Director. If prior approval is not given the employee will be responsible for all expenses incurred. After attendance at the event the employee must submit an expense statement with the required documentation (see below) to the Federal Programs Director. The Federal Programs Director will forward the statement to the Superintendent if approved or return to the employee if more information is needed.

### Required Documentation (employee responsibility)

1. Employee Expense Statement
  - a. All information (name, address, tag number, SSN, and facility) must be filled in.
  - b. The date, departure time and arrival time must be completed for each day you are claiming travel. Identify the location of departure and arrival for each date.
  - c. Odometer readings are required when using a personal vehicle.
  - d. Only one month per expense statement is allowed.
2. Schedule or copy of meeting agenda
3. Receipts for meals and parking (if applicable)

All travel reimbursements are made according to state travel regulations and the reimbursement form can be located on our website or by contacting the finance department. All travel expenses must be submitted within 45 DAYS of the conference / workshop and any travel / leave in the month of June MUST be submitted by July 10 or it will not be paid.

### Registration

Registration (early bird or regular rates only) will be paid up front by the district once approved. If you are unable to attend for any reason, you must notify administration immediately and work to find a substitute to attend in your place.

A copy of the conference agenda with sessions you attended highlighted must be attached to your travel reimbursement sheet.

### Mileage

Reimbursement for transportation expenses incurred by use of personally owned or leased vehicles will be at the rate per mile as provided by law for the actual mileage traveled in the performance of official duties. Mileage allowance is the state of Georgia rate of mileage from work location to workshop/conference and return. This rate is subject to change. **Odometer readings and the vehicle license number are required.** Parking fees at conference sites are reimbursable, but require a receipt.

### Meals

Meals provided during conferences and training are not reimbursed. Applicable meals the employee purchases during travel for professional learning will be reimbursed based on the per diem scale listed on the reimbursement expense statement.

Reimbursement will be made for actual cost of meals within reasonable limitations. The meal limit per day for three meals is \$28.00. Charges in excess of \$28.00 must be explained in writing. If only one or two meals are claimed, the reimbursement will be \$6.00 for breakfast, \$7.00 for lunch, and \$15.00 for dinner.

In some areas of Georgia, employees may experience high costs that cause the employee to exceed the general meal limits. In recognition of this fact, certain areas have been designated "high cost areas". These areas are: metropolitan **Atlanta** (Cobb, Clayton, Coweta, DeKalb, Fayette, Fulton, and Gwinnett counties), **Augusta** (Richmond County) Brunswick (Glynn County) and **Savannah** (Chatham County). The meal limit per day in these areas is \$36.00. If only one to two meals are claimed, the reimbursement will be \$7.00 for breakfast, \$9.00 for lunch, and \$20.00 for dinner.

**If traveling out of state** travelers are eligible for 75 percent of the total meal limit rate on the first and last day of travel. For example, if the meal limit allows a \$28.00 total reimbursement, \$21.00  $[(\$28 \times .75) = \$21]$  would be allowable on a travel departure or return day. If only one to two meals are claimed, for example, the total allowable reimbursement for that day would be \$14.00  $[(\$28 \times .75) - \$7 \text{ lunch} = \$14]$ .

Employees on State business who travel more than 50 miles from their Residence and Primary Work Station on a work assignment, AND are away for more than twelve (12) hours, may receive that total eligible per diem allowance for that day, even when there is no overnight lodging. **A copy of the scheduled meeting agenda must be attached.**

Reimbursement will not be allowed for breakfast unless you leave your home or official headquarters prior to 6:30 a.m. You will not be reimbursed for the evening meal unless you arrive at your home or official headquarters after 7:30 p.m. or providing you were away from home on the work assignment for **more than 12 hours.** Generally, lunch is not reimbursable unless the employee is out overnight. However, lunch is reimbursable if it is an integral part of a scheduled meeting. In order to be an integral part of a scheduled meeting, the luncheon must include a program such as, but not limited to, a speaker, a panel discussion, or other similar presentation. **A copy of the scheduled meeting agenda must be attached.**

### **Lodging**

Lodging reservations will be covered by the system up to the group rate provided by the conference. Prior to leaving for the conference, the employee **MUST** check out a purchasing card (p-card) from the BOE to use to pay for the room. Along with the p-card, the employee will be given a tax exemption form. Principals should email Cindi Dean or Gail Allen giving permission for the card to be checked out ahead of time.

P-Cards **MUST** be returned to the BOE the next working day after returning from the conference. A copy of the hotel receipt must be included when returning the card.

### **Compensation (Time and Effort) Policy 2 CFR 200.430**

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 all 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.

Following the procedure of Rabun County Schools, the 21st Century After School Program pays certified teachers (and certified substitute teachers) \$30 per hour and paraprofessionals (and substitute paraprofessionals) \$15 per hour. Site coordinators (who are also certified teachers) earn \$40 per hour as they have additional supervisory duties.

21st Century employees do not earn or acquire leave or benefits. All personnel will be paid monthly by direct deposit on the last working day of each month. A calendar of pay periods and pay dates is sent to each school. All reporting of personnel information shall be consistent with reporting requirements established by the Georgia Department of Education

Periodic certifications are completed twice a year-December and June.

21st Century employees do not receive stipends for work in the 21st Century Program.

### **Conflict of Interest Policy 2 CFR 200.318(c)(1)**

Conflict of interest is defined as, “a situation in which a person has a duty to more than one person or organization, but cannot do justice to the actual or potentially adverse interests of both parties. This includes when an individual's personal interests or concerns are inconsistent with the best for a customer, or when a public official's personal interests are contrary to his/her loyalty to public business.”

It is the intent of the Rabun County School System 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 is 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. If a conflict exists, the employee will be assigned to another evaluator in the school system.

A Rabun County School System employee should not engage in business activities that are incompatible with the duties assigned as part of their position. A RCSS employee shall not allow program duties to be neglected to attend to private affairs. RCSS 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 RCSS employees.

Employees shall not accept or solicit any gift, favor, service or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. Employees shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the LEA.

Employees shall not recommend, endorse, or require students to purchase any product, material or service in which the employee has a financial interest or that is sold by a company that employs or

retains the LEA employee during non-school hours. Employees shall not use their position with the LEA to attempt to sell products or services.

Employees may only accept gifts that are of nominal value given for the purpose of advertising, ceremonial occasions, or official events. As used in this policy, nominal value is defined as \$25 or less

No employee, officer, or agent may participate in selection, award, and administration of a contract supported by a federal award or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest.

All employees in the Rabun County School System are required to complete a Compliance Director module on the Code of Ethics in August of each year. The Human Resources Department verifies this training and keeps a completion record.

The system's chain of command is designed to promote the overall effectiveness of school programs. A positive chain of command is also a trust builder for all staff, and professional staff members are encouraged and expected to communicate openly and fairly with peers and supervisors with the key purpose of building teamwork and solving problems. If there is a question or problem to be resolved, staff at the school level shall refer the issue first to the lowest level of the chain of command, beginning with the employee's direct and immediate supervisor (i.e. the building-level principal or department-level supervisor). System-wide personnel shall follow the chain of command established by their immediate supervisors.

#### **Procurement Procedures to Safeguard Assets and/or Avoid Fraud and Error 2 CFR 200.319(c)**

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. The following procedures will be used:

1. Determine whether or not the proposed purchase is necessary, reasonable, legal, and allowable for the program. If unsure, consult with administration before submitting purchase request (step 3).
2. Research all avenues to find the lowest and most reasonable price for purchase items.
  - a. Procurement by micro-purchases- acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000.00
  - b. Procurement by small purchase procedures- securing services, supplies, or other property that do not cost more than the simplified acquisition threshold of \$250,000.00. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number (at least 2) of qualified sources.
  - c. Procurement by sealed bids-(formal advertising) for purchases greater than \$250,000.00. Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
    - i. Independent estimates must be researched and gathered before receiving bids or proposals.
3. Requisitions are originated at the school level or department level. ( [Follow this link to view Smartdoc procedures.](#) )
4. Purchase Requisitions

- a. For disbursements, transactions are initiated by members of the LEA's staff. They complete an electronic purchase requisition and submit it to the bookkeeper or program director who codes the expense to the appropriate account number.
  - b. After supervisor approval (all federal program expenditures are approved by the Federal Programs Director), it is then submitted to the Director of Business Operations, who electronically approves it.
  - c. The purchase requisition is then sent to the Superintendent, for final electronic approval.
  - d. The Purchasing Bookkeeper processes the requisition in Doc e fill into Smart Fusion (archives it) and a purchase order (PO) number is automatically assigned.
  - e. The Purchasing Bookkeeper accesses the PO through Smart Fusion, prints it, and forwards it to the appropriate bookkeeper or director for ordering.
  - f. Once the order has been received and checked-in by the bookkeepers or directors, the packing slip/confirmation is filed at the school level.
  - g. After the Purchasing Bookkeeper receives the invoice, it is uploaded into the Doc e fill system and begins the AP approval process.
  - h. The Purchasing Bookkeeper sends the AP Approval form through Doc e fill to the appropriate bookkeeper or employee who received the order.
  - i. The bookkeeper/employee approves the invoice for payment and adds the packing slip as an attachment to the invoice.
  - j. The Accounts Payable Clerk, accesses the Doc e fill system and processes it from the "Received Items" list. She enters the information into Smart Fusion from the AP Approval Form/Invoice/Packing Slip.
  - k. The Accounts Payable Clerk archives the AP approval form.
  - l. The Accounts Payable Clerk produces a vendor payment report, the Director of Business Operations reviews vendors, account distribution, amounts and approves for checks to be cut.
5. Other purchases
- a. For Non-PO items such as utilities, the AP opener scans the invoices into Doc e fill and completes a non-PO invoice approval form. They attach the scanned invoice form to the AP approval form and send it to the administrators/bookkeepers/appropriate personnel for approval.
  - b. The recipient completes the AP approval form and routes it to the Director of Business Operations for payment.
  - c. After approval, the invoice is then paid in the same manner as purchases made with purchase orders.
  - d. The Accounts Payable Check Proof report is then sent to the Superintendent for final manual approval.
  - e. Once approved by the Superintendent, the AP Clerk performs that week's check run.
  - f. Once the check run is completed, the Superintendent and Director of Business Operations review a Detail checklist with the checks printed for accuracy.
  - g. Once reviewed, the Superintendent and Director of Business Operations sign off on the checklist.
6. Procurement records are kept on site.
7. Contract meetings or reviews are held internally with department employees, sometimes informally and verbally, to make sure the terms, conditions and specifications provided by vendors are being met. If at anytime the vendor is not providing contracted goods or services, we contact them, by telephone, email, or in writing to let the vendor know about the issue. We give them sufficient time to answer concerns. If after three (3) attempts are made for vendor to

remedy the issue, the Board will notify the vendor in writing and may suspend the contract, in whole or in part, within fifteen (15) days from the date of receipt of such notice or if the vendor is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such notice, the Board reserves the right to terminate the contract immediately by providing written notice of termination to the other party.

8. All purchases and/or contracts shall be awarded contingent upon an appropriation having been made and the availability of funds. All requests for purchases or contracts not provided for in the budget will require prior approval of the Board of Education or the Superintendent, whichever is appropriate according to the dollar level of the purchase. Purchases from board members or companies in which the board member or a member of his/her immediate family has a controlling interest are prohibited. District staff members are prohibited from directing or approving purchases where there is a perceived or direct conflict of interest with such purchase.
9. A cost analysis will be done on any purchase made with federal funding that is over \$150,000.

### **Cash Management Procedures 2 CFR 200.302(b)(1)**

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:

All federal programs are reimbursement grants and funds are drawn down based on actual program expenditures after they have occurred. It is the responsibility of the Federal Program Director and the Finance Director to work cooperatively to review all expenditures on a monthly basis after budget approval before funds are drawn down from GAORS. Supporting documentation must be included for each drawdown to ensure that the LEA does not draw funds before actual need.

Funds expended on personnel can be monitored separately through payroll. Other expenses are documented through purchase orders, which have been approved through the pre-approval process, and through travel authorizations, which are submitted on the travel sheet for reimbursements on mileage and meals.

The Finance Director, having received both formal and informal training, is familiar with the monetary guidelines of cash management. All federal programs operate 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.

In an effort to prevent errors, beginning with FY 20 the RCSS will use the same account fund numbers each year, and will discontinue the practice of alternating fund numbers.

Moreover, the following practices are observed (usually by the 15th of the month):

1. The finance director runs a revenue/expense/budget report for each federal program for the

specific period that funds are being requested (usually the previous month).

2. The Federal Programs Director reviews the reports for accuracy (comparison of expenditures with budget amounts for each federal award).
3. Beginning in April 2019, the finance director will also run a labor history report to verify the correct employees were coded to Title I. If any incorrect coding is found, a journal entry and/or payroll reversal will be completed before drawdowns occur.
4. Then the Finance Director logs onto the GaDOE website financial portal known as GAORS
5. In GAORS the financial director files a DE0147 – Request for Reimbursement of Monthly Cash Disbursements.
6. The requested amount is calculated by the expense to date, less the previous request amount.
7. This is submitted by the Finance Director with approval by the Federal Programs Director(s).
8. Funds are verified on the GAORS website as they are entered by the system.
9. The completed DE0147 is printed and signed by both the Finance Director and Federal Programs Director and is filed along with supporting documentation (budget reports) in both the finance office and the Office of Federal Programs.
10. The reimbursement from the GaDOE is posted at the end of the month. The Finance Director prints out the documentation 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. When payments are received, they are verified by print out and are posted to our accounting system by account number.
11. The deadline for drawdowns for federal program is September 30.

All program expenses for federal programs are approved by the Federal Programs Director before the expense is incurred. The Federal Programs Director ensures that all expenses are reasonable, necessary, and a need of the respective program. The Federal Programs Director ensures that the requests are in line with local, state, and federal regulations and guidelines. RCSS currently has no sub-recipients. If this were to occur, the same procedure would be used.

### **Allowability Procedures 2 CFR 200.302(b)(7)**

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

- 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 21<sup>st</sup> 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 the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity** – The 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> Century After School Grant because matching funds is not part of the grant terms.
  - vii. **Be adequately documented** – The Rabun County 21<sup>st</sup> 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 21<sup>st</sup> Century After School Program account.
- Research all avenues to find the lowest and most reasonable price for purchase items.

### Segregation of Duties - GAO-14-704G

Segregation of duties provides the assurance that no one individual has the physical and system access to control all phases of a business process or transaction. Duties are segregated within the fiscal management of the school system and are divided, or segregated, among different people to reduce the risk of error or inappropriate actions.

As part of this segregation of duties, multiple signatures are required to process any requests for payment or purchase requisitions.

The following functions (at a minimum) are separated among employees:

- Initiation (completing a purchase requisition) is made at the school or department level and is then forwarded to the Federal Programs Director.
- Approval (authorizing purchase requisition and payment of an invoice) is made by the Federal Programs Director who checks each request for allowability of each specific federal program. The requisition is then sent to the Director of Business Operations and after her approval to the Superintendent.
- Once approved, the bookkeeper processes the requisition through the vendor.
- Once items are received, a packing slip is provided which is signed by staff member receiving item.
- Once the purchase is completed, received, and verified an AP approval form is generated by the bookkeeper and sent to the Federal Programs Director for review and approval.
- The Accounts Payable Clerk produces a vendor payment report, the Director of Business Operations reviews vendors, account distribution, amounts and approves for checks to be cut.



## Fraud, Waste, and Abuse

Reporting fraud, waste or abuse – The 21<sup>st</sup> 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:

<b>Rabun County Board of Education</b> Dr. April Childers, Superintendent 963 Tiger Connector Road Tiger, GA 30576 PH: 706-212-4350	<b>Georgia Department of Education</b> 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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## Complaint Procedure

Board Policy GAE describes the complaint and grievance 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, 21<sup>st</sup> 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 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.

## Section 6: Acknowledgement Page

**Dear Staff,**

This handbook contains important information for you concerning your employment with Rabun County 21<sup>st</sup> 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](mailto:apruitt@rabuncountyschools.org).

Sincerely,

Amy Pruitt  
Program Director  
21<sup>st</sup> Century Afterschool Program

**Employee signature** \_\_\_\_\_

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

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

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