

# Patriot Academy for School Success ( PASS )

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



## Parent/Student Handbook Wilcox County Schools FY 24



Student-Parent Handbook

2023-2024

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# Patriot Academy for School Success

## 2023-2024

Dear Parent/Guardian,

Thank you for allowing your child to participate in the PASS Program this year. Our hours of operation will be Monday- Thursday from 3:10-6:10 PM.

All classes will be staffed with certified teachers. Para professionals and student tutors will assist under teacher's supervision. Students will have homework help on a daily basis and a concentration on math and reading Monday – Thursday. Other subjects will be addressed as time permits. Enrichment activities will be included throughout the year. In addition to an afterschool snack, we will also provide an evening meal before students are dismissed.

Again this year, we are pleased to serve students in grades Pre-K through 12. Our schedule will address the needs of each grade level on a daily basis.

**Please take a few moments to read through the PASS Parent/Student Handbook and sign and return the bottom portion of this letter to your child's site coordinator.** If you have any questions, our contact information is listed in the inside front cover of the handbook.

Parents are reminded that attending family engagements is a requirement for your child's participation in the PASS program and for your child to attend field trips. A family engagement is scheduled each month. A calendar of those dates is coming soon. We look forward to seeing you at our monthly meetings.

A copy of our PASS Employee Handbook and Student Handbook is posted on the Wilcox County school website for all stakeholders to access as needed.

Clint Bloodsworth- WCES Site Coordinator

Jay Daley & Cody Greene - WCM/High Site Coordinators

Julie Bloodworth, and Susan Cravey- Family- Engagement Coordinators

Ginny Clack- PASS Project Director

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**I have read and understand the information and policies contained in the PASS Parent/Student Handbook.**

\_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name \_\_\_\_\_

Sign Parent Name

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Sign Student Name



## Rewards and Incentives

The PASS Program has established the following incentives to reward students who meet certain goals. We hope this will encourage them to work both academically and behaviorally to be more successful in school.

- Students who score 80 or above in Reading/Language Arts on their report card each nine weeks will have a special treat (McDonald's, Little Caesars etc.) In addition they will receive extra PE time and small goodie bags.
- Students with NO disciplinary office referrals and have 2 or less absences from the PASS program will be rewarded. This may include treats similar to academic rewards and or other special activities (attending a Middle school or JV football game, ice cream sundaes etc.)

\*Project Director, Site Coordinators and teachers will establish criteria for a student enrolling in the PASS program after a nine week grading period begins.

Ginny Clack-Project Director



## PASS Staff

Ginny Clack/Project Director

Office Location - Wilcox County Middle School

217 7<sup>th</sup> Avenue

Rochelle, GA 31079

Office Phone: 229.365.2331

Cell Phone: 229.365-3655

Julie Bloodworth/Family Resource Coordinator

Office Location - Wilcox County Middle School

114 7<sup>th</sup> Avenue Avenue

Rochelle, GA 31079

Phone: 229.365.3655

Clint Bloodsworth/Site Director/WCES

1358 Highway 215 S.

Rochelle, GA 31079

Phone: 229.365.7858

Jay Dailey & Cody Greene SiteDirectors/Wilcox County Middle/High School

1358 Highway 215 S.

Rochelle, GA 31079

Phone: 229.365. 7231

Karen McMinn/Data Entry/Wilcox County High School

Office Location-Wilcox County Middle School

114 7<sup>th</sup> Avenue

Rochelle, GA 31079

229-365-7231

Philip Worley and Aleph Fore-Finance and Food Directors

Office Location - Wilcox County Board of Education

395 College St. W

Abbeville, GA 31001

Phone: 229-467-2141

### General Information

The Patriot Academy for School Success (PASS) began in Wilcox County in 2010. It is a 21<sup>st</sup> Century Community Learning Center grant-funded program for elementary, middle, and high school students. The approved grant was a joint effort of the Wilcox County School System and the Family Connection Collaborative. Though PASS targets academics, opportunities exist for increased community awareness, field trips, art, music, and recreation. Community involvement is ensured by community partners who signed Memorandums of Agreement with the Wilcox County School System to provide goods or services for the students (or their parents) enrolled in the program. Monthly Management Team meetings are held to discuss and disseminate new and important information to effectively manage program goals. Staff meetings are scheduled as needed. 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 an email reminder sent.

PASS enrollment is open to 95 students at Wilcox Elementary School and 40 students at Wilcox County Middle/High School. PASS is designed to operate Monday-Thursday. Two Saturday field trips (may be virtual) are planned for the coming year. Transportation is provided on each day of operation. PASS will observe all student holidays as listed on the Wilcox County School System calendar.

### Schedule

#### DAILY PROGRAM HOURS:

Monday - Thursday.....3:10 - 6:10 P.M.

#### SUMMER HOURS:

Monday - Friday .....8:00 A.M. - 1:00 P.M.

During the **summer session**, PASS begins at 8:00 A.M. and ends at 1:00 PM. Students will report to the cafeteria where breakfast will be served. Faculty and staff will escort students to their first academic sessions as soon as breakfast is completed. During the summer session, students attend Monday-Friday for 15 days in June. Students will be engaged in academic remediation, enrichment activities and receive a nutritious breakfast and lunch. Limited physical education, art, music, and community awareness activities are also provided.

During the regular school year, students report to their assigned PASS locations as soon as the bell rings for school dismissal. Students receive snacks and begin working with school personnel on homework and academic activities. Monday-Thursday the greatest emphasis will be on math and reading with other subjects addressed as time permits and the need arises. Enrichment activities are included in the schedule along with homework time. To add a health and nutrition component, an evening meal will be served at 5:45 with "I'm Still Learning" time. Students will be dismissed at 6:10 P.M. to board buses or be picked up by their parents.

**IMPORTANT NOTICE:** If your child arrives late to PASS or if your child needs to leave before dismissal time, please see the site coordinator to sign your child in or out.

### **Recruitment**

The Patriot Academy for School Success will take referrals from regular day school personnel, including students with special needs and those attending private schools, based on a student's academic performance in the classroom and on standardized tests such as the GA Milestones. Regular day school personnel will refer these students to the site coordinators who will send out a letter to the parent/guardian asking for permission for the student to participate. After permission is obtained, the student will be added to the PASS roster, registered in the Afterschool 21/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 special education regular day teacher to discuss plans for accommodations.

### **PASS Credit Recovery Students**

The Credit Recovery students will be referred by the regular school day counselors. Available slots will be open to High School Seniors first. If there are still openings after the seniors take advantage of the program, other grades level students will be accepted until the available number of slots has been filled. The school counselor will send out letters to the students' parents and have them signed and returned. The counselor will then add the courses needed to the registration form and forward it to the program director for consideration. After being accepted, the program director will enroll the credit recovery student into the necessary course recovery program used by PASS. The program director will forward the registration to the site coordinator and the student will be added to the PASS roster, registered in the Afterschool 21 Data Base and data collection will begin.

### Other Referrals

The goal of the PASS Program is to serve 95 Elementary and 40 Middle/High Students in 2023-24. If this number cannot be reached by the normal referral process, the program will then open the available slots to students who seem to be struggling in one or more academic subject areas. Parents/Guardian may also request that their child(ren) be enrolled in the PASS Program. These students will be considered on a case by case basis with input from their regular day school principal and site coordinator.

### PASS Summer Program Students

The PASS Summer Program will be offered to the students in grades 2-12 who participated in the PASS program during the school year with the addition of students who need remediation for promotion to the next grade. State mandated test scores will be taken into consideration if available. The same referral policy will be used for the summer program. **Students must attend PASS for remediation (minimum 10 days) in order to retake the Georgia Milestones during the summer programming.**

### Attendance

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 dropped from the roll.** 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 signed by parent and returned to school.

PASS offers 15 days of Summer School during the month of June. Attendance is extremely important for students attempting to recover credits, be promoted to the next grade, and receive remediation. Students who miss 2 days may be dropped 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 the days PASS meets, students who ride buses will depart school at 6:15 PM to be dropped off at their home. Parents may choose to pick up their student at dismissal time. In addition to bus drivers, bus monitors will ride afternoon routes with students to ensure appropriate student behavior. If there are bus issues, please contact your child's site director.

In the event of a field trip that necessitates late arrival, parents will be notified of pick up site and time.

During the Summer Program, the bus scheduled will be adjusted to ensure students arrive at PASS by 8:00 A.M. Students will depart school at 1:05PM. Students may ride the bus or may be picked up by parent. **\* If your child arrives late to PASS or needs to be leave before dismissal time, please see the site coordinator to sign your child In or Out.**

### Curriculum

At both sites, standards-based curriculum will be incorporated to extend the curriculum that is used 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. A variety of hands-on activities will be used to reinforce academic remediation.

### Enrichment and Recreation

Enrichment and recreation activities will be provided daily. Teachers, paraprofessionals, and tutors will provide and supervise these activities. Included sessions are arts and crafts, music, team sports, lifetime fitness, technology, culinary, and character education. Occasionally, outside resources and personnel will also be used. The program director and the family resource coordinator will be responsible for planning the enrichment calendar, and site directors will secure necessary supplies.

### **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. (Virtual Field Trips may be scheduled as needed)

\* In order to attend in person field trips, a student must attend 75% of the PASS afternoon sessions. Site coordinators and other PASS administrators will monitor student's afternoon attendance.\*The Site Coordinators and other PASS administrators will have the final authority in enforcing these policies.

### **Discipline**

Students are expected to maintain appropriate behavior at all times. Inappropriate behavior will not be tolerated. PASS site directors will deal with disciplinary infractions both at the schools and on the bus. Parents will be contacted if student discipline is a problem and if students are suspended or dismissed from the program.

**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. These referrals will begin on the day of each field trip and continue until the day of the next trip.

### **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.

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

Use of cell phones and other electronic devices is not permitted during PASS. Please enforce this with your child. All Wilcox County Students are required to sign internet usage policy agreement. This is located in the student agenda and kept on file at the appropriate school office. PASS students will adhere to the same regular day rules concerning cell phones, electronic devices, internet usage, and copyright violations.

### Communication

Articles and pictures highlighting PASS activities/ events are frequently submitted to the Wilcox Marketer, Cordele Dispatch, Fitzgerald Herald, School Website and Facebook page. In addition, PASS newsletters will be published quarterly. PASS Staff welcome your comments, ideas and suggestions and encourage you to contact them frequently.

### Parent Conferences

The occasion may arise when you would like to meet with your child's PASS teacher or teachers. If you would like to schedule a conference, please contact the site director at your child's school.

### Parent and Adult Literacy Events

Parent involvement is essential to your child's academic success and to the success of this program. Family members are encouraged to attend Monthly Parent Engagement & Literacy Events. A letter will be sent home with your child with dates and times and description of program for these events. **When you enroll your child in the PASS Program, you will complete and sign registration information that states you will participate regularly in parent meetings during the course of the year. In order for your child to participate in various enrichment opportunities, you must attend a minimum of 5 family engagement and literacy programs**

Parents, if you need computer access, computers are set aside for your use at each PASS site. Please contact the site director to schedule time. Should you need assistance with computer use, please notify the site director. Assistance can be provided for you during your visit.

### **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 and the child will need to be picked up and signed out. 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 same evacuation procedures as established by each school. Emergency drills will be conducted during traditional school hours as required by the Wilcox County School Safety Plan, and will also be conducted during PASS program hours because most students are in different classrooms than during the school day. Evacuation routes for safety drills are posted. **A specific emergency plan for PASS is in place for PASS hours of operation at each site and PASS employees are trained in the procedures.**

### **Early Dismissal/Cancellation of Program**

In the event that the PASS program needs to be canceled due to inclement weather or other emergencies, parents will be notified by the school messenger phone system, One Call Now. Other methods of communication will include local television and radio stations and the school website. In the event that the afterschool program is cancelled, students will be given the opportunity to contact parents and should follow their normal procedures for getting home.

**Please contact the following if you have questions about information contained here: Ginny Clack, Program Director; Julie Bloodworth, Family Resource Coordinator; Cody Greene or Jay Dailey, M/H Site directors; Clint Bloodworth, Elementary Site director.**

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

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

**Building Team Leader:** Clint Bloodsworth, Julie Bloodsworth or Ginny Clack

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

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

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

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

**Designated persons to periodically check emergency kits and update lists and supplies:** Tara Connor, Laine McBryant, 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:** Benita Tyson, Salina Stowe, Keisha Fuller, Donna Spires, Monica Stubbs, Melissa Sampson, Jessica McSwain and Liz Bartlett

**Designated staff to assist as directed:** Tracy Futch, Rebecca Nutt, Tracy Mullis, Sarah Lanier and Hailey Wilkerson 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:** Cody Greene 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 Bloodworth, 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:** Tinacious Howard, Melodie McGlamory, Courtney Johnson, Amanda Hilliard, and Deena Gibbs

**Designated staff to assist as directed:** Melodie McGlamory, Amanda Hilliard, Santita Coon, Hailey Wilkerson

**\*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,/Elem. Site

**Building Team Leader:** Cody Greene, Jay Dailey/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: Assess danger and take appropriate action

Nurse & Coaches: Provide first aid if necessary

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

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.

### **Staff Members**

Certified teachers are assigned to each grade level. PASS will also utilize paraprofessionals and tutors. The student to teacher ratio will be 1:10 for academic time and 1:15 for enrichment/recreation time.

### **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.



### **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.

### **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.

#### **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:

**Flow Chart of Internal Controls and Responsibilities**

		<b>21<sup>st</sup> Century Grant Flow Chart FY23</b>			
		Dale Garnto Superintendent			
	<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>
Karen McMinn Gillian McWhorter	Cody Greene/ Jay Daley Clint Bloodsworth	Julie Bloodworth Susan Cravey	Aleph Fore		
	<b>Teacher</b>		<b>Accounts Payable</b>		
			Gillian McWhorter		
			Vicki Bush		

	<b>Para Professionals &amp; Tutors</b>		<b>Payroll Clerk</b>		
			Carla Parks		
	<b>Students</b>				

## **CASH MANAGEMENT INTERNAL CONTROL PROCEDURES**

### **Requisition of Equipment and Materials**

1. Each budget, after prepared at the school level, is reviewed by the Federal Programs Director, revised by school personnel, if necessary, and approved by the Federal Programs Director. Once a school makes the necessary compilation and the budget is submitted and approved by GaDOE, each school or department fills out purchase order requisitions.
2. The Principal and/or Teacher initiates the purchase order form, complete with:
  - Complete vendor information including phone number ( and fax number if applicable)
  - Ship to information including the address for the school
  - Principal signs approving the order after he/she verifies the materials being requested are part of the SWP.
3. The requisition is then sent to the Federal Programs Director for review.
4. The Federal Programs Director reviews the requisition to assure that the purchase is included in the approved program plan.
5. The Federal Programs Director then signs off on the requisition and forwards the requisition to the Accounts Payable Clerk in the BOE Office.
6. The Accounts Payable Clerk obtains the signature of the Superintendent on all purchase orders, assigns a P.O. number, logs the P.O., presents to the Federal Programs Director for final review and orders the merchandise.
7. The Accounts Payable Clerk returns the P.O. to the school or department that made the requisition.
8. When the merchandise arrives, the school or department then signs that the merchandise is accounted for and returns the P.O. to Accounts Payable for payment.

## **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. Conforms 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 Ga Doe 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 Agreements 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.

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### **COVID -19 (UPDATES)**

Covid-19 continues to be a concern. At this time staff and students that are COVID positive should not report to school but can report once they are clear of fever for 24 hours. The legislature has made it clear that masks cannot be mandated.

### **VIRTUAL LEARNING UPDATES**

Students will meet in person for PASS. The Board of Education adopted the following policy for virtual learning should it be necessary. This policy was adopted on 9/3/21. Should there be any updates or changes 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)