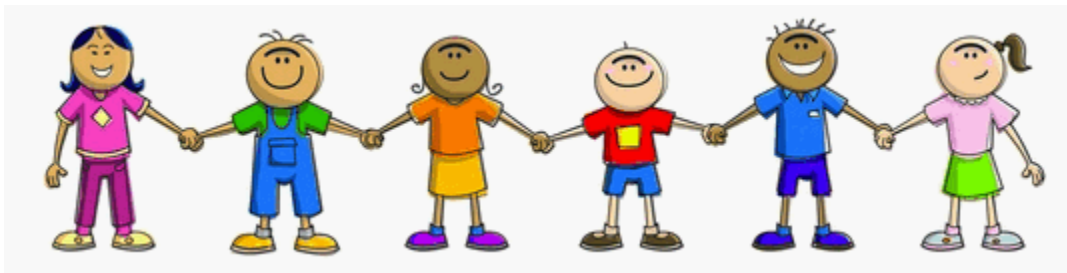


# PATRIOT ACADEMY FOR SCHOOL SUCCESS



(PASS)

***A 21<sup>st</sup> Century Community Learning Center***



## **PASS Employee Handbook** **Wilcox County Schools**

# **2022-2023**

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Patriot Academy for School Success  
2022-2023

Staff Handbook Acknowledgement Form



Dear PASS Employee:

Thank you for agreeing to work in the PASS Program this year. Our hours of operation will be Monday – Thursday in person from 3:10-6:10 PM **for students**. (2 Saturday Field trips are being planned). **It is imperative that you sign your time sheet in/out on the days you work. Staff hours are 3:30-6:30 PM. Staff planning is considered 6:10-6:30 PM.**

Classes will be staffed by certified teachers. Paraprofessionals and student tutors and volunteers will assist under teacher supervision. Students will have homework time on a daily basis. We will emphasize math and reading on Monday – Thursday and work in other subjects as needed. Enrichment activities will be scheduled daily with special programs and events scheduled throughout the year. In addition to an afterschool snack, we will also provide an evening meal before students are dismissed. **(Teachers cannot receive or purchase the evening meal because the meal is provided by the Bright from the Start Grant. Tutors under 18 may eat free.)**

PASS is a challenging job opportunity but with dedicated staff and teamwork we can be successful! Our at-risk students are depending on us! We will share more information with you as it becomes available. Please be flexible!

Please take a few moments to read through the PASS Employee Handbook (school website). Please sign and return this letter to your site coordinator or immediate supervisor. If you have any questions, our contact information is listed below:

- Clint Bloodsworth, / WCES Site Coordinator
- Tim Conner and Jay Dailey / WCM/High Site Coordinators
- Julie Bloodworth-Family Engagement Coordinator
- Ed Futch and Joe Spires Bus Foremen
- Ginny Clack/ PASS Project Director

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I have read the 2022-2023 21<sup>st</sup> CCLC PASS Employee Handbook and I understand its content.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Site Coordinator/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

## **Communication Plan**

The Patriot Academy for School Success Staff will communicate with the regular school day teachers regarding student needs in the afterschool program. Site Coordinators and Project Director will communicate with the principals or administrative designees from each school, and with all stakeholders.

The Project Director and Site Coordinators will recruit exceptional teachers, as well as highly qualified paraprofessionals and student tutors for the program. When available, community volunteers will be utilized. Prior to the beginning of each school year, PASS staff are required to attend an Orientation which will include program updates and revisions, the employee handbook, grant review and job expectations. Site directors will meet with their respective staff for additional program management and planning. Though the site coordinators are highly qualified and knowledgeable, the program director and family resource coordinator will maintain an open-door policy for communication with all PASS personnel and stakeholders.

The program director will also maintain communication with school and system level administrators regarding the PASS program through e-mail, telephone, and by coordinating Management Team meetings on a monthly basis. The Program Director will also keep stakeholders and partners informed through Family Connection collaborative meetings, frequent newspaper articles, quarterly newsletters, the school website, and school text messages. Advisory Team meetings are held once per semester. The Program Director will remain in contact with 21<sup>st</sup> CCLC staff and the outside evaluator to ensure program compliance and success.

Site Coordinators are responsible for daily communication with PASS students, site personnel and stakeholders. In addition, it is their responsibility to communicate with regular day teachers about the needs of students in after school and with the family resource coordinator regarding the scheduling of family events. Site coordinators will provide the necessary information to data entry personnel in a timely manner to ensure that all pertinent records are up to date.

The site coordinators will also ensure that each teacher documents parental contacts and keep accurate records so that information is correctly submitted.

PASS personnel are to maintain confidentiality of all student information. PASS teachers are to communicate with students and their parents regarding behavioral and academic performance, as well as keep them informed regarding special occasions such as field trips and family events. In addition, PASS personnel will provide regular effective communication to parents/guardians with limited English proficiency in modes that are appropriate and easily understood.

### **PASS Recruitment of Students**

The Patriot Academy for School Success will seek referrals from parents and regular day school personnel (including students with special needs) based on a student's academic performance in the classroom and on GA Milestones. Regular day school personnel will refer these students to the site coordinators who will contact the parent/guardian seeking permission for the student to participate. Private schools within the Wilcox school system service area will be contacted by letter and invited to participate in the afterschool program. After permission is obtained, the student will be added to the PASS roster, registered in the Cayen Data Base, and data collection will begin. In the event that special accommodations should be made for a special needs student, a meeting will be held with the parents or the Special Education regular day teacher to discuss plans for accommodations.

### **PASS Credit Recovery Students**

The Credit Recovery students will be referred by counselors and other regular school day personnel. High School seniors will have first priority. Space permitting, students in grades 9-11 may be admitted to the program. The High School counselor will contact parent/guardian by letter to recruit student for the credit recovery program. The counselor will then add courses needed to the registration form and forward it to the site coordinator for consideration. After being accepted into the program, the site coordinator will enroll the student into the necessary course recovery program used by PASS. The site coordinator will forward the registration to the Data Entry Coordinator and the student will be

added to the PASS roster, registered in the Cayen Data Base and data collection will begin.

### Other Referrals

Parents/Guardians may also request that their child be enrolled in the afterschool program. These students will be considered on an individual basis with input from regular school day personnel. The PASS program has the capacity to serve 95 elementary and 40 middle/high students. (PASS reserves a limited number of slots for students with special needs.) Students most at-risk of failing will be given first priority. Remaining slots will be available to students struggling in one or more academic subject areas. When all slots are filled, student will be placed on the waiting list and parents contacted as space becomes available.

***\* Children of PASS Employees must be enrolled in the PASS Program or remain under the parent's supervision at all times if they plan to stay afterschool.***

### PASS Summer Program Students

The PASS Summer Program will accommodate up to 147 students in grades 2-12. The hours of operation will be 8AM-1PM Mon.-Fri. for three weeks in June. Students may be required to attend summer school in order to be promoted to the next grade. Students who did not meet the criteria on standardized tests have the opportunity for remediation and will retake the reading, language arts and/or math sections of test. **Students must attend PASS (minimum of 10 days) in order to retake the Ga. Milestones test. The same referral policy will be used for the summer program.**

### Attendance Plan

Regular attendance is essential for student success. If a student is absent for more than 3 consecutive days, (unless there is a medical or other valid reason supported by documentation), a staff member will contact parent or guardian. If a parent cannot be reached by phone, a letter will be sent. After 5 consecutive absences, a second attempt will be made to contact parent or guardian. If the student is absent for more than 8 consecutive days (without documented medical or other valid reason), the student will be withdrawn from the program. Their slot

will be made available for another qualifying student. Parents will be contacted before a student is dismissed from the program by a phone call from the site coordinator or by Notice of Withdrawal that should be signed by the parent and returned to school.

PASS offers 15 days of Summer School during the month of June. Therefore, attendance is extremely important for students attempting to recover credits, be promoted to the next grade and receive remediation. Students who miss 2 days will be withdrawn from the program and another student given the opportunity to attend. Students are required to attend **30 days** to obtain credit or be promoted. Therefore, they must attend additional days in the PASS program when it resumes in the fall. **Parents and Students will sign a contract with the school stating this requirement.**

### Transportation

Bus transportation is provided for PASS students. On Monday-Thursdays, PASS will be dismissed at 6:10 PM. Parents may pick up their child or buses will transport students home.

In addition to bus drivers, bus monitors will ride afternoon routes to ensure appropriate student behavior. Bus issues will be referred to the site coordinator. In the event of a field trip that deviates from the normal bus schedule, the bus schedule will be adjusted and parents notified. Pick up sites and times will be announced for parents who wish to transport their child.

Buses will provide transportation during the June, Monday-Friday Summer Session. Students will arrive by car/ bus to PASS by 8 AM. Students will be dismissed at 1:00 PM. Parents may pick up their child or buses will transport students home.

**\* If a child arrives late to PASS or needs to be picked up before dismissal time, parents must see the site coordinator to sign the child "In or Out".**

### Discipline/Behavior Policy

Students are expected to maintain appropriate behavior at all times. Inappropriate behavior will not be tolerated. Disciplinary infractions both at the school and on the bus will be referred to the appropriate site coordinator. Depending on the severity of behavior or reoccurrence, parents will be contacted.

If a student is in ISS/Character Education, the site coordinator will determine if that student is allowed to attend PASS on those days. A student who is suspended from school may not attend any PASS activities while serving their suspension. Students who receive 2 office referrals (level 2 or 3 behavior) will not be allowed to attend the upcoming field trip.

#### Cell Phones and Electronic Devices and Internet Usage:

Cell phones are permitted for educational and critical/emergency situations. Personal phone calls must be brief and students remain under supervision. If possible, staff should step out into hallway. To gain internet access, staff must enter their Novell password and click to accept terms of use.

#### Mission

Our mission is to provide students and teachers with guidelines for the use of the Internet/Intranet.

#### Overview

The electronic communications system provides a vast and diverse amount of information to our school system. The goal of the local and state school board is to provide the students and teachers with the best access to up-to-date information for research and communications.

#### Guidelines for Usage

The Wilcox County Board of Education recognizes that with the use of such a vast amount of information and given the global usage of the Internet that direct teacher supervision is needed. With positive uses of the Internet comes the availability of material that may not be educationally sound for the Wilcox County School District. We currently monitor the network usage for inappropriate Internet sites and any copyright violations.

With recognition for the need for direct supervision, we also recognize this as a challenging task. Therefore it is necessary to set forth the following guidelines for use of electronic media

#### Use of Electronic Media

All users must sign the Internet Use Authorization Form. Student users must also have a parent or guardian sign the Parent or Guardian Authorization. These forms are provided in **Exhibit A: Wilcox County School District Internet Use Agreement Authorization Form**. After establishing authorization the following rules and regulations must be followed:



### Internet Safety

- (a) The Superintendent shall, with respect to any computers belonging to the Wilcox County School System and having Internet access:
1. insure that a qualifying "technology protection measure," as that term is defined in section 1703 (b)(1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation, and
  2. institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors" as the term is defined in section 1721 ( c ) of the Children's Internet Protection Act of 2000.
- (b) The Superintendent shall, with respect to access to the Internet by or through computers, networks, or other devices belonging to the Wilcox County School System, institute, maintain and enforce procedures or guidelines which:
1. provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  2. are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  3. are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  4. are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
  5. are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721( c ) of the Children's Internet Protection Act of 2000.

### Employee Standards

Employees are expected to follow all guidelines of professional conduct set forth in the Wilcox County Employee Handbook. The Project Director along with the site coordinators will determine any adjustments due to the nature of the afterschool program. These changes will be discussed in management team meetings to gain approval from the appropriate administration.

***PASS personnel will not be allowed to bring children, grandchildren or others to the work site unless they are enrolled in the PASS program or remain under direct parental supervision. Site coordinators will monitor this policy to ensure compliance and that instructional time is not compromised in any way.***

### Child Abuse Policy

All employees of the Board of Education, and affiliated agencies including volunteers, who have reason or cause to believe that a child is being or has been abused shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. In accordance with Georgia law and the protocol for handling child abuse cases for Wilcox County, Georgia, a report shall be made to the employee's supervisor. Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter 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 Policy**

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

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated from time to time by the Board, who will implement the Board's discriminatory complaints procedures as specified in policy GAAA/JAA. 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 staff 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 handbook and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

### **Hiring Policy**

Qualified personnel submit an application to the appropriate site coordinator who in turn submits to the Project Director. The Project Director will recommend potential employees to the Wilcox County Board of Education for approval pending the required background check. Because of their experience and knowledge of the required academic standards, Wilcox County School employees are given top priority. The Wilcox County Board of Education Central Office Administration reviews all applications and criminal background checks. In the event a criminal history is evident, a more detailed investigation occurs prior to determining whether the potential employee is recommended to the Wilcox County Board of Education for approval. The potential employee is notified that additional information is needed regarding their criminal history.

In compliance with GA Board of Education Rule 160-5-1-36 Local School Board Governance, the Wilcox County Board of Education ("the Board") adopts the following Nepotism Provisions: 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.

### **Teacher Observation and Evaluation:**

The Project Director will conduct informal “walkthrough” observations throughout the year and will be responsible for formal mid-year evaluations of all academic staff. Upon signing their evaluation, the project director will provide feedback. Site coordinators will be responsible for the formal end-of-year evaluation of all academic staff. Upon signing their evaluation, the site coordinator will provide feedback. Site coordinators will provide a copy of the formal end-of-year evaluation to the Project Director in a timely fashion. Evaluation concerns will be addressed during monthly management meetings.

### **Field Trips**

Enrichment activities including field trips will be offered for PASS students. Parents will be given prior notice of each field trip and must give written permission for their children to attend. Forms will be sent home in advance for this purpose.

\*In order to attend a field trip, a student must attend PASS 75% of the days offered. Site Coordinators and other PASS administrators will monitor student’s attendance and make a final decision if needed.

\*Site Coordinators and other PASS administrators will have the final authority in enforcing these policies.

### **Curriculum**

Both sites will be incorporating standards-based curriculum extending the curriculum that is offered during the school day. Reading 180 is being offered to select classes. In addition, Edgenuity software will be utilized for credit recovery/repair for high school students.

### **Communication**

Frequent articles describing PASS events and activities will be submitted to local newspapers. In addition, newsletters will be published quarterly. We encourage PASS personnel to submit pictures and descriptions of special classroom projects. Site Coordinators, Project Director and Family Engagement Coordinator welcome your ideas for events and additions to the PASS curriculum.

### **Dress Code**

The dress code for the Wilcox County School System will be used during the PASS program. All PASS students must adhere to the school system dress code.

### **Enrichment and Recreation**

Enrichment and recreation activities will be added to the schedule on a regular basis. Teachers, paraprofessionals, and tutors will provide and supervise these activities. These will include arts and crafts, music, team sports, lifetime fitness and character education.

Outside resources and personnel will be utilized to involve community to enhance the enrichment component of the program. The program director and the family resource coordinator will be responsible for planning the enrichment calendar and site directors will assist in setting up and providing necessary supplies.

### **Parent and Adult Literacy Events**

Communication between staff and parents is essential for student success in the PASS program. When students are enrolled in the program, parents sign an agreement to participate regularly in parent meetings during the course of the year. Parents are contacted in advance with dates and time for these events. Literacy will be one of the topics addressed at each parent meeting. To strengthen our parent engagements PASS will work collaboratively with the school Family Engagement Coordinator and Family Connections Coordinator. Teachers and staff should use every opportunity to encourage parent participation. Computers are set aside for parent use at each PASS site. Staff should encourage and assist parents in locating and using this resource.

### **Written Communication Plan for Parents** **Communication Objective**

Communicate with parents/guardians of Patriot Academy for School Success (PASS) students to engage them and improve their involvement with the school and their child. To assist the parents/guardians of PASS students in obtaining avenues to literacy related activities and help them connect with agencies to obtain their GED or higher education.

#### **Target Audience**

Parents/ Guardians of students enrolled in the Patriot Academy for School Success and other Wilcox County School System parents/guardians.

#### **Promotional Materials**

- Parent/Student Handbook
- Informational Flyers

- PASSword Newsletter
- Department of Education Parent Engagement Newsletter
- Press releases
- Generic news articles (from newsletters, papers, and local magazines)
- Program presentation handouts on topics agreed upon in partner MOAs
- Invitation letters to parent with date, time and topic of parent meeting
- School website and social media
- One Call

### **Parent Meeting**

Utilizing partners, community members or other available presenters, monthly family events are scheduled. The goal of these programs is to engage and support parents of students in the PASS program. Literacy is a key component to family events. When appropriate, PASS will partner with other agencies to host a larger event that includes other families within the community.

### **ELL Students**

Currently we have no ELL students/families participating in the 21<sup>st</sup> Century PASS Program. Should any enroll, we have school personnel to translate and assist with accommodations for ELL students/families.

### **Professional Development Plan:**

PASS will begin each year with a mandatory staff orientation. Professional development will be offered throughout the year with workshops specific to the PASS program. A Professional Development calendar is compiled each year. In addition to mandatory trainings, we encourage you to take advantage of trainings provided by the Wilcox County School System and 21<sup>st</sup> Century that are beneficial to the PASS program.

- A Professional Development Calendar is attached. Staff will be made aware of trainings that become available in the future and dates provided.

### **Program Management Procedures:**

Management Team meetings will be scheduled the 3<sup>rd</sup> Tuesday of each month. Members include grant administrator, project director, site coordinators, family engagement, fiscal agent, data entry personnel, family connections and 3<sup>rd</sup> party evaluator. An advisory council meeting will be held each semester. In addition to PASS partners and administrative staff, 2 parents and 2 students will serve on the

council. These meetings will be scheduled at the beginning of the school year and a phone call or an email reminder sent to members.

#### **Health/Safety and Emergency Plan:**

Children who are ill should not attend PASS. If a student becomes ill during the afterschool hours, parents will be notified to come pick up their child. Parents will be notified immediately of any injury to their child. In addition, PASS site directors have access to health forms that parents complete for the Wilcox County School System. These list all medications taken by the student and any pre-existing medical conditions. The school nurse is available at the beginning of the afterschool sessions;

The PASS program will follow the Safety Plan developed by the Wilcox County School System. PASS will conduct 3 drills per semester utilizing emergency conditions established by the 21<sup>st</sup> Century requirement. Due to the utilization of varying classrooms during the afternoon program, students need to be familiar with additional exit routes. Evacuation routes are posted in each classroom and will be utilized during emergency situations/drills. A specific emergency plan is in place for PASS hours of operation at each site. \* Attached Plan for each site

#### **Procurement Policy**

The PASS program will require the acceptance of competitive bidding for goods and services which cost \$3000 or more to be purchased by the Wilcox County 21<sup>st</sup> century grant (Patriot Academy for School Success). A minimum of two bids will be necessary for comparison of products or services delivered. The Project Director or appropriate staff shall be responsible for soliciting quotes and receiving them for presentation to the Fiscal Agent and/or the Management Team for consideration. The Project Director and Fiscal Agent reserve the right to reject any or all bids and to accept that bid which appears to be in the best interest of the Wilcox County PASS program. The Project Director and Fiscal Agent reserve the right to waive any informalities in, or reject any or all bids or any part of any bid. Any bid received after the time and date specified shall not be considered.

### **EQUIPMENT AND REAL PROPERTY**

#### **EQUIPMENT INVENTORY**

All Title I, 21<sup>st</sup> Century CLC, and CTAE schools are required to maintain an active inventory of all items purchased with federal funds. An inventory system is in

place to keep track of items with a life expectancy of one year or more that are purchased with Federal funds. This includes items purchased for the central office, and the district's public schools. All regular Title I, 21<sup>st</sup> Century CLC, and CTAE items are marked with a label which has the fiscal year and Program Code. The label is placed on the equipment in a location easy to see. An updated inventory is done on an annual basis and a copy of the inventory report is kept on file in the Federal Director's office and at the school. The inventory is reviewed annually by the system technology director and the federal programs director.

### **Inventory Management**

Federal Programs inventory is maintained on a spreadsheet by school and District office that identifies the item, date of purchase, location, serial number, vendor, unit cost, funding source, use, condition, and disposition. All federally fund equipment is assigned a location within the school (room number) or district office upon receipt of the product. The location of the product is noted in the school/system inventory spreadsheet. The spreadsheet is a Google Doc and is available to Title I, 21<sup>st</sup> Century CLC, and CTAE staff and Technology Department Staff for review at all times. Our inventory is a complete record of all equipment, not a year by year record.

A districtwide inventory control system accounts for all equipment purchased with federal dollars and contains the required elements: (Description, Serial ID Number, Vendor, Purchase Date, Unit Cost, Funding Source, Location, Use, Condition, and Disposition.) Equipment with an acquisition cost of less than \$5,000 which is at least five years old and no longer effective has been purged or transferred to another location. This includes schools that have closed.

Inventory of all equipment and property belonging to any federal program is identified and inventoried bi-annually. A building-level technology specialist verifies an inventory of items purchased with Federal funds each Fall and the Federal Programs Director, Technology Director, or designee inventories items each Spring. Materials purchased for use in federal programs will be labeled and be utilized in the capacity for which it was purchased.



Any equipment, materials and/or supplies purchased with federal funds are considered solely for the use of that program. In the event the equipment is no longer usable, materials and equipment will be disposed of following the District disposal procedures. Equipment that is damaged, lost, or stolen will be reported to the Federal Programs Director. Damaged and inoperable equipment will be returned to each school's Media Center and noted in the inventory as being broken, stolen, etc. A police report will be required for stolen property. Lost equipment will be verified by the principal and noted in the inventory. Disposed items must remain on inventory for a period of three years.

### **Cash Management Procedures**

Wilcox County PASS program operates under the 21<sup>st</sup> Century Grant. Cash is not collected for this program. All reimbursement for this program is received monthly after the expense has been incurred. The claim is then processed for reimbursement and received through direct deposit.

### **Offsite use of Equipment**

Offsite use of Title I, 21<sup>st</sup> Century CLC, and CTAE equipment is allowed only for teachers and staff employed by the school system. If equipment is taken offsite for the purpose of parent involvement meetings or to plan instruction, all equipment must be returned to the location listed on the inventory by the beginning of the next school day.

### **Spring Physical Inventory Conducted by Federal Programs Director or Designee**

The Spring Physical On-site Inventory is conducted each spring.

- The Federal Programs Director or his/her designee will perform the inventory
- The person conducting the inventory will sign and date the inventory check list to provide verification that the inventory was conducted
- A copy of the verification must be maintained in the Federal Programs Director's office

### **Theft of Equipment or Technology Funded by Federal Funds**

In the event Federal Programs equipment or technology is stolen and/or lost the following procedure will be followed:

- File an incident report with the police
- Attach the incident report to the Technology Disposal Form and send to the Federal Programs Director's office.
- Make corrections to the Federal Programs inventory and maintain notation of the incident for 3 years.
- Send the updated inventory to the Federal Program Director's office. The principal or other design must sign and date the inventory spreadsheet

#### **Consultants, Contracts, Purchased Services for Federal Funds**

Contracts are required for all consultants and purchased services. Agreements are entered into between the District and the consultant. Each contract contains the following:

- Contracts are generated by Federal Programs Director
- Specific duties are specifically spelled out for each contract.
- The person must also submit to be fingerprinted if they are working with students.
- The contract includes the number of hours to work and the rate of pay.
- The timeframe of a contract cannot extend beyond the current grant period.
- Copies of signed contracts must be maintained on file.
- The Federal Programs Director or designee must verify performance deliverables, for example sign in sheets for professional learning activities.

#### **Acquisition of Federally Funded Services or Equipment**

1. Software packages, program models, and other instructional support packages will be evaluated by a committee led by the Superintendent or Federal Programs Director prior to purchase to ascertain that the purchase meets needs identified in the District's/School's needs assessment.
2. All purchases must be preapproved and aligned with the District's CLIP and/or the

School's SWP and SIP. (Items not budgeted will not be approved)

3. All technology items must meet requirements of the Technology Department's Supervisor.
4. Prior to delivering the items to the schools, the Technology Department will:
  - a. Inventory all items
  - b. Items will be prepared for use (imaged, tested for issues, labeled, etc.)
  - c. Ensure computer technicians setup the equipment in the designated buildings and rooms as indicated on the inventory.

**Equipment Disposition: no longer needed for original intent, loss, damage or theft**

The District uses adequate safeguards to prevent loss, damage, or theft of the equipment. Control features include:

- Locks (for particularly valuable or vulnerable items)
- Access controls to storage buildings limit entry by unauthorized personnel
- Logs or sign-in sheets for certain items of property; for example, iPads, laptops, cameras, projectors
- Promptly entering items received into the inventory management system

Loss, damage and/or theft of equipment purchased with Federal funds is reported to the district level Federal Programs director.

Documentation includes notification of loss, damage or theft of equipment and, if appropriate, any police reports.

When property purchased with federal funds becomes obsolete, unusable or surplus to School District needs, or is otherwise not in the school's best economic interests to retain, it may be disposed of by sealed bids, public auction or other means as practical or cost effective.

The sale, exchange or disposal of real property shall be approved by the Superintendent of Schools and reflected on the inventory.

Inventory records are maintained until equipment is disposed of or transferred to another federal program. Records for real property and equipment acquired with federal funds are retained for three years after transfer or final disposition. Disposition/transfer will occur at the close of the federal program/school, if equipment is no longer needed for original intent and transferred to another federal program, or in the event the equipment is no longer usable. Equipment that is damaged, lost, or stolen will be reported to the Federal Programs Director. Damaged and inoperable equipment will be returned to the Federal Programs Office. The condition will be noted on the inventory spreadsheet. Records for items identified for disposition are maintained on the inventory for three years before final removal. Once disposed of, the Federal Programs Office will be informed and the appropriate notation will be made in the inventory records and documentation retained. A police report will be required for stolen property. Lost equipment will be verified by the principal and noted in the inventory. In the event that a federal program is no longer available, federally purchased equipment will be transferred equitably to the inventory of another functioning federal program.

Also, equipment with an acquisition cost of less than \$5,000 which is at least five years old and no longer effective may be purged or transferred to another location. This includes equipment for schools that have closed.

All sales of real property shall be approved by the Superintendent prior to the sale of such property; no private sales shall be made. The highest price possible will be sought. Sales will be publicized in advance of the sale date. All proceeds from sales shall be deposited in the general fund or some appropriate centralized fund.

When original or replacement equipment acquired with federal funds is no longer needed for the original project or program, the equipment may be retained, sold or disposed, if it is not needed in any federally funded project or program. The LEA will need to ensure that records are kept and made available for monitors and auditors as to where the equipment was transferred.

The following are the procedures to eliminate any equipment item from the inventory:

1. Equipment items with an acquisition cost/current per unit fair market (an explanation is provided in the Definitions section) value of less than \$5,000 and are more than three years old may be retained, sold or

disposed, with no further obligation to the District. The disposition of such items should be so noted on the equipment inventory maintained by the LEA.

2. Equipment items with an acquisition cost of \$5,000 or more may be retained or sold and the awarding agency (District) shall have a right to amount calculated by multiplying the current market value or proceeds from sale by the awarding agency (District's) share of the equipment.
  - a. If the current per unit fair market value is \$5,000 or more, the equipment may be retained or sold and the awarding agency (Department) shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the state's share of the equipment. However, the entity is permitted to deduct and retain from the state's share \$500 or 10-percent of the sales proceeds, whichever is less, for the entity's selling and handling expenses. Note: The Department does not require this of Georgia's Title I, 21<sup>st</sup> Century CLC, and CTAE LEAs. To date, the Department has not required this action of LEAs for the sale of Title I, 21<sup>st</sup> Century CLC, and CTAE property in a district. However, this procedure is outlined in EDGAR §80.32 Equipment (4) (e) and allows a state to require this process from their LEAs.
  - b. The disposition of such items should be so noted on the equipment inventory maintained by the recipient. The recipient should include the date of disposal and sales price or the method used to determine current fair market value if the recipient compensates the state.

The Principal is not permitted to make Federal purchases before they are approved by the appropriate procedure. A streamlined process of approval is in place for purchases made with system credit card, but prior approval is still required.

Federal programs inventory is maintained on a spreadsheet by school and District office. The spreadsheet identifies/describes the item, date of purchase, location, serial number, vendor, unit cost, funding source, use, condition, and disposition. Equipment purchased with federal funds is permanently marked with a preprinted property inventory sticker.

#### Location

All federally funded equipment is assigned a location within the school or district office upon receipt of the product. The location of the product will be noted in the school/system inventory spreadsheet.

### **Inventory**

Inventory of all equipment and property belonging to any federal program is inventoried bi-annually. A building-level administrator will verify an inventory of items purchased with federal funds early each fall and the Technology Director, Federal Programs Director or designee will inventory items each Spring. Materials purchased for use in federal programs will be labeled and be utilized in the capacity for which it was purchased. Any equipment, materials and/or supplies purchased with federal funds are considered solely for the use of that program.

### **LEASE OF EQUIPMENT**

The school system does not lease equipment using Title I, 21st Century CLC, or CTAE funds

### **Waste, Fraud and Abuse**

This procedure is established to facilitate the development of controls concerning fiscal matters that aid in the detection and prevention of waste, fraud, abuse and corruption against the Wilcox County Board of Education. It is the intent of the District to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. These procedures apply to acts involving employees as well as consultants, vendors, contractors, and any other parties doing business with the District.

Management is responsible for the detection or prevention of fraud, misappropriations, and other inappropriate conduct. Each employee is responsible for reporting any indication of irregularity. Any fraud that is detected or suspected must be reported to the Superintendent.

The Superintendent has the primary responsibility for the investigation of all suspected fraudulent financial act as defined herein. If the investigation substantiates that fraudulent activities have occurred, final action or resolution will rest with the board.

Investigations related to fraud will be treated with confidentiality. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know.

## **Wilcox County Elementary Site Emergency Preparedness**

### ***Monday-Thursday PASS Plan***

**Building Team Leader:** Clint Bloodsworth, Lynn Dale or Ginny Clack

**Assistants to Team Leader:** Catrina Thompson, Tracy Mullis and Rosa Curry

**Alternate Building Team Leaders:** Ginny Clack, Julie Bloodsworth and Dale Garnto

**Core Crisis Management Team Members:** , Ginny Clack, Nicole Anderson, Catrina Thompson, Rosa Curry, Lindsey Brown, Melissa Bryant, Tracy Futch, Tracy Mullis, , Clint Bloodsworth, Salina Stowe, Cindy Willingham, Jackie Penn, Deena Gibbs, Janice Young, Rebecca Nutt, Jessica McSwain, Sarah Lanier, Veronica Howard, and Keisha Fuller.

**Designated persons to establish emergency kits and prepare contents:** Tara Conner, Laine McBryant, hailey Wilkerson, and Letoya Coley

**Designated persons to periodically check emergency kits and update lists and supplies:** Tara Connor, Jessica McSwain, and Clint Bloodsworth

**Designated persons to contact police/sheriff's department and/or needed public assisted agencies as EMS, Fire Dept., etc:** Ginny Clack, Julie Bloodsworth or Clint Bloodsworth

**Designated staff to handle telephones:** Melissa Bryant, Meg Davis, and Cindy Willingham

**Designated staff to update parents and public:** Dale Garnto, Clint Bloodsworth, Lynn Dale or Ginny Clack

**Designated staff to lock entrances:** Deena Gibbs, Benita Tyson, Salina Stowe, Monica Stubbs, Keisha Fuller, Donna Spires, Monica Stubbs, Melissa Sampson, Liz Bartlett, and Jessica McSwain

**Designated staff to assist as directed:** Tracey Futch, Rebecca Nutt, Tracy Mullis, Sarah Lanier, Anna Harper, Erin Wells, Jermaine Childs, and Cindy Willingham

**\*All PASS personnel not listed working at the Elementary Site will be assigned duties as necessary**

**\*New Personnel will be given the appropriate training and assignments as needed.**

## **Wilcox County Middle High Site Emergency Preparedness** *Monday -Thursday PASS Plan*

**Building Team Leader** Tim Conner and Jay Dailey

**Assistants to Team Leader:** Courtney Johnson and Julie Bloodworth

**Alternate Building Team Leaders:** Dale Garnto and Ginny Clack

**Core Crisis Management Team Members,** Tim Conner, Jay Dailey, Ginny Clack, Dale Garnto, Melodie McGlamory, Tinacious Howard, Santita Coon, Miranda Lamb, Carrie Owens, Julie bloodsworth, and Amanda Hilliard

**Designated persons to establish emergency kits and prepare contents:** Tim Conner, Jay Dailey, and Tara Conner

**Designated persons to periodically check emergency kits and update lists and supplies:** Tara Conner, Tim Conner and Jay Dailey

**Designated persons to contact police/sheriff's department and/or needed public assisted agencies as EMS, Fire Dept., etc:** Dale Garnto, Ginny Clack, Jay Dailey and Tim Conner

**Designated staff to handle telephones:** Ginny Clack and Julie Bloodworth

**Designated staff to update parents and public:** Jay Dailey, Tim Conner, Ginny Clack and Dale Garnto



**Designated staff to lock entrances:** Courtney Johnson, Amanda Hilliard, Tinacious Howard, Deena Gibbs and Melodie McGlamory

**Designated staff to assist as directed:** Melodie McGlamory, Santita Coon, Dana Keene, Amanda Hilliard, Hailey Wilkerson and Deena Gibbs

**\*All PASS Personnel not listed working at the M/High Site will be assigned duties as needed**

**\*\*New Personnel will be given the appropriate training and assignments as needed.**

### **Intruder, Hostage or Terrorist Situation Policy**

**Building Team Leader:** Clint Bloodsworth, Lynn Dale /Elem. Site

**Building Team Leader:** Jay Dailey or Tim Conner/M-High Site

**Administrative Assistant:** Ginny Clack/Julie Bloodworth

**Core Crisis Team Management Team Members:** ALL PASS employees working at specific site

*Due to the increased awareness regarding intruders, our school policy is being addressed separately in our PASS Handbook. Please make sure you read and understand your role in this situation. This protocol has been adopted for both elementary and middle/high sites.*

#### **SIGNAL:**

Lockdown alert over the intercom or use of megaphone "**CODE RED**" All teachers and students are to remain in the classroom until further notice.

#### **Steps of Action:**

1. When an unidentified person is encountered, make the following statement (in your most friendly voice) "Oh, there you are. We knew you were in the building but you failed to stop by the office and sign in. Let me show you where the office is, we can get you signed in and cancel the call to police at the same time".

2. If they accompany you, great. If they run, get a description, and inform the site coordinator.
3. If necessary, the site coordinator will give the "CODE RED" signal. All doors and windows should be locked.
4. Contact 911

**Roles:**

Site Coordinator: Access danger and take appropriate action.

Nurse, Coaches and staff: Provide first aid if necessary.

Project Director: Call 911 & Contact Superintendent's Office if applicable. Call Superintendent or Assistant Superintendent's cell phone.

Available Staff, Custodians, Cafeteria Staff, Family Engagement Personnel:  
Lock all exterior doors and windows.

Teachers: Display appropriate color coded emergency card, if instructed follow evacuation plan.

Staff: Assist teachers

**Flow Chart of Internal Controls and Responsibilities**

		<b>21<sup>st</sup> Century Grant Flow Chart FY17</b>			
		<b>Dale Garnto Superintendent</b>			
	<b>PASS Project Director</b>		<b>Finance Director</b>	<b>Bus Shop Foreman</b>	
	Ginny Clack		Philip Worley	Ed Futch Joe Spires	
<b>Data Entry Clerk</b>	<b>Site Coordinators</b>	<b>Family Engagement</b>	<b>School Nutrition Director</b>	<b>Bus Drivers</b>	<b>Bus Monitors</b>
Gillian McWhorter DeAnne Brownlee	Tim Conner Jay Dailey Clint Bloodsworth Lynn Dale	Julie Bloodworth Susan Cravey	Wade Burnette		

	<b>Teacher</b>		<b>Accounts Payable</b>		
			Gillian McWhorter		
			Vicki Bush		
	<b>Paras &amp; Tutors</b>		<b>Payroll Clerk</b>		
			Carla Parks		
	<b>Students</b>				

### **Travel Policy**

Wilcox County School System follows the approved State of GA-SAO (Statewide Accounting Policy and Procedures).

### **Allowability Procedures**

1. Necessary, Reasonable and Allocable is the responsibility of Ginny Clack, 21<sup>st</sup> Century Project Director.
2. Conform with federal law and grant terms is the responsibility of Philip Worley, Finance Director and Ginny Clack, 21<sup>st</sup> Century Project Director.
3. Consistent with state and local policies is the responsibility of Philip Worley, Finance Director and Dale Garnto, Superintendent.
4. Consistently treated is the responsibility of Ginny Clack, 21<sup>st</sup> Century Project Director, Philip Worley, Finance Director, and Dale Garnto, Superintendent.
5. In accordance with GAAP is the responsibility of Philip Worley, Finance Director.
6. Not included as match is the responsibility of Ginny Clack, 21<sup>st</sup> Century Project Director, Philip Worley, Finance Director and Dale Garnto, Superintendent.
7. Net of applicable credits is the responsibility of Philip Worley, Finance Director.

8. Adequate documented is the responsibility of Ginny Clack, 21<sup>st</sup> Century Project Director, Philip Worley, Finance Director, and Dale Garnto, Superintendent.

### Conflict of Interest Policy

The Wilcox County BOE has adopted the GaDoe conflict of interest and disclosure policy. The purpose of this policy is to maintain the highest level of integrity within its workforce and to ensure that the award of grant Agreement is based upon fairness and merit. The Wilcox County BOE will avoid doing business with applicants, subcontractors of applicants who have a conflict of interest or an appearance of conflict of interest.

### Professional Learning Calendar 2022-23

July 2022	7/19/22 Bus drivers safety training 7/26/22 Cafeteria workers training 7/26/22 Staff Orientation <b>7/26/22 Staff PD</b> 8/4/22 Staff Fingerprinting 8/2,3 &16/22 21 <sup>st</sup> Century Training	January 2023	1/4/22 PD
August 2022	8/10/21 Parent & Student Orientation *Staff complete Compliance Directors by August 31, 2022 PL	February 2023	Beyond School Hours Conference TBA
September 2022		March 2023	
October 2022	Professional Development TBA	April 2023	

November 2022	Teacher led Staff Development TBA	May 2023	Focus Groups
December 2022		June 2023	

- \*Collaborative Planning: every Thursday by subject (M/High)
- \*Collaborative Planning: Tuesday (ELEM) by grade level
- \*Leadership Team Meetings every 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays (M/High)
- \*Leadership Team Meetings alternate Mondays (ELEM)
- \*Professional Development rotated by departments
- \*Online Trainings

### COVID-19 UPDATES

COVID 19 continues to be a concern but at this time staff that are COVID positive should not report to work but can report once they have been clear of a fever for 24 hrs. The legislature has made it clear that masks cannot be mandated.

There is no COVID leave. The board of education will determine if additional guidance and updates are needed as the year progresses.

### VIRTUAL LEARNING UPDATES

Students will meet in person for PASS. The board of education will provide guidance if virtual learning is necessary or optional as the year progresses. This is the virtual plan that the board approved on 9/03/21. Should there be any updates to this plan an addendum will be added to the handbook and the state will be notified.

### Virtual Learning Plan Updates

#### WCSS Guidance for Traditional, Virtual, and Distance Learners

Updated: 9/03/2021

## Definitions:

**Traditional Learners** are students who are attending school Tuesday – Friday and who are completing online review on Mondays. These students may also be referred to as Face to Face (F2F) students.

**Virtual Learners** are students who are **full-time** at home learners. These students complete all assignments on line and only come to school as needed and scheduled.

**Distance learners** are traditional students who are learning **temporarily** from a distance due to positive COVID test results, requirement to quarantine, exposure to a COVID positive person, waiting on COVID test results, exhibiting symptoms of COVID, etc.

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## Instructional Expectations for Each Group of Learners:

**Traditional Learners** receive face-to-face (F2F) instruction Tuesday through Friday. Therefore, online **review** should be scheduled for Mondays. This online **practice/review** should be designed to prepare students for a possible conversion to distance or virtual learning depending on COVID-19 community spread. This means, work to be completed should be purposeful and require no more than 15 to 20 minutes of time per each subject area/course to complete. These students do not need assignments that require the same amount of time and attention to complete as assignments for Virtual Learners because these students should have already completed assignments in the classroom. The purpose and intent of practice/review assignments for F2F learners is to ensure these students can access, complete and submit assignments utilizing available technology tools.

After Labor Day, we will begin collecting data on the students that are unable to complete online review assignments on Mondays due to internet issues in order to work toward a viable solution in the event of another school closure.

**Virtual Learners (VL)** are expected to participate in classes via online platforms (primarily Google Classroom and other educational electronic platforms). In order to track the amount of time VL students spend working on assignments, students are expected to log in via ClassLink. Utilizing Classlink provides the school system a record of when students access apps, complete assignments, and communicate with teachers. Further, VL students are expected to utilize the provided wilcoxcountyschools.org email address and Google Classroom to access, complete and submit assignments. Virtual lessons, whether pre-recorded or live, will be available to VL students via Google Classroom and/or Google Meets and in most cases should NOT require students to complete assignments during designated times. There may be an exception to this

if the teacher presents virtual learners with live (synchronous) lessons during normal class times on Tuesday through Friday. Should this occur, the teacher will provide advanced notice to students and parents. When synchronous (live) lessons are presented to VL students, teachers may need to use professional judgement concerning make-up/alternate assignments for those students who may not be able to participate live due to limited ability to stream video content. Unless notified ahead of time to report to the school or to participate in a virtual learning session, VL students have the flexibility of completing assignments anytime, anywhere. Despite this flexibility concerning lesson completion, VL learners are expected to adhere to the established due date for submitting assignments.

**Distance Learners** are our most challenging population because these students are traditional learners (F2F) that may temporarily need to switch to virtual learning due to quarantine, close contact, positive for COVID, etc. Principals and/or counselors will notify you via email when traditional learners have to move to virtual learning as soon as possible. Remember this information is protected under FERPA. Counselors are also adding the projected dates the student will need to learn from a distance in PowerSchool. Once notified, please adjust expectations based on the student's access to the internet. We can still send packets home on Mondays when meals are delivered if online learning is impossible.

### **Communication and Support Protocol for All Students**

Teachers, be reminded, the use of a school provided communication tool is always best/safest when sending communication to students, parents, colleges, and other professional associates. Therefore, it is necessary that you correspond with students primarily using your school email or via other Google platforms such as Hangouts or Meets. Because these systems are public and monitored, they provide a level of transparency that protected private, unmonitored systems do not. Our students are always a priority but you must also think about protecting yourself and your teaching certificate.

Wilcox County Schools has established an electronic Technology Support form for students, parents, and teachers to use to request technical support for school issued Chromebooks and related learning platforms/resources. Technical support does not extend to include technology that is not provided by the school system. WCSS Technical Support form can be accessed at the following link: <https://forms.gle/zYKF9S564Ld6GMKC8>

Our OneCall automated messaging system will be used to keep students, parents, and staff informed of upcoming expectations, adjustments to planned events/activities, and other pertinent school information. In addition, Remind and other similar technology tools will be used to notify specific groups of students/parents regarding class/course expectations and requirements. School issued Gmail accounts (and other Google related tools such as Google

Hangout/Google Meets) will be utilized to contact individual students/parents concerning grades, incomplete assignments, etc.

Students/parents may also utilize email, or other teacher provided means of communication to request assistance from a specific teacher or group of teachers concerning individual student progress or instructional support. Teachers are not on call twenty-four, seven and are NOT expected to respond to requests for support outside of normal working hours unless they choose to respond. However, during normal work hours, teachers are expected to respond to all requests in a timely manner and track responses until the specific issue is resolved. The use of school Gmail is recommended since it tracks and archives conversations on a public server. Telephoning or texting students/parents from a personal phone is not advisable and should only be used as the last means of communication.

### **At-Risk/Watch List**

A google form has been created for teachers to utilize to notify school administration of students who are not performing satisfactorily in traditional, distance or virtual learning classes. Students placed on this list will be contacted on a weekly basis by a school administrator until the student's performance improves and the teacher removes the student from the list.

[https://docs.google.com/forms/d/e/1FAIpQLScQS5w5dRDGnHQNZxrIQwE7Z5CX-S\\_APje4W2vY7jEF9g-Cmw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScQS5w5dRDGnHQNZxrIQwE7Z5CX-S_APje4W2vY7jEF9g-Cmw/viewform)