

# **Richland School District One**

## **Office of Extended Day Programs**

### **Comprehensive Remediation Program**



**Guidelines**  
**2015 – 2016**

# **Comprehensive Remediation Program 2015-2016 Guidelines**

**Office of Extended Day Programs  
Dr. Traci Young Cooper, Director  
Ms. Edna Hogg, Assistant**

## **CRP Scholars**

### **Steering Committee Members**

**Amleht Alston, Guidance Counselor, Crayton Middle School  
Francene C. Bee, Lead Teacher, Mill Creek Elementary School  
Pam Krolewicz, Lead Teacher, Arden Elementary School  
Betty Melvin, Curriculum Resource Teacher, Bradley Elementary School  
Lynne Trowbridge, Curriculum Resource Teacher, Satchel Ford Elementary School  
Sarah Walker, Steering Committee Member/Consultant  
Karen Workman, Lead Teacher, Lewis Greenview Elementary School  
LaAveria Newton, Lead Teacher, Hopkins Elementary  
Wendy Fanning, Lead Teacher, South Kilbourne Elementary**

## **Table of Contents**

	<b>Page</b>
<b>I. Program Description</b>	<b>1</b>
<b>II. Student Identification</b>	<b>2</b>
<b>III. Program Schedule</b>	<b>3</b>
<b>IV. Parent Notice</b>	<b>3</b>
<b>V. Staffing</b>	<b>4</b>
<b>VI. Payroll</b>	<b>8</b>
<b>VII. Transportation</b>	<b>9</b>
<b>VIII. Student Attendance</b>	<b>9</b>
<b>IX. Discipline</b>	<b>9</b>
<b>X. Nutrition</b>	<b>10</b>
<b>XI. Curriculum/Data Resources</b>	<b>10</b>
<b>XII. Assessment</b>	<b>11</b>
<b>XIII. Emergency Preparedness</b>	<b>12</b>

## Appendices (Forms)

	<b>Page</b>
Afterschool Comprehensive Remediation Employee Application	<b>A</b>
<b>Elementary</b> Notification Letter for Students	<b>B</b>
<b>Middle</b> Notification Letter for Students	<b>C</b>
School Bus Transportation Request	<b>D</b>
(Procedures, Transportation Request for Extended Day Programs, and School Bus Transportation Request (Student))	
Afterschool Comprehensive Remediation Program Registration Form	E
After School Snack Program Information	F
Supplemental and Overtime Report Form	G
Student Early Dismissal Sign-out	H
Progress Report (*)	I
Site Phone List	J
Evacuation Checklist	K
2015-2016 Extended Day Comprehensive Remediation Schedule	L
2015-2016 Extended Day (CRP) Professional Development Schedule	M
2015-2016 Richland One Recommended Program Activities (Schedule)	N
Recommended Staffing Allocations	O
Afterschool Program (Comprehensive Remediation) Teacher & Instructional Assistant/Success Maker Lab Operator Agreement Form	P
FY 2015-2016 CRP Site Visitation Schedule	Q
EX-Avier (Extended Day Program Mascot) Appearance	R
Elementary/Middle Lead Teacher Contact List	S
Spanish-translation (CRP Forms – Registration, Student Nutrition Services, Transportation, etc.)	T
<b>District Assessment Calendar</b>	U
<b>FY 2013-2015 4<sup>th</sup> Quarter SuccessMaker® Lab Target Time Report</b>	V
FY 2013-2015 Testview/Enrich Update (Procedures)	W
To Infinity And Beyond – Instructional Activity Guide	X
2015-2016 Field Trip Request Procedures	Y

## **I. Program Description**

With the deletion of Section 59-18-500 the EAA no longer prescribes how districts and school document support provided to students who are in need of academic improvement to perform at grade level through the use of Academic Plans for Students. Funds allocated through this formula should support summer school programs or 2015-2016 school year supplemental academic improvement efforts for students who scored 'Not Met' on the previous year's MAP (Grade 3), ACT Aspire and SCPASS administration (Grades 4 – 8).

Please note that the SCDE has recommended to the General Assembly that Summer School/Comprehensive Remediation Funds be combined into a comprehensive fund that combines several other funds into one that addresses poverty.

Formerly, the Education Accountability Act of 1998, required each school to develop an individual Academic Assistance Plan for students in grades 3 – 8 who did not perform at grade level (basic or above) on the Palmetto Achievement Challenge Tests (PACT). Under this law, students not meeting grade level standards in the same area for two consecutive years were considered Year 2 Academic Plan students and are required to attend an After School Comprehensive Remediation Program.

Currently, the Comprehensive Remediation Program will be provided free of charge at all elementary and middle schools. *By providing individual instruction focusing on student skill deficiencies this program is designed to increase student proficiency of the South Carolina Career and College Readiness Standards (SCCCR) as measured by achievement on district Common Assessments, MasteryConnect, SuccessMaker 8, and state assessments.*

## **II. Student Identification**

To assist with the identification and recruitment of students qualifying for the Comprehensive Remediation Program, all elementary and middle-level administrators and Lead Teachers will be provided an Excel file generated by the Office of Research and Evaluation which includes all students in grades 3 to 8 who are enrolled in Richland One for the 2015-2016 school year.

Student rosters for elementary and middle schools are created by examining Spring 2015 MAP, ACT Aspire, and SCPASS scores. SCPASS scores are unavailable for rising 3rd graders, so MAP scores will be used for identification. ACT Aspire and SCPASS scores will be used for 4th through 8th grade students. Students are labeled as Priority One, Priority Two, Priority None, or Priority Unknown (see below definitions) for each subject area. Students new to Richland One Schools may be referred for placement.

- (1) **Priority One** - Current students whose level on previous year ACT Aspire and SCPASS was 'Not Met 1'. For rising 3rd graders, these students scored two years below grade level on MAP.
- (2) **Priority Two** - Current students whose level on previous year ACT Aspire and SCPASS was 'Not Met 2'. For rising 3rd graders, these students scored one year below grade level on MAP.
- (3) **Priority None** - Current students whose level on previous year ACT Aspire and SCPASS was Met or Exemplary. For rising 3rd graders, these students scored at or above grade level on MAP.
- (4) **Priority Unknown** - Current students whose previous year ACT Aspire and SCPASS (or MAP for rising 3rd graders) performance is unknown.

Students in grades 4-8 who scored 'Not Met' in any area of the Spring 2015 ACT Aspire Writing, English, Reading, Mathematics, and SCPASS Science or Social Studies tests will qualify for the Comprehensive Remediation Program.

**Important note: The recruitment and admission criteria are the same for the middle school level. However, due to the elimination of the Richland One Middle School Summer School program, all interested sixth through eighth graders, regardless of their ACT Aspire and SCPASS scores are now eligible to participate in the afterschool Comprehensive Remediation Program.**

### III. Program Schedule

Level	Student	Lead Teacher	Teacher
<b>Elementary and Middle Program Schedule</b>	<ul style="list-style-type: none"><li>• 3 days weekly (T, W, Th)</li><li>• 30 weeks</li><li>• 2 hours daily</li></ul> <p><b>Elementary:</b> 2:30 – 4:30 pm</p> <p><b>Note:</b> *Elementary 21<sup>st</sup> Century Community Learning Center sites will operate from 2:30 pm – 5:30 pm (M-F)</p> <p><b>Middle:</b> 4:00 – 6:00 pm</p> <p><b>Note:</b> *Middle school 21<sup>st</sup> Century Community Learning Center sites will operate from 4:00 pm – 6:00 pm (M-F)</p>	<ul style="list-style-type: none"><li>• 3 days weekly (T, W, Th) + Planning Time</li></ul>	<ul style="list-style-type: none"><li>• 3 days weekly (T, W, Th) + Planning Time</li></ul>

### IV. Parent Notice

Parents of students who qualify for Comprehensive Remediation Program will be notified in writing that their child is required to attend. A registration form is to be completed and submitted by the parent **(Appendix B or C)**. All forms must be returned acknowledging parents' receipt of the letter and acknowledgement of the program. Signed registration forms are to be maintained at the school by the Lead Teacher.

## **V. Staffing**

### **Lead Teacher (After School Instructional Leader)**

- Coordinates the development and implementation of the Extended Day Program
- Implements applicable district policies, procedures and regulations
- Assumes responsibility for student and staff attendance records (daily attendance numbers for students and sign-in and sign-out sheets for staff)
- Ensures communication with members of the school staff about students' needs and aspects of the Extended Day Program
- Compiles, submits and maintains payroll information
- Demonstrates effective organizational skills
- Reports to the school principal and the Director of Extended Day Programs
- Provides weekly and monthly snack reports to Nutritional Services (**Appendix F**)
- Maintains records needed for program administration to include files on students (i.e. Registration Forms, Parent Consent Forms, Attendance Records, SuccessMaker® Lab Progress & Parent Notification Reports, Student Academic Progress Reports, Quarterly Report Card Data, Common Assessment Data, and Staff Teacher Observation Forms, Payroll Data, and Teacher Contract Agreement Forms)
- Ensures that quarterly Academic Progress Reports are issued to students, parents and teachers
- Ensures proper record keeping from PowerSchool, Quarterly Reports, Enrich (formerly TestView), and other data collection and management systems that are implemented
- Conducts classroom observations of Extended Day Program staff
- Facilitate the implementation of the Digital Learning Environment (DLE)
- Provides supervision for a safe, positive and effective instructional environment
- Maintains copies of all communications with faculty, staff, students, parents and community
- Administers student, parent, after-school support teacher, instructional assistant, and school surveys to evaluate program's effectiveness (Surveys will be developed and sent to schools)
- Completes and submits initial transportation requests and all updates
- Other duties as assigned



### **After-School Teacher**

- Must possess South Carolina Department of Education teacher certification
- Develops objectives and learning activities in collaboration with the regular day teacher, utilizing formal and informal data
- Completes and submits weekly CRP lesson plans to the lead teacher
- **Notifies the lead teacher of any absence at least 24 hours in advance**
- **Prepares and submits substitute CRP lesson plans to the lead teacher at least one day prior to the absence**
- Actively monitors students in the computer lab, offering instructional assistance as needed
- Creates a positive instructional environment
- Displays a positive and professional attitude
- Exhibits strong preparation skills and timeliness
- Evaluates, selects and modifies resources and activities consistent with instruction and the district's curriculum standards and pacing guides
- Demonstrates effective organizational skills and demonstrates management of instructional time
- Provides opportunities for students to demonstrate new learning with teacher support
- Facilitates the learning environment to encourage positive student behavior
- Utilize Digital Learning Environment (DLE) resources
- Completes all operational responsibilities (e.g. student attendance, progress reports, grades, record keeping, and academic grade incentives for middle school students) as required
- Collaborates routinely with Regular School Day Teachers regarding students' skill deficiencies and progress (i.e. Alignment Reports)
- Maintains individual work folders for each student (discard at beginning of following school year)
- Support Project Based Learning
- Communicates student progress to parents and students at the end of each session

### **Literacy Leader**

- Must possess South Carolina Department of Education teacher certification
- Expertise in the core reading program
- Mentor/assist teacher in the full implementation of the core reading program
- Possess a strong command of the use of technology
- Possess strong work ethics
- Demonstrate the ability to work with people
- Analyze appropriate use of assessment and intervention strategies for struggling readers

- Implement programmatic level planning
- Provide professional development, coaching, modeling, and managing of resources
- Support evaluation of the program
- Help students develop habits of independent reference work
- Plans, equips and maintains attractive facilities
- Processes materials simply and efficiently
- Maintains appropriate records of materials utilized
- Plans with teachers when appropriate
- Displays professional growth
- Reads literature for appropriate grade level
- Supports students in project based assignments

### **SuccessMaker® Lab Operator**

- Maintains accurate student and group data on the SuccessMaker® System
- Creates assignments on the system as directed
- Assigns courseware to students as directed
- Prints SuccessMaker® reports for teachers, lead teachers and parents as scheduled
- Actively monitors students in the computer lab, offering instructional assistance as needed
- Develops and implements an incentive program to recognize student performance in SuccessMaker® assignments

### **School Nurse**

- Maintains accurate student health records
- Makes appropriate health care referrals
- Provide appropriate student supervision where deemed necessary by the Lead Teacher
- Conduct parental outreach contact to assist with student attendance and attrition
- Conduct routine classroom lessons on health topics
- Duties as assigned (i.e., Physical Activities, CATCH, Vision, Dental)

### **Instructional Assistant**

- Assists After School Instructional Teachers and Lead Teacher
- Assists as needed in the Computer/SuccessMaker® Lab
- Assists with operational tasks (snack distribution, collection of attendance reports, copying)
- Other duties as assigned

## **Executive Directors of Schools**

- Review Year End Extended Day Program data to make data-driven fiscal and programmatic decisions (i.e., Annual Reports, Surveys, Reports)
- Establish district-wide outcomes and expectations for the Extended Day Programs
- Promote accountability for Executive Directors of Administrators for monitoring and observing their school-based Extended Day Program
- Ensure the Extended Day Programs' Professional Development, Training, Resources and Staffing to support/enhance the regular day program and District's vision, mission and purpose

## **Principals**

- Authorize the lead teacher to receive rights and access to relevant school test data located in appropriate data storage systems (i.e. School R&E folders, PowerSchool, SuccessMaker® reading and math reports, etc.)
- Create a powerful vision and clear purpose for the afterschool programs and secure/manage community partnerships to support the program
- Use staff development to align the afterschool program with the regular school day program (Provide training for afterschool staff members)
- Provide on-going site-based management and observations
- **Take an active role in staffing and evaluating the afterschool program**
- Create a physically and emotionally safe environment, and establish a sound funding source/resources to support the afterschool program
- Analyzes afterschool stakeholder surveys and review results
- Utilize the afterschool program to strengthen academic achievement and create opportunities during intersessions to sponsor Extended Learning Programs
- Measure and manage outcomes (Monitor the Program & act/plan accordingly)

## VI. Payroll

Payroll will be maintained through the KRONOS System. Each employee should clock out at the end of their regular day shift and clock back in to begin their Afterschool shift. Each employee should also sign in daily. The Lead Teacher retains a copy of your Staff Sign-In Sheets for your school-based records. Payroll submissions will be processed when all designated deadlines and tasks by the Lead Teacher have been met and completed. **Failure to utilize the KRONOS system will result in a delay in payroll processing.** As District employees, your Extended Day Program compensation will be included in your paycheck every two weeks.

<b>Staff</b>	<b>Recommended Weekly Hours</b>	<b>Rate</b>
<b>Lead Teacher</b>	10 – 15	\$30.00 per hour
<b>After School Instructional Teacher (Classroom Teacher, School Nurse, or Literacy Leader)</b>	7 – 10	\$30.00 per hour
<b>Instructional Assistant</b>	7	Regular Hourly Rate (up to 37.5 hours) – After 37.5 Hours time and a half <b>Note: Compensation for the Regular School Year (Classified Staff)</b>
<b>SuccessMaker® Lab Operator</b>	7	Regular Hourly Rate (up to 37.5 hours) – After 37.5 Hours time and a half <b>Note: Compensation for the Regular School Year (Classified Staff)</b>

## VII. **Transportation**

Bus transportation is provided for all students participating in the Comprehensive Remediation Program. (Zoned Students) The School Bus Transportation Request Form must be sent home for parents to complete and return before District transportation services can be rendered. Extended Day (Comprehensive Remediation Program) Bus Transportation forms should be submitted to the Office of Student Transportation Services **Mail Code 850 (Appendix D)**.

## VIII. **Student Attendance**

- Daily attendance is required for the program. CRP lead teachers and instructional staff are expected to monitor student attendance daily. Communicate the importance of regular attendance to parents.
- Students are expected to remain for two hours each day.
- Students with early dismissal must sign the Early Dismissal Sheet.  
**(Appendix H)**
- Car riders are to be picked up on time (If violated, student may be dismissed from the program).
- Student walkers/pedestrians must depart campus promptly after the Comprehensive Remediation Program's dismissal. Student walkers/pedestrians must have written parent permission. Student walkers/pedestrian (written) parent permission letters or forms must be on file at the school.

## IX. **Discipline**

- All rules, consequences and procedures will be followed as outlined in **Richland School District One's Code of Conduct** and each school's disciplinary plan.
- The Lead Teacher is responsible for maintaining student discipline.
- Students can be dismissed from the program for continuous classroom or bus disruptions.
- Disciplinary incidents should be documented on the Richland School District One Disciplinary Forms. Level III offenses must be reported to the Director of Extended Day Programs and the Director of District Security.

X. **Nutrition**

- Snacks and dinner for after school students will be provided daily by the United States Department of Agriculture (USDA)/ SC Department of Social Service (SC DSS).
- Weekly Snack and Dinner Reports are due each Monday morning by 8:00 am to the Office of Student Nutrition. Monthly Student Nutrition Reports should be faxed or e-mailed to the Office of Student Nutrition (#231-6959 or to the attention of Edouard Jones, [ejones@richlandone.org](mailto:ejones@richlandone.org) on the last day of the month. **(Appendix F)**

XI. **Curriculum**

- Instruction must focus on student skill deficiencies as identified by MAP data, district common assessments, ACT Aspire, SCPASS performance data, SuccessMaker® Lab Reports, teacher-made assessments, Quarterly Academic Grade Reports, observations, and most importantly, regular communication with the regular school day teacher.
- The recommended instructional resources used to address students' skill deficiencies may include the following:
  1. District Pacing Guides
  2. Teacher created lesson plans (subject-content specific)
  3. Reading A-Z, and Raz Kids (Contact your CRT. Refer to <http://www.readinga-z.com>)
  4. Leveled Text
  5. SCDE Support Documents for ELA and Math (<http://ed.sc.gov>)
  6. SuccessMaker® Reading and Math Lab, and district-approved computer-assisted instructional software (i.e. Ten Marks, Go Noodle, Study Island, Front Row Math, etc.)
  7. Media Center materials and other instructional technology resources

## **XI. Data Resources**

- CRP Alignment Reports (Weekly Model)
- Measures of Academic Progress (MAP) data
- District Common Assessment results
- Standards-based, teacher-made test data across all content areas
- SuccessMaker® Lab Reports for reading and mathematics
- ACT Aspire and SCPASS score reports from Enrich (formerly TestView)

## **XII. Assessment**

- Progress reports for each content area of remediation and SuccessMaker® Lab Parent Reports are sent quarterly to parents. A copy of these reports will be placed in the Lead Teacher's file and Afterschool Teacher's file. The final copy of the progress report will be placed in the student's permanent record.
- Students' overall progress in the Comprehensive Remediation Program will be measured through formal and informal assessments.
- The program will be assessed by the Director of Extended Day Programs; the Executive Director of Curriculum and Instruction, or other designated district personnel.

### **XIII. Emergency Preparedness Checklist**

**I.) EMERGENCY NUMBERS:**  
**District Security – 231-7095**

**Director of Security & Emergency Services**

Mr. Joe Fraley (803) 309-1106

Mrs. Santana Robbins (803) 518-5910

**Director of Extended Day Programs**

Dr. Traci Young Cooper – (803) 231-6842,

(803) 479-5259 (District Cell)

(803) 414-7101 (Personal Cell)

**2.) CRIME REPORTING**

Any incident involving the following disruption of school specifically, as outlined in the **Richland One Student Code of Conduct** handbook, the actions that will result in the immediate contact of law enforcement include, but are not limited to the following: bomb threats, false fire alarm, unauthorized visitor or disruptive parent, loss of property.

- . Physical Assault on Employee
- . Sexual Assault
- . Drugs
- . Weapons (and replicas) or Dangerous Objects
- . Liquor Law Violation

All of the offenses listed above must be reported to District Security for coordination with law enforcement. Incident reports will be provided to the Lead Teacher, Director of Extended Day Programs, and the School Principal, within one business day of the incident for follow-up.

South Carolina Law (SC Code Sec. 59-24-60, as amended March 1994) stipulates:

**“In addition to other provisions required by law or regulation of the State Board of Education, School Administrators must contact law enforcement authorities immediately upon notice that a person is engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in an injury or serious threat of injury to the person or his property as defined in local board policy.”**

**3.) FIRE DRILLS**

- All sites must conduct a monthly fire drill. Reports must be maintained at the school level, and made available to the school principal or Director of Extended Day Programs upon request.
- The school's fire evacuation plan must be reviewed by the Lead Teacher and CRP staff and posted in the school prior to the first day of program implementation.



## **APPENDIX A**



**Richland County School District One**  
**After-School Comprehensive Remediation Program**  
**Application**  
**2015-2016**

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

Position Applying For: ☐ Teacher ☐ Assistant

Grade: Indicate your grade level preference. 3<sup>rd</sup> ☐ 4<sup>th</sup> ☐ 5<sup>th</sup> ☐ 6<sup>th</sup> ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐

Subject: Indicate your subject(s) of interest. ELA ☐ MATH ☐

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Area of Certification(s)/Certification Number: \_\_\_\_\_

Educational Background: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked in a Remedial/Tutoring Program? ☐ Yes ☐ No

If yes, when and where? \_\_\_\_\_

\_\_\_\_\_

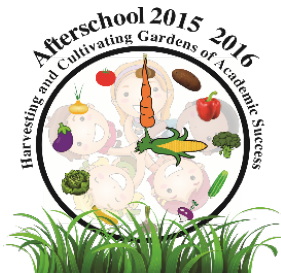
Experience: (Describe your teaching experiences with students who struggle with their academic courses/content or possess behavioral challenges. List dates, starting with the most recent.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments (Explain why you are interested in working with CRP). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX B**



*Richland School District One (Elementary Level)*

*School Name*

*School Address*

*Columbia, South Carolina Zip*

August --, 2015

Dear Parent/Guardian:

Your child, \_\_\_\_\_, is eligible to participate in the After-school Comprehensive Remediation Program. The purpose of the program is to provide academic assistance to students who scored "Not Met" on the South Carolina Palmetto Assessment of State Standards (SCPASS) for grades 4-5. The program will also provide academic assistance to students (Grade 3) based on their Spring MAP Scores.

This program will be provided free of charge at \_\_\_\_\_.

After school instruction will focus on individual student deficiencies and student progress will be shared with you each marking period.

**The program will start September 8, 2015 and will operate three days weekly - Tuesday, Wednesday, and Thursday (except on early dismissal days). The program will run from 2:30 pm – 4:30 pm. Transportation and a snack will be provided. Car riders are to be picked up at 4:30 pm.**

We believe the After-school Comprehensive Remediation Program will be the most effective way to improve your child's academic performance. Therefore it is essential that your child attend daily. In order to offer all children an effective instructional program, early dismissals are discouraged. Additionally, all students are expected to follow the rules as outlined in the *Richland District One Code of Conduct* booklet. Failure to comply with these attendance and discipline policies will result in your child's dismissal from the program.

**Please complete the attached registration and bus transportation request forms. Return these forms to school by Thursday, **August 28, 2015.****

If you have any questions, please contact me at \_\_\_\_\_.

We look forward to a prosperous After-school Comprehensive Remediation Program school year.

Sincerely,

\_\_\_\_\_  
After School Comprehensive Remediation Program Lead Teacher

## **APPENDIX C**



*Richland School District One (Middle Level)*

*School Name*

*School Address*

*Columbia, South Carolina Zip*

August --, 2015

Dear Parent/Guardian:

Your child, \_\_\_\_\_, is eligible to participate in the After-school Comprehensive Remediation Program. The purpose of the program is to provide academic assistance to students who scored "Not Met" on the South Carolina Palmetto Assessment of State Standards (SCPASS).

This program will be provided free of charge at \_\_\_\_\_. After school instruction will focus on individual student deficiencies and student progress will be shared with you each marking period.

**The program will start September 8, 2015 and will operate three days weekly - Tuesday, Wednesday, and Thursday (except on early dismissal days). The program will run from 4:00 pm – 6:00 pm. Transportation and a snack will be provided. Car riders are to be picked up at 6:00 pm.**

We believe the After-school Comprehensive Remediation Program will be the most effective way to improve your child's academic performance. Therefore it is essential that your child attend daily. In order to offer all children an effective instructional program, early dismissals are discouraged. Additionally, all students are expected to follow the rules as outlined in the *Richland District One Code of Conduct* booklet. Failure to comply with these attendance and discipline policies will result in your child's dismissal from the program.

Please complete the attached registration and bus transportation request forms. Return these forms to school by Thursday, **August 28, 2015.**

If you have any questions, please contact me at \_\_\_\_\_.

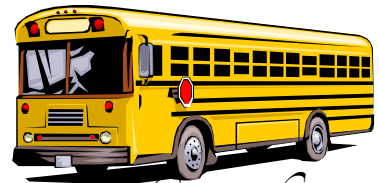
We look forward to a prosperous After-school Comprehensive Remediation Program school year.

Sincerely,

Comprehensive Remediation Program Lead Teacher

## **APPENDIX D**

**Richland County School District One**  
**Student Transportation Services**



*.....on the go for you*

**TRANSPORTATION REQUEST FOR AFTER SCHOOL/SPECIAL PROGRAM**

Note: All requests should be submitted no later than 10 business days prior to the start of the program.

To: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_  
(Transportation Office Servicing Your Cluster)

FROM: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ PHONE: \_\_\_\_\_

.....  
Name of Program: Comprehensive Remediation Program Point of Contact: \_\_\_\_\_

Phone # \_\_\_\_\_ After Hours Phone Number(s): \_\_\_\_\_

Number of Students Requiring Transportation Support: \_\_\_\_\_

Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Days of Operation: \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri

Funding Account Code: \_\_\_\_\_

Brief Description of Program

Additional Coordinating Instructions

Submitted By: \_\_\_\_\_  
(Name and Title)

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

Approved By: \_\_\_\_\_  
\_\_\_\_\_  
(Name and Title) Date





# RICHLAND COUNTY SCHOOL DISTRICT ONE STUDENT TRANSPORTATION SERVICES

[illegible]

# CRP Parent/Guardian Responsibility Form (Elementary Level)

**THIS FORM MUST BE COMPLETED BY PARENT OR GUARDIAN**

Student Name: \_\_\_\_\_

Grade level: \_\_\_\_\_

School: \_\_\_\_\_

Dear Parents and/or Guardians:

**On July 1, 2000, a proviso in the state Appropriations Act for fiscal year 2001 affirmed parental or guardian responsibility for the safety and conduct of children traveling between their home and school bus stop. Immediately after the parental responsibility proviso was adopted, the State Department of Education (SDE) advised school districts of its existence and the authority for compliance.**

The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. **The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.**

**We strongly encourage parental and adult supervision of students while they are awaiting or returning to their designated bus stop.**

Bus Drivers and Aides are accountable for all students under their care once they board the bus in the morning and upon acceptance of the child at the school until they disembark the bus at their assigned bus stop. Under the law the parent or guardian is responsible for the safety and conduct of the child prior to the arrival of the school bus and after the school bus drops off children at their designated stops. **No child in the special needs program, kindergarten or younger will be left at a bus stop without the parent or guardian present.** A sibling in elementary school does not qualify as a guardian.

It is the responsibility of the parent/guardian to assure safe delivery and receipt of students from bus stops.

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)

**Lower Richland STS: 695-5505 North Main STS: 691-5578**

## **APPENDIX E**



# Richland School District One

## After-school Comprehensive Remediation Program Registration Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Gender: \_\_\_\_ Male \_\_\_\_ Female Date of Birth: \_\_\_\_\_

Student ID (To be completed by the Lead Teacher): \_\_\_\_\_

=====

Please initial and sign:

\_\_\_\_\_ My child will attend the Comprehensive Remediation Program.

\_\_\_\_\_ My child **will not attend** the Comprehensive Remediation Program.

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

=====

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

=====

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

In the event of an emergency, my preferred hospital is: \_\_\_\_\_

=====

Does the child have any medical or physical problems that we should know about? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

\_\_\_\_\_

Does the student take medication? \_\_\_\_ Yes \_\_\_\_ No If yes, please list: \_\_\_\_\_

=====

Dismissal Procedure:

\_\_\_\_\_ Bus Rider/Bus # \_\_\_\_\_ \_\_\_\_\_ Car Rider \_\_\_\_\_ Walker

## **APPENDIX F**

**Richland County School District One**  
**Student Nutrition Services**  
**2015-2016**  
**After School Snack Program**



**(One Application per Program)**

Name of School/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Program: (tutorial, enrichment, etc.) \_\_\_\_\_

Days Snacks Needed:

( ) Monday ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday

Number of Snacks Needed Daily

Coordinator/Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Attention: Student Nutrition Services - District Mail Code 760

Phone: (803) 231-6953

Fax: (803) 231-6962

E-mail: Mr. Edouard Jones at [ejones@richlandone.org](mailto:ejones@richlandone.org)

I understand that rosters must be e-mailed by 8:00 a.m. every Monday **and** the next business day at the end of a month. I also understand only one month can be put on a roster and I will be charged \$1.25 for every unaccounted snack.

\_\_\_\_\_  
**Coordinator's Signature**

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

\_\_\_\_\_  
**Principal's Signature**

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

If number of days or snacks change, you must contact the manager listed in your agreement packet ASAP.



**Richland County School District One**  
**Student Nutrition Services**  
**Afterschool Supper Road Program (ROAD)**  
*Parent Notification Form*

Complete only if you **DO NOT** want your child to participate.



Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Name of Extended Day Program:**

(CRP, 21<sup>st</sup> CCLC, Athletic Tutorial, SC Chamber Homework Center, Childcare):

**PARENT NOTIFICATION (Declining Services):**

I, \_\_\_\_\_, have been notified about the Richland School District One Afterschool Dinner (ROAD) Program. After careful review, I am opting to decline my child's participation. I realize that declining this service will result in my child receiving only a snack and not a full meal during the afterschool program.

\_\_\_\_\_  
**Parent's Signature**

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

# **RICHLAND COUNTY SCHOOL DISTRICT ONE**

## **Student Nutrition Services**

### **After School Snack Procedures**

**\*\*PLEASE READ CAREFULLY\***

**Updated July 7th, 2010**

1. A completed application must be received for each program being held at each school wanting to participate in the program.
2. Rosters must be e-mailed to Mr. Edouard Jones at [ejones@richlandone.org](mailto:ejones@richlandone.org) before **8:00 a.m. every** Monday and the **next business day** after the end of the month.
3. Do not combine months on a roster (**only 1 month per roster**).
4. Only **one** snack per child will be provided.
5. All snacks must be served as a whole unit.
6. Adults are not eligible to partake of the snacks provided.
7. Any increase or decrease in number of snacks needed must be called into the manager listed in your agreement packet ASAP.
8. All undistributed snack items must be returned to the designated area in the cafeteria daily. The daily distribution list will be compared to the weekly/monthly roster(s). All snack unaccounted for will be charged to the coordinator at \$1.25 per snack.
9. Snack deliveries will be provided within a 10-day window of request.
10. After School Snack Roster Forms must be used each day. List each child in the program by teacher on the roster sheet(s).
  - Complete the top portion to include the month and year, date of week, school name, teacher, and room number.
  - At the end of each day, total the number of snacks provided for the day.
  - At the end of the week, write the total number of snacks provided in the top box, on the appropriate week number and e-mail the form to Mr. Edouard Jones at [ejones@richlandone.org](mailto:ejones@richlandone.org) or fax to Student Nutrition Services at 231-6962.
11. Continuance in the snack program will be based upon adherence to the above procedures.
12. Please feel free to make additional copies of the roster.

**Richland County School District One**  
Student Nutrition Services  
201 Park Street  
Columbia, SC 29201  
**After School Snack in the National School Lunch Program**  
**Questions & Answers**  
**\*\*Revised July 7th, 2010\*\***

**1. What are "After School Snacks?"**

After school snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities.

**2. Is my after school care program eligible?**

The after school care program must provide children with regularly scheduled educational or enrichment activities in a supervised environment.

**3. What type of snacks will be served in my program?**

In order to be reimbursed, the snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal.

**4. Can my program receive snacks free?**

There are two ways to qualify for free snacks.

1. If your school's enrollment is receiving 50 percent or more free or reduced price meals under the National School Lunch/School Breakfast Program, your school qualifies for free snacks.
2. You may qualify as "Area Qualified". For example, if a high or middle school is less than 50 percent free or reduced but is located in an attendance zone where the feeder schools are receiving 50 percent or more free or reduced price meals, the program will receive free snacks.

**After school programs funded through grants with a food line in the budget may not be eligible to receive snacks free. Check your program guidelines. Snacks can be provided to these programs for a small fee.**

**5. How do I apply for after school snacks?**

To apply for after school snacks, you must complete an application. You can obtain a copy of the application at [www.richlandone.org](http://www.richlandone.org).

**6. What records must be maintained?**

The following records must be maintained:

1. A daily roster must be maintained at sites where all children receive snacks.
2. If the site is not eligible to receive snacks free, you must record and report the number of snacks served each day. The status for students in these programs can be sent to schools by calling (803) 231-6953.
3. You will be sent the correct roster for your school location.

**7. Who do I contact if I have a problem with my snacks?**

You may contact the manager listed in your agreement packet and/or Student Nutrition Services at (803) 231-6953.

**8. Who do I contact if I have questions about the program?**

You may contact SNS at 231-6953.

**All rosters must be received in Student Nutrition Services by 8:00 a.m. every Monday and the next business day after the end of the month. Do Not Put More Than One Month On A Roster.**

**Rosters may be faxed to Student Nutrition Services at (803) 231-6962 or e-mailed to Mr. Edouard Jones at [ejones@richlandone.org](mailto:ejones@richlandone.org).**



# RICHLAND COUNTY SCHOOL DISTRICT ONE

Richland County Student Nutrition Services

2013-2014 R.O.A.D. Menu Cycle



Monday	Tuesday	Wednesday	Thursday	Friday
Cheese Pizza w/ WGR Crust Mixed Vegetables Spinach & Tomato Salad w/ Ranch Dressing Quartered Apple Milk <small>5 Way Vegetable includes: lima beans, peas, corn, carrots, &amp; green beans</small>	Fish Nuggets Baked Beans Creamy Coleslaw WGR Roll Pineapple Tidbits Milk	Chicken & Dumplings Broccoli w/ Cheese WGR Roll Fresh Grapes Milk	Turkey Sub Sandwich w/WGR Bun Lettuce & Sl. Tomato Sweet Potato Sticks w/Ranch Dip 100% Fruit Punch Juice Milk	Chili Con Carne w/ Beans Mixed Greens Lettuce & Tomato Salad w/Ranch Dressing Corn Muffin Orange Quarters Milk
Monday	Tuesday	Wednesday	Thursday	Friday
Turkey Pot Pie Salad Mix w/ Romaine & Tomato Salad Dressing WGR Roll Banana Milk	BBQ Chicken Flatbread Sandwich Baked Potato Fries Cucumber & Tomato Salad 100% Orange Pineapple Juice Milk	Macaroni & Cheese Seasoned Collards Blackeyed Peas Cornbread Pineapple Tidbits Milk	Ham & Cheese Sub Lettuce/Sl. Tomato/Pickle Baby Carrots w/ Ranch Dip Orange Slices Milk	Meatloaf w/ Brown Gravy Seasoned Green Beans Baked Sweet Potato in Skin WGR Roll Diced Pears Milk
Monday	Tuesday	Wednesday	Thursday	Friday
Beef Ravioli Steamed Baby Carrots WGR Bread Stick Peach Cup Milk	Hamburger on WGR Bun Lettuce/Sl. Tomato/Pickle Whole Kernel Corn 100% Grape Juice Milk	Chicken Nuggets Baked Beans Broccoli Florets w/ Ranch Dip WGR Roll Orange Slices Milk	Grilled Cheese Made w/ WGR Bread Mixed Green Lettuce & Tomato Salad w/ Dressing Fresh Grapes Milk	Salisbury Steak Seasoned Green Beans Mashed Potatoes WGR Roll Applesauce Milk
Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Tenders Sweet Potato Fries Broccoli Salad Pear Milk	BBQ Riblet Seasoned Collards Pinto Beans Cornbread Square Peach Cup Milk	Sloppy Joe on WGR Bun Baked Potato Fries Carrot & Celery Sticks w/ Ranch Dip Banana Milk	Chef Salad: Turkey Ham & Cheese Hard Boiled Egg Mixed Greens w/ Chopped Tomatoes, Sl. Cucumbers, WGR Crackers Apple Slices Milk	Meat Sauce & Spaghetti Steamed Summer Squash WGR Bread Stick 100% Orange Juice Milk

WGR: denotes whole grain rich

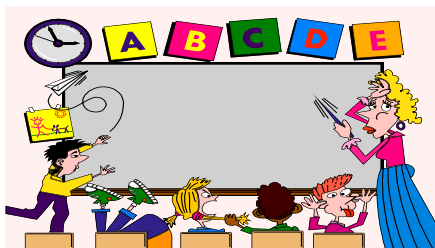
8oz Milk Carb Count:

Chocolate: 24g; Strawberry: 23g; 1% Low Fat: 13g  
Vanilla: 23g; Skim Milk: 13g;

100% Juice Carb Count:

Apple: 14g; Fruit Punch: 17g  
Orange: 14g; Grape: 19g

**Richland County School District One  
Student Nutrition Services  
After School Snack Program**



**(One Application per Program)**

Name of School/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Program: (tutorial, enrichment, etc.) \_\_\_\_\_

Days Snacks Needed

( ) Monday      ( ) Tuesday      ( ) Wednesday      ( ) Thursday      ( )  
Friday

Number of Snacks Needed Daily \_\_\_\_\_

Coordinator/Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Return to: Student Nutrition Services - District Mail Code 760

Phone: 231-6953

Fax: 231-6962

e-mail: Mr. Edouard Jones at [ejones@richlandone.org](mailto:ejones@richlandone.org)

I understand that rosters must be e-mailed by 8:00 a.m. every Monday AND the next business day at the end of a month. I also understand only one month can be put on a roster and I will be charged \$1.25 for all unaccounted snacks.

\_\_\_\_\_  
**Coordinator's Signature**

**Date**

**Date**

**Principal's Signature**

**If number of days or snacks change, you must contact the manager listed in your agreement packet ASAP.**

# **RICHLAND COUNTY SCHOOL DISTRICT ONE**

## **Student Nutrition Services**

### **After School Snack Procedures**

**\*\*PLEASE READ CAREFULLY\***

13. A completed application must be received for each program being held at each school wanting to participate in the program.
14. Rosters must be e-mailed to Mr. Edouard Jones at [edouard.jones@richlandone.org](mailto:edouard.jones@richlandone.org) before **8:00 a.m. every** Monday and the **next business day** after the end of the month. If you need assistance updating your roster please contact Mr. Jones at 231-6959.
15. Do not combine months on a roster (**only 1 month per roster**).
16. Only **one** snack per child will be provided.
17. All snacks must be served as a whole unit.
18. Adults are not eligible to partake of the snacks provided.
19. Any increase or decrease in number of snacks needed must be called in to Mr. Edouard Jones ASAP at 231-6959.
20. All undistributed snack items must be returned to the designated area in the cafeteria daily. The daily distribution list will be compared to the weekly/monthly roster(s). All snack unaccounted for will be charged to the coordinator at \$1.25 per snack.
21. Snack deliveries will be provided within a 10-day window of request.
22. After School Snack Roster Forms must be used each day. List each child in the program by teacher on the roster sheet(s).
  - Complete the top portion to include the month and year, date of week, school name, teacher, and room number.
  - At the end of each day, total the number of snacks provided for the day.
  - At the end of the week, write the total number of snacks provided in the top box, on the appropriate week number and e-mail the form to Mr. Edouard Jones at [ejones@richlandone.org](mailto:ejones@richlandone.org). Faxed copies will not be accepted.
23. Continuance in the snack program will be based upon adherence to the above procedures.
24. Please feel free to make additional copies of the roster.

**Richland County School District One**  
Student Nutrition Services  
201 Park Street  
Columbia, SC 29201  
**After School Snack in the National School Lunch Program**

**9. What are "After School Snacks?"**

After school snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities.

**10. Is my after school care program eligible?**

The after school care program must provide children with regularly scheduled educational or enrichment activities in a supervised environment.

**11. What type of snacks will be served in my program?**

In order to be reimbursed, the snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal.

**12. Can my program receive snacks free?**

There are two ways to qualify for free snacks.

3. If your school's enrollment is receiving 50 percent or more free or reduced price meals under the National School Lunch/School Breakfast Program, your school qualifies for free snacks.
4. You may qualify as "Area Qualified". For example, if a high or middle school is less than 50 percent free or reduced but is located in an attendance zone where the feeder schools are receiving 50 percent or more free or reduced price meals, the program will receive free snacks.

**After school programs funded through grants with a food line in the budget may not be eligible to receive snacks free. Check your program guidelines. Snacks can be provided to these programs for a small fee.**

**13. How do I apply for after school snacks?**

To apply for after school snacks, you must complete an application. You can obtain a copy of the application at [www.richlandone.org](http://www.richlandone.org).

**14. What records must be maintained?**

The following records must be maintained:

4. A daily roster must be maintained at sites where all children receive snacks.
5. If the site is not eligible to receive snacks free, you must record and report the number of snacks served each day. The status for students in these programs can be sent to schools by calling 231-6953.
6. You will be sent the correct roster for your school location.

**15. Who do I contact if I have a problem with my snacks?**

You may contact the manager listed in your agreement packet and/or Student Nutrition Services at 231-6953.

**16. Who do I contact if I have questions about the program?**

You may contact SNS at 231-6953.

**All rosters must be received in Student Nutrition Services by 8:00 a.m. every Monday and the next business day after the end of the month. Do Not Put More Than One Month On A Roster.**

**Rosters must be e-mailed to Mr. Edouard Jones at [edouard.jones@richlandone.org](mailto:edouard.jones@richlandone.org).  
Faxed copies will not be accepted.**







											</					



Richland County School District One  
Student Nutrition  
Services  
After School Snack  
Roster

Free and Area Eligible Snacks Sites

*E-mail to Edouard Jones*

[ejones@richlandone.org](mailto:ejones@richlandone.org)

SECTION 3

		Enrollment for the	
Totals	Week 1	Enrollment	___
	Week 2	Enrollment	___
	Week 3	Enrollment	___
	Week 4	Enrollment	___
	Week 5	Enrollment	___
Grand Total		Enrollment	___

### SECTION-1

Coordinator: \_\_\_\_\_

Month &

Year: Aug-15

School: \_\_\_\_\_

Teach

### SECTION-2

(1MONTH PER SHEET)		August 17-21					August 24-28					Date _____		
		1st Week					2nd Week					3rd Week		
Name		M	T	W	TH	F	M	T	W	TH	F	M	T	W
1			1	1	1			1	1	1				
2			1	1	1			1	1	1				
3			1	1	1			1	1	1				
4			1	1	1			0	1	1				
5			1	1	1			1	1	1				
6			0	0	0			0	0	0				
7			1	1	1			1	1	1				
8			1	1	1			0	1	1				
9			0	0	1			0	0	1				
10			1	1	1			1	1	1				
11			1	1	1			1	1	1				
12			0	0	0			0	0	1				
13			1	1	1			1	1	1				
14			1	1	1			1	1	1				
15			1	1	1			1	1	1				
16			0	0	0			0	0	0				
17			1	1	1			1	1	1				
18			1	1	1			1	1	1				
19			1	1	1			1	1	1				
20			1	1	1			1	1	1				
21								0	1	1				
22			1	1	1			1	1	1				
23			0	0	0			0	1	1				
24			1	0	1			1	1	1				
25			1	1	1			1	1	1				
26								0	1	1				
27			1	1	1			1	1	1				
28			1	1	1			1	1	1				
29			1	1	1			1	1	1				
30			1	1	1			1	1	1				
31			0	1	1			0	0	0				
32			1	1	1			1	1	1				
33			1	1	1			1	1	1				
34			1	1	1			1	1	1				
35			0	0	0			1	1	1				
Days Total		0	26	26	28	0	0	25	30	32	0	0	0	0



















## **APPENDIX G**

**RICHLAND COUNTY SCHOOL DISTRICT ONE**  
**ADDITIONAL PAY or OVERTIME REPORT FORM**

☐

Additional Pay

☐

Overtime Pay

Pay Period Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

THIS IS AN INDIVIDUAL EMPLOYEE TIMESHEET. TIMESHEET MUST HAVE SPECIFIC DATES WITH TIME IN/OUT LISTED PER LINE.

			A	B	C	D	E	F
ENTER EMPLOYEE NAME AND SOCIAL SECURITY NUMBER OR EMPLOYEE NUMBER IN BELOW BOX			IF APPLICABLE	# HOURS OR DAYS		HOURS		
John Doe - Employee # 3333			SHOW 2.5 HOURS OF ZERO PAY FOR EACH WEEK	IN EXCESS OF CONTRACT TO BE PAID AT COLUMN "C" RATE	RATE FOR COLUMN "B" TIME	PHYSICALLY PRESENT OVER 40 PER WEEK (OVERTIME)	OVERTIME RATE (COLUMN "D" TIME)	TOTAL DUE
DATE	TIME							
	In	Out						
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
<b>TOTALS:</b>				-		-		\$ -

I understand that a willful statement or misrepresentation of the information supplied on this form which results in the collection of money that is not due is punishable under South Carolina law.

Reasons for Pay and/or Position: \_\_\_\_\_

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

Employee's Signature: \_\_\_\_\_

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

Immediate Supervisor's Signature: \_\_\_\_\_

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

Adminstator's Signature (if applicable): \_\_\_\_\_

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

Account Code: \_\_\_\_\_

## **APPENDIX H**



# Extended Day Programs

School \_\_\_\_\_

(Student) Early Release/Dismissal Form

STUDENT'S NAME	GRADE	DATE	SIGNATURE	RELATIONSHIP	TIME
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

## **APPENDIX I**

## **APPENDIX J**

## **SITE PHONE LIST & Emergency Contact List**

Name of  
School: \_\_\_\_\_

Name of Lead  
Teacher: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Director of Extended Day Programs: \_\_\_\_\_ Traci Young Cooper  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ 231-6842 \_\_\_\_\_ Home Phone: \_\_\_\_\_ 735-9938 \_\_\_\_\_

Cell Phone: \_\_\_\_\_ 479-5259 \_\_\_\_\_

Coordinator of District Security: \_\_\_\_\_ Joe Fraley \_\_\_\_\_

Work Phone: \_\_\_\_\_ 231-7095 \_\_\_\_\_ Cell: \_\_\_\_\_ 309-1106 \_\_\_\_\_

District Security Number: \_\_\_\_\_ 231-7095 \_\_\_\_\_

### **Transportation Department Numbers:**

Mr. John Russell (North Main), (803) 331-9457, (803) 691-5591

Ms. Madeline Bradley (North Main), (803) 331-9308, (803) 691-2195

Mr. Kevin Belton (Lower Richland), (803) 231-7005, (803) 331-9370

Mr. Ted Manning (Lower Richland), (803) 695-5499, (803) 465-3415

Mr. Keith Terry (Lower Richland), (803) 695-5491, (803) 331-9475

Ms. Kathy Joye, (803) 231-7002, (803) 331-9092

## **APPENDIX K**

## **EVACUATION CHECKLIST**

### **REHEARSE – REHEARSE – REHEARSE**

#### **I. Building Evacuation**

- . The District Facility Manager will perform “threat assessment” to determine if there is an eminent need to evacuate the building or facility. Threat assessment should be conducted in conjunction with the Crisis Management Team, if time permits.
- . The following actions should be taken in the event that a Building Evacuation should occur.
  1. Notify District Security who will notify the Director of Extended Day Programs, District-level Personnel, and the Office of Communications.
  2. Establish “Buddy Systems” with teachers to cover classrooms that may be managed by Substitute Teachers.
  3. Restrict elevators to only individuals with disabilities/special needs. NOTE: Elevators are NOT to be used during Fire Evacuations or Earthquakes.
  4. Lock and secure all rooms if time permits
  5. Take your Afterschool “CRP Scholars” Attendance/Grade Book to your designated Evacuation site.
  6. Once transition to designated Evacuation sites has occurred, account for all personnel, students and staff. Any individuals that are unaccounted for should be reported immediately to the Incident or Facility Manager, or the Director of District Safety and Emergency Services.
  7. In the event of an unaccounted staff member or student, Search Teams should be mobilized by the appropriate Incident or Facility Manager, District Security, and Law Enforcement/Public Safety.
  8. Establish designated Evacuation (assembly areas) no less than 300 feet from the building, preferably with cover.
  9. Establish multiple Evacuation areas or alternate assembly areas.
  10. Establish multiple forms of communications (walkie-talkie, mobile phones, runners, etc.)
  11. Keep Evacuation routes, fire lanes, and hydrant areas clear for Emergency vehicles
  12. Notify Emergency Services or Personnel immediately of any injured persons. First Aid areas should be designated.
  13. When evacuating the building, individuals should reoccupy the building only after consultation with the Incident or Facility Manager, or the Director of District Safety and Emergency Services, and clearance has been granted.

## **APPENDIX L**



## Comprehensive Remediation Afterschool Program

### ***“Afterschool 2015-2016: Harvesting and Cultivating Gardens of Academic Success”***

2015-2016 Operational Schedule

(Tuesday, September 8<sup>th</sup>, 2015 – Thursday, April 28<sup>th</sup>, 2016)

The Remediation Afterschool Program Schedule is divided into four sessions.

Week of Remediation	Date	Program	Audience
<b>Session I (17 Days / 6 weeks of Remediation)</b>			
1	September 8 <sup>th</sup> , – September 10 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
2	September 15 <sup>th</sup> – September 16 <sup>th</sup> , 2015 <b>Note: Thursday, September 17<sup>th</sup>, 2015 is an Early Dismissal Day (No Afterschool Program will be offered.)</b>	Remediation	All Elementary and Middle School Sites
3	September 22 <sup>nd</sup> – September 24 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
4	September 29 <sup>th</sup> – October 1 <sup>st</sup> , 2015	Remediation	All Elementary and Middle School Sites
5	October 6 <sup>th</sup> – October 8 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
6	October 13 <sup>th</sup> – October 15 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
<b>Session I ends October 15<sup>th</sup></b>			
<b>DNA Report reflecting dates: September 8, through October 15, 2015 Due Friday, October 23rd</b>			
<b>Session II (25 Days / 9 weeks of Remediation)</b>			
7	October 20 <sup>th</sup> – October 21 <sup>st</sup> 2015 <b>Note: Thursday, October 22, 2015 is an Early Dismissal Day (No Afterschool Program will be offered.)</b>	Remediation	Note: End of the 1 <sup>st</sup> Quarter Marking Period (Monday, October 19 <sup>th</sup> , 2015)
<b>Note: Thursday, October 22<sup>nd</sup>, 2015 is the National “Lights On Afterschool” Event</b>			
8	October 27 <sup>th</sup> – October 29 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
9	November 3 <sup>rd</sup> – November 4 <sup>th</sup> , 2015 <b>Note: Thursday, November 5th, 2015 is an Early Dismissal Day / District Parent Teacher Conference (No Afterschool Program will be offered.)</b>	Remediation	All Elementary and Middle School Sites
10	November 10 <sup>th</sup> – November 12 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
11	November 17 <sup>th</sup> , - November 19 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites



<b>Intersession (I) November 24<sup>th</sup> – November 26<sup>th</sup>, 2015</b> <b>November 25<sup>th</sup> – November 27<sup>th</sup>, 2015 – Thanksgiving Holiday</b>			
12	December 1 <sup>st</sup> – December 3 <sup>rd</sup> , 2015	Remediation	All Elementary and Middle School Sites
13	December 8 <sup>th</sup> – December 10 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
14	December 15 <sup>th</sup> – December 17 <sup>th</sup> , 2015	Remediation	All Elementary and Middle School Sites
<b>Winter Break December 21<sup>st</sup>, 2015 through January 1st, 2016</b>			
15	January 5 <sup>th</sup> - January 7 <sup>th</sup> 2016	Remediation	All Elementary and Middle School Sites
<b>Session 2 ends January 7<sup>th</sup></b> <b>DNA Report reflecting dates: October 20, 2015 through January 7<sup>th</sup>, 2016 Due Friday, January 15<sup>th</sup>, 2016</b>			
<b>Session III (28 Days / 10 Weeks of Remediation)</b>			
16	January 12 <sup>th</sup> – January 13 <sup>th</sup> , 2016 <b>Note: Thursday, January 14<sup>th</sup>, 2016 is an Early Dismissal Day (No Afterschool Program will be offered.)</b>	Remediation	All Elementary and Middle School Sites  <b>Note:</b> End of the 2 <sup>nd</sup> Quarter Marking Period (Monday, January 11 <sup>th</sup> , 2016)
17	January 19 <sup>th</sup> – January 21 <sup>st</sup> , 2016	Remediation	All Elementary and Middle School Sites
18	January 26 <sup>th</sup> – January 28 <sup>th</sup> , 2016	Remediation	All Elementary and Middle School Sites
19	February 2 <sup>nd</sup> , 2016 – February 4 <sup>th</sup> , 2016	Remediation	All Elementary and Middle School Sites
20	February 9 <sup>th</sup> – February 11 <sup>th</sup> , 2016	Remediation	All Elementary and Middle School Sites
21	February 16 <sup>th</sup> – February 18 <sup>th</sup> , 2016	Remediation	All Elementary and Middle School Sites
22	February 23 <sup>rd</sup> – February 24 <sup>th</sup> , 2016 <b>Note: Thursday, February 25, 2016 is an Early Dismissal Day (No Afterschool Program will be offered.)</b>	Remediation	All Elementary and Middle School Sites
23	March 1 <sup>st</sup> , – March 3 <sup>rd</sup> , 2016	Remediation	All Elementary and Middle School Sites
24	March 8 <sup>th</sup> – March 10 <sup>th</sup> , 2016	Remediation	All Elementary and Middle School Sites
25	March 15 <sup>th</sup> – March 17 <sup>th</sup> , 2016	Remediation	All Elementary and Middle School Sites  <b>Note:</b> End of the 3 <sup>rd</sup> Quarter Marking Period (Thursday, March 19 <sup>th</sup> , 2016)
<b>Session 3 ends March 17<sup>th</sup></b> <b>DNA Report reflecting dates: January 12<sup>th</sup>, 2016 through March 17<sup>th</sup>, 2016 Due Friday, March 25, 2016</b>			
<b>(Session 4 – 14 Days / 5 weeks of Remediation)</b>			
26	March 22 <sup>nd</sup> – March 23 <sup>rd</sup> , 2016 <b>Note: Thursday, March 24<sup>th</sup>, 2016 is an Early Dismissal Day/Parent Conferences (No Afterschool Program will be offered.)</b>	Remediation	All Elementary and Middle School Sites

(Spring Break) March 28 <sup>th</sup> , 2016 – April 1 <sup>st</sup> , 2016			
27	April 5 <sup>th</sup> – April 7 <sup>th</sup> , 2016	Remediation	All Elementary and Middle School Sites
28	April 12 <sup>th</sup> – April 14 <sup>th</sup> , 2016 Note: <b>DNA Report Due April 10, 2016</b>	Remediation	All Elementary and Middle School Sites
29	April 19 <sup>th</sup> – April 21 <sup>st</sup> , 2016	Remediation	All Elementary and Middle School Sites
30	April 26 <sup>th</sup> – April 28 <sup>th</sup> , 2016 (Note: Program Ends on April 28 <sup>th</sup> , 2016)	Remediation	All Elementary and Middle School Sites
<b>(DNA Report Dates reflecting the period March 22, – April 28, 2016 DNA Report Due May 6, 2016)</b>			

**Note: “CRP Scholars” Operational Schedule may change due to State Assessments**

84 Days (X) 2 Hours = 168 Hours of Comprehensive Remediation  
 (30) Weeks of Remediation  
 (84) Number of Remediation Days

**Elementary School Schedule**

Tuesdays – Thursdays  
 2:30 pm – 4:30 pm

**Middle School Schedule**

Tuesdays – Thursdays  
 4:00 pm – 6:00 pm

## APPENDIX M

**2015-2016 Professional Development Schedule**  
**Office of Extended Day Programs - Comprehensive Remediation Program**

Comprehensive Remediation Programs are offered at each of the 28 elementary and nine middle schools in the District. The program operates three days a week for two hours a day and is designed to increase students' achievement on District common assessments and state assessments by providing individual instruction. This program also focuses on students' skill deficiencies demonstrated on the South Carolina state assessment.

<b>Program</b>	<b>Topic</b>	<b>Audience</b>	<b>Place</b>	<b>Date and Time</b>
Comprehensive Remediation – CRP Scholars	CRP Scholars Steering Committee Retreat	CRP Scholars Steering Committee	<b>Heyward Career Conference Center</b>	Tuesday, June 23 <sup>rd</sup> , and Wednesday, June 24 <sup>th</sup> , 2015
Comprehensive Remediation – CRP Scholars	<u>New Lead Teachers</u> *Transportation *Special Education *Mentor Assignments *Emergency/Safety Procedures  <u>CRP Scholars Logistics/Program Orientation</u> *2015-2016 Program overview *MasteryConnect *Payroll KRONOS *SNS Services *DNA Model *SuccessMaker® *Budget *Curriculum/Lesson Plans	CRP Scholars Lead Teachers (I)		Thursday, August 20, 2015 (3:00 p.m. for New Lead Teachers and 4:00 p.m. for Returning Lead Teachers)
Note: SuccessMaker® Lab Managers will receive on-going professional development (See Attached Schedule)				
<b>2015-2016 Comprehensive Remediation Program Begins</b> <b>(Tuesday, September 8<sup>th</sup>, 2015)</b>				
Comprehensive Remediation – CRP Scholars	<b>Steering Committee Meeting (I)</b>	CRP Scholars Steering Committee (I)	Hosted via Conference Call (WebEx)	Monday, October 5 <sup>th</sup> , 2015 (4:00 pm)
Comprehensive Remediation – CRP Scholars	<b>Topic(s):</b> * New State Assessments *Handling Student Discipline and Afterschool Attrition *Overview of SCCCR Standards *Addressing the diverse learning styles of students in the classroom *Addressing skill deficiencies *Building a strong STEM foundation in after school *Student Engagement	CRP Scholars Lead Teachers, Certified Teachers and Lab Managers (I)	<b>TBA</b>	Monday, November 2, 2015 (4:00 pm)
Comprehensive Remediation	<b>Steering Committee Meeting (II)</b>	CRP Scholars Steering Committee Members (II)	Hosted via Conference Call or WebEx	Monday, January 11 <sup>th</sup> , 2016 (4:00 pm)
Comprehensive Remediation – CRP Scholars	<b>Topic(s):</b> * New State Assessments *Midyear DNA Update *Instructional Rigor and Relevance for Math for Grades 3-8 *Infusing a strong STEM foundation in after school	CRP Scholars Lead Teachers (II)	Arden Elementary School	Monday, January 25 <sup>th</sup> , 2016 (4:00 pm)
Comprehensive Remediation – CRP Scholars	<b>Topic(s):</b> *Enhancing Homework Time (Webinar Topic) *ELA New State Assessment Prep *Math New State Assessment Prep *2 <sup>nd</sup> Quarter DNA Update	CRP Scholars Lead Teachers, Certified Teachers and Lab Managers (II)	<b>TBA</b>	Monday, March 7 <sup>th</sup> , 2016 (4:00 pm)
Comprehensive Remediation – CRP Scholars	<b>CRP Scholars 2016 Steering Committee Retreat</b>	CRP Scholars Steering Committee	<b>TBA</b>	June 17 <sup>th</sup> – June 18 <sup>th</sup> , 2016 (8:30 am)

Note: The professional development topics were derived from the Fiscal Year 2014-2015 identified skill deficiencies, formal Site Observations of Richland District One Extended Day Program sites, profiles of the South Carolina Graduate and Richland District One's strategic plan.

## Appendix N

**2015 – 2016 Richland County School District One  
Extended Day - (Comprehensive Remediation Program)  
Recommended Program Schedule (Activities)**

- **Welcome (Roll Call and Attendance Data Collection)**
- **R.O.A.D Dinner and Homework Completion Period**  
(30 minutes maximum)
- **Go Noodle**  
(5-8 minutes as time permits)
- **Transition to CRP Scholars Content Area Classes**
- **Content Area Instructional Lesson: (45 minutes)**
  1. **Opening Instructional Activity**
  2. **Instructional Strategy Lesson**
  3. **Guided Practice**
  4. **Informal/Formal Assessment**
  5. **Flexible/Small Groupings**
  6. **Hands-on Centers or Project-based Activities**
  7. **Lesson Wrap-Up**
- **SuccessMaker® Lab Rotation (25 -30 minutes)**
- **Literacy Leader Rotation (25 – 30 minutes)**
- **State Assessment Prep using MasteryConnect Rotations (Test-taking Strategies)**
- **Established Dismissal Procedures**

## Appendix O

**2015 – 2016 Richland County School District One  
Extended Day  
(Comprehensive Remediation Program)  
Recommended Staffing Allocations**

- One Lead Teacher Per School Site
- One Instructional Assistant Per School Site (**Note: Sites with enrollment of 65 students or below will not receive an Instructional Assistant**)
- One SuccessMaker® Lab Operator
- Content Area Teachers based on the following model: 12 to 1 Ratio for the Elementary Level (Certified Teachers Only), and 12 to 1 for the Middle School Level (Content Certified Teachers Only)
- One Literacy Leader (Certified Teacher Only)
- One School Nurse (Registered Nurse) (Note: Priority given to Code Blue Schools)



## APPENDIX P

<<School Letter Head>>

<<Title>> <<First Name>> <<Last Name>>

<<Address 1>>

<<City>>, <<State>> <<Postal Code>>

Dear <<Title>> <<Last Name>>:

I am pleased to offer to you the position of Extended Day Program Teacher/Tutor at <<Worksite>> with Richland County School District One effective <<Hire date>>. Welcome to one of the most progressive school districts in South Carolina!

This position offers a 3 day work schedule: Tuesday, Wednesday, and Thursday, 2:30 – 4:30 pm (elementary) and 4:00 – 6:30 pm (middle). Given your education and work experience, you will be compensated at a rate of \$30 per hour.

During extended day work hours you are required to wear your District ID badge. To ensure proper documentation of work hours you are required to use the KRONOS system. We ask that you clock in and out for every work session. Additionally, you are expected to attend all designed training sessions stipulated by the Office of Extended Day Programs and your site supervisor. You will be compensated for mandatory and professional development sessions.

Your employment in this program is scheduled for a 30 week time frame; however, please understand that employment is contingent upon available funding. If funding should deplete during the school term, all contracted work services will be terminated. If the Office of Extended Day Programs deems the termination of services necessary due to funding; you will be notified in an expedient and timely manner.

Please indicate your acceptance of this offer by signing this letter below, retaining a copy and returning a copy to your designated Lead Teacher. He/she will retain a copy of your confirmation, and forward a copy to both the Office of Extended Day Programs and the Human Resource Services.

I know that you are going to enjoy your work with our school system. We look forward to working with you!

Sincerely,

---

Lead Teacher at Designated School

<<School Letter Head>>

<<Title>> <<First Name>> <<Last Name>>

<<Address 1>>

<<City>>, <<State>> <<Postal Code>>

Dear <<Title>> <<Last Name>>:

I am pleased to offer to you the position of Extended Day Program Instructional Assistant or SuccessMaker® Lab Operator at <<Worksite>> with Richland County School District One effective <<Hire date>>. Welcome to one of the most progressive school districts in South Carolina!

This position offers a 3 day work schedule: Tuesday, Wednesday, and Thursday, 2:30 – 4:30 pm (elementary) and 4:00 – 6:30 pm (middle). Given your education and work experience, you will be compensated at a rate of your classified, hourly pay up to 40 hours. After 40 hours, the pay is time and a half.

During extended day work hours you are required to wear your District ID badge. To ensure proper documentation of work hours you are required to use the KRONOS system. You are to clock in and out for every work session. Additionally, you are expected to attend all designed training sessions stipulated by the Office of Extended Day Programs and your site supervisor. You will be compensated for mandatory and professional development sessions.

Your employment in this program is scheduled for a 30 week time frame; however, please understand that employment is contingent upon available funding. If funding should deplete during the school term, all contracted work services will be terminated. If the Office of Extended Day Programs deems the termination of services necessary due to funding; you will be notified in an expedient and timely manner.

Please indicate your acceptance of this offer by signing this letter below, retaining a copy and returning a copy to your designated Lead Teacher. He/she will retain a copy of your confirmation, and forward a copy to both the Office of Extended Day Programs and the Human Resource Services.

I know that you are going to enjoy your work with our school system. We look forward to working with you!

Sincerely,

---

Lead Teacher at Designated School

## APPENDIX Q

## 2015-15 Office of Extended Day Programs School Visitation Schedule

<b>Visitation Week</b>	<b>Targeted School Sites</b>	<b>Evaluators</b>
September 7 <sup>th</sup> - September 11 <sup>th</sup>	St. Andrews MS, Columbia HS, Mill Creek ES, Hopkins ES, Brockman ES	Traci Young Cooper, Intern
September 14 <sup>th</sup> - September 18 <sup>th</sup>	Rhame ES, Pine Gove ES	Traci Young Cooper, Intern
September 21 <sup>st</sup> - September 25 <sup>th</sup>	Alcorn MS, Forest Heights ES, Brennen ES, Hopkins MS, Crayton MS	Traci Young Cooper, Intern
September 28 <sup>th</sup> - October 2 <sup>nd</sup>	Arden ES, Logan ES, Moore ES, Gadsden ES, Burnside ES	Traci Young Cooper, Intern
October 5 <sup>th</sup> - October 9 <sup>th</sup>	Bradley ES, Carver-Lyon ES, South Kilbourne ES	Traci Young Cooper, Intern
October 12 <sup>th</sup> - October 16 <sup>th</sup>	Watkins-Nance ES, Perry MS, Meadowfield ES	Traci Young Cooper, Intern
October 19 <sup>th</sup> - October 23 <sup>rd</sup>	Keenan HS, Greenview ES, Horrell Hill ES	Traci Young Cooper, Intern
October 26 <sup>th</sup> - October 30 <sup>th</sup>	Lower Richland HS, AC Flora HS, Rosewood ES	Traci Young Cooper, Intern
November 2 <sup>nd</sup> - November 6 <sup>th</sup>	J.P. Thomas ES, Eau Claire HS,	Traci Young Cooper, Intern
November 9 - November 13 <sup>th</sup>	Dreher HS, Hyat Park ES, Hand MS, Sandel ES	Traci Young Cooper, Intern
November 16 <sup>th</sup> - November 20 <sup>th</sup>	Sanders MS, JP Thomas ES, CA Johnson HS, Gibbes MS,	Traci Young Cooper, Intern
November 25 <sup>th</sup> - November 27 <sup>th</sup>	<b>THANKSGIVING BREAK</b>	
November 30 <sup>th</sup> - December 4 <sup>th</sup>	EE Taylor ES, Brockman ES, Satchel Ford ES	Traci Young Cooper, Intern
December 7 <sup>th</sup> - December 11 <sup>th</sup>	Burton-Pack ES, Southeast MS	Traci Young Cooper, Intern
December 14 <sup>th</sup> - December 18 <sup>th</sup>	Targeted schools will be visited for additional support as needed.	Traci Young Cooper, Intern
December 21 <sup>st</sup> - January 1 <sup>st</sup>	<b>CHRISTMAS BREAK</b>	
January 4 <sup>th</sup> - January 8 <sup>th</sup>	Horrell Hill ES, Burnside ES, Mill Creek ES,	Traci Young Cooper, Intern
January 11 <sup>th</sup> - January 15 <sup>th</sup>	Hopkins ES, J.P. Thomas ES, Brockman ES	Traci Young Cooper, Intern
January 18 <sup>th</sup> - January 22 <sup>nd</sup>	Rhame ES, Pine Grove ES, St. Andrews MS, Columbia HS,	Traci Young Cooper, Intern
January 25 <sup>th</sup> - January 29 <sup>th</sup>	Alcorn MS, Eau Claire HS, Forest Heights ES, Brennen ES, Hopkins MS, Crayton ES	Traci Young Cooper, Intern
February 1 <sup>st</sup> - February 5 <sup>th</sup>	Arden ES, Logan ES, Moore ES, Gadsden ES, Burnside ES	Traci Young Cooper, Intern

**2015-16 Office of Extended Day Programs School Visitation Schedule  
CONTINUED →**

<b>Visitation Week</b>	<b>Targeted School Sites</b>	<b>Evaluators</b>
February 8 <sup>th</sup> - February 12 <sup>th</sup>	Bradley ES, Carver-Lyon ES, South Kilbourne ES	Traci Young Cooper, Intern
February 15 <sup>th</sup> - February 19 <sup>th</sup>	Watkins-Nance ES, Perry MS	Traci Young Cooper, Intern
February 22 <sup>nd</sup> – February 25 <sup>th</sup>	Meadowfield ES, Keenan HS, Greenview ES, Horrell Hill ES	Traci Young Cooper, Intern
February 29 <sup>th</sup> – March 4 <sup>th</sup>	Lower Richland HS, AC Flora HS, Rosewood ES	Traci Young Cooper, Intern
March 7 <sup>th</sup> – March 11 <sup>th</sup>	CA Johnson HS, Gibbes MS, Sandel ES	Traci Young Cooper, Intern
March 14 <sup>th</sup> – March 18 <sup>th</sup>	Dreher HS, Hyatt Park, Columbia HS, Hand MS	Traci Young Cooper, Intern
March 21 <sup>st</sup> – March 25 <sup>th</sup>	Sanders MS, JP Thomas ES, Crayton MS	Traci Young Cooper, Intern
March 28 <sup>th</sup> – April 1 <sup>st</sup>	<b>SPRING BREAK</b>	
April 4 <sup>th</sup> - April 8 <sup>th</sup>	EE Taylor ES, Brockman ES, Satchel Ford ES	Traci Young Cooper, Intern
April 11 <sup>th</sup> – April 15 <sup>th</sup>	Burton-Pack ES, Southeast MS, J. P. Thomas ES, St. Andrews MS,	Traci Young Cooper, Intern
April 18 <sup>th</sup> - April 22 <sup>nd</sup>	Horrell Hill ES, Burnside ES, Mill Creek ES, Hopkins ES,	Traci Young Cooper, Intern
April 25 <sup>th</sup> – April 29 <sup>th</sup>	Targeted schools will be visited for additional support as needed.	Traci Young Cooper, Intern

## APPENDIX R



Office of  
**Extended  
Day Programs**

Richland County School District One

## EX-Avier Mascot Appearance Request Form

**Date of  
Request:** \_\_\_\_\_

**Name of Person Requesting EX-Avier:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

**DATE/TIME OF  
EVENT:** \_\_\_\_\_

**Description of  
Event:** \_\_\_\_\_

**\*Please indicate any additional information that you would like for EX-Avier to know. Also, please share any special requests that you have for EX-Avier:**

---

---

---

---

---

---



## APPENDIX S



Office of  
**Extended  
Day Programs**

Comprehensive Remediation Program

**Elementary Lead Teacher Contact List**

**2015 - 2016**

Lead Teacher Name	School	E-Mail Address	Phone Number
Carol Suber	<u>A.C. Moore</u>	<a href="mailto:Csuber@richlandone.org">Csuber@richlandone.org</a>	343-2910
Wanda Turner Pamela Krolewicz	Arden	<a href="mailto:Wanda.turner@richlandone.org">Wanda.turner@richlandone.org</a> <a href="mailto:pkrolewicz@richlandone.org">pkrolewicz@richlandone.org</a>	735-3400
Betty Melvin	<u>Bradley</u>	<a href="mailto:rbmelvin@richlandone.org">rbmelvin@richlandone.org</a>	738-7200
John Shorter	Brennen	<a href="mailto:John.shorter@richlandone.org">John.shorter@richlandone.org</a>	738-7204
Erica Rice	Brockman	<a href="mailto:ERICE@richlandone.org">ERICE@richlandone.org</a>	790-6743
Frank Simpson	Burnside	<a href="mailto:Frank.simpson@richlandone.org">Frank.simpson@richlandone.org</a>	783-5530
Jolanta Gadsden	Burton-Pack	<a href="mailto:alemon@richlandone.org">alemon@richlandone.org</a>	691-5550
Mary Kirkland	Burton-Pack	<a href="mailto:Mkirkland@richlandone.org">Mkirkland@richlandone.org</a>	691-5550
Pamela Livingston	Carver-Lyon	<a href="mailto:coneans@richlandone.org">coneans@richlandone.org</a>	343-2900
S. Christine Crawford	Caughman Road	<a href="mailto:Scrawford@richlandone.org">Scrawford@richlandone.org</a>	783-5534 Ext. 2217
Dr. Davenna Williams	E. E. Taylor	<a href="mailto:Davenna.williams@richlandone.org">Davenna.williams@richlandone.org</a>	929-3853
Lavette Reeder- Ruff	Forest Heights	<a href="mailto:lavette.ruff@richlandone.org">lavette.ruff@richlandone.org</a>	691-3788
Kimberly Harrison	Gadsden	<a href="mailto:Kimberly.harrison@richlandone.org">Kimberly.harrison@richlandone.org</a>	353-2231
Karen Workman Tina Washington	Greenvew	<a href="mailto:karen.workman@richlandone.org">karen.workman@richlandone.org</a> <a href="mailto:tina.washington@richlandone.org">tina.washington@richlandone.org</a>	735-3494
Kathy Guider	H. B. Rhame	<a href="mailto:Kathy.Guider@richlandone.org">Kathy.Guider@richlandone.org</a>	731-8900

LaAveria Newton	Hopkins	<a href="mailto:laAverianewton@richlandone.org">laAverianewton@richlandone.org</a>	783-5541
-----------------	---------	--	----------

Lead Teacher Name	School	E-Mail Address	Phone Number
Tracee Walker	Horrell Hill	<a href="mailto:Twalker@richlandone.org">Twalker@richlandone.org</a>	783-5696
Shawn Norris	Hyatt Park	<a href="mailto:snorris@richlandone.org">snorris@richlandone.org</a>	735-3421
Antoinette Mursier	J. P. Thomas	<a href="mailto:AMURSIER@richlandone.org">AMURSIER@richlandone.org</a>	735-3368
Chandra Edmonds	Logan	<a href="mailto:Cedmonds@richlandone.org">Cedmonds@richlandone.org</a>	343-2915
Sarah Short	Meadowfield	<a href="mailto:sshort@richlandone.org">sshort@richlandone.org</a>	783-5549
Francene Bee	Mill Creek	<a href="mailto:fbee@richlandone.org">fbee@richlandone.org</a>	783-5553
Joseph Cunningham	Pine Grove	<a href="mailto:@richlandone.org">@richlandone.org</a>	214-2380
Ana Hernandez	Rosewood	<a href="mailto:ahernandez@richlandone.org">ahernandez@richlandone.org</a>	343-2930 Ext. 306
Judy Butler-Reynolds	Sandel	<a href="mailto:jbutler@richlandone.org">jbutler@richlandone.org</a>	750-4060
Lynne P. Trowbridge	Satchel Ford	<a href="mailto:Ltrowbridge@richlandone.org">Ltrowbridge@richlandone.org</a>	738-7592
Shameka Hugg	South Kilbourne	<a href="mailto:Shameka.huff@richlandone.org">Shameka.huff@richlandone.org</a>	738-7215
William Miller	Watkins-Nance	<a href="mailto:wmiller@richlandone.org">wmiller@richlandone.org</a>	733-4321
Dawn Scott	Webber	<a href="mailto:dscott@richlandone.org">dscott@richlandone.org</a>	353-8771



Office of  
**Extended  
Day Programs**

Comprehensive Remediation Program

**Middle School Lead Teacher Contact List  
2015 - 2016**

Lead Teacher Name	School	E-Mail Address	Phone Number
Ebbie Hickman-Gore	<u>Alcorn</u>	<a href="mailto:ebbie.hickman@richlandone.org">ebbie.hickman@richlandone.org</a>	735-3439 Ext. 3563
Amanda Arflin	Crayton	<a href="mailto:amanda.arflin@richlandone.org">amanda.arflin@richlandone.org</a>	738-7224
Vita Segars	<u>Gibbes</u>	<a href="mailto:vseagers@richlandone.org">vseagers@richlandone.org</a>	343-2942
Canisha Fletcher	Hand	<a href="mailto:canisha.fletcher@richlandone.org">canisha.fletcher@richlandone.org</a>	343-2947
Dr. Sharon Newton	Hopkins	<a href="mailto:Sherida.henry@richlandone.org">Sherida.henry@richlandone.org</a>	695-3331
Latauyna Price	Perry	<a href="mailto:@richlandone.org">@richlandone.org</a>	256-6347
Samahra Feemster	Sanders	<a href="mailto:sfeemster@richlandone.org">sfeemster@richlandone.org</a>	463-4660
Ross Stewart	Southeast	<a href="mailto:Rostewart@richlandone.org">Rostewart@richlandone.org</a>	695-5700
Amber Russell Evette Bradley	St. Andrews	<a href="mailto:ebradley@richlandone.org">ebradley@richlandone.org</a> <a href="mailto:arussell@richlandone.org">arussell@richlandone.org</a>	750-4031

## **APPENDIX T**

*Distrito Escolar Uno del Condado de Richland (nivel primario)*  
*Nombre de la escuela*  
*Dirección de la escuela*  
*Columbia, Carolina del Sur Código postal*

22 de agosto de 2015

Estimado padre o tutor:

Su hijo, \_\_\_\_\_, es elegible para participar en el programa extraescolar de apoyo integral. El propósito del programa es proporcionar asistencia académica para los alumnos que obtuvieron "No satisfactorio" en las normas de South Carolina Palmetto Assessment of State Standards (SCPASS) para los grados 4 y 5. El programa también brindará asistencia académica a alumnos (grado 3) basado en las calificaciones de MAP de la primavera.

Este programa se brindará de forma gratuita en \_\_\_\_\_.

Después la instrucción escolar se enfocará en las deficiencias individuales de cada alumno y se le compartirá el progreso del alumno en cada período de calificación.

**El programa iniciará el 8 de septiembre de 2015 y funcionará tres días a la semana: martes, miércoles y jueves (a excepción de los días con retiro anticipado). El programa será de 2.30 p. m. a 4.30 p. m. Se brindará tanto el transporte como el refrigerio. Aquellos que viajen con auto deberán retirarse a las 4.30 p. m.**

Creemos que el programa extraescolar de apoyo integral es la manera más eficiente para mejorar el rendimiento académico de su hijo. Por lo tanto es esencial que su hijo participe diariamente. Para poder ofrecerles a todos los alumnos un programa de instrucción efectivo, no se alientan los retiros anticipados. Además, se espera que todos los alumnos cumplan las reglas como se describen en el folleto *Código de conducta del distrito uno del condado de Richland*. Si no se cumplen con estas políticas de disciplina y asistencia, su hijo será despedido del programa.

**Complete los formularios adjuntos de solicitud para el transporte del autobús y para el registro. Entregue estos formularios a la escuela el lunes 28 de agosto de 2015.**

Ante cualquier duda, comuníquese con \_\_\_\_\_.

Esperamos poder tener un buen año escolar con el programa extraescolar de apoyo integral.

Atentamente.

---

Maestro titular del programa extraescolar de apoyo integral

*Distrito Escolar Uno del Condado de Richland (nivel medio)*  
*Nombre de la escuela*  
*Dirección de la escuela*  
*Columbia, Carolina del Sur Código postal*

22 de agosto de 2015

Estimado padre o tutor:

Su hijo, \_\_\_\_\_, es elegible para participar en el programa extraescolar de apoyo integral. El propósito del programa es proporcionar asistencia académica para los alumnos que obtuvieron "No satisfactorio" en las normas de South Carolina Palmetto Assessment of State Standards (SCPASS).

Este programa se brindará de forma gratuita en \_\_\_\_\_. Después la instrucción escolar se enfocará en las deficiencias individuales de cada alumno y se le compartirá el progreso del alumno en cada período de calificación.

**El programa iniciará el 9 de septiembre de 2015 y funcionará tres días a la semana: martes, miércoles y jueves (a excepción de los días con retiro anticipado). El programa será de 4.00 p. m. a 6.00 p. m. Se brindará tanto el transporte como el refrigerio. Aquellos que viajen con auto deberán retirarse a las 6.00 p. m.**

Creemos que el programa extraescolar de apoyo integral es la manera más eficiente para mejorar el rendimiento académico de su hijo. Por lo tanto es esencial que su hijo participe diariamente. Para poder ofrecerles a todos los alumnos un programa de instrucción efectivo, no se alientan los retiros anticipados. Además, se espera que todos los alumnos cumplan las reglas como se describen en el folleto *Código de conducta del distrito uno del condado de Richland*. Si no se cumplen con estas políticas de disciplina y asistencia, su hijo será despedido del programa.

Complete los formularios adjuntos de solicitud para el transporte del autobús y para el registro. Entregue estos formularios a la escuela el lunes 27 de agosto de 2015.

Ante cualquier duda, comuníquese conmigo al \_\_\_\_\_.

Esperamos poder tener un buen año escolar con el programa extraescolar de apoyo integral.

Atentamente.

---

Maestro titular del programa extraescolar de apoyo integral



DISTRITO ESCOLAR UNO DEL CONDADO DE RICHLAND  
SERVICIOS DE TRANSPORTE PARA ALUMNOS

Formulario de responsabilidad del tutor o padre del programa de  
apoyo integral (PAI)  
(nivel primario)

STATEMENT

**ESTE FORMULARIO DEBE SER COMPLETADO POR UN PADRE O TUTOR**

Nombre del alumno: \_\_\_\_\_ Nivel de grado: \_\_\_\_\_

Escuela: \_\_\_\_\_

Estimados padres o tutores:

**El 1 de julio del 2000, una disposición de la Ley estatal de Apropiações para el año fiscal 2001 afirmó la responsabilidad de los padres o tutores con respecto a la seguridad y conducta de los niños en el trayecto entre sus hogares y la parada del autobús escolar. Inmediatamente después de la adopción de la disposición sobre la responsabilidad, el Departamento Estatal de Educación (SDE) informó a los distritos escolares acerca de su existencia y de la autoridad por su cumplimiento.**

Los padres o tutores del niño transportado en el autobús escolar son responsables por la seguridad y conducta del niño antes de la llegada del autobús escolar a la parada designada para recogerlo y transportarlo a la escuela, y después de que el autobús escolar deja al niño y abandona la parada designada cuando los transporta desde la escuela. **La responsabilidad del estado incluye la llegada o partida del autobús escolar, que es definida como el momento en el cual el autobús escolar asignado a la parada activa los dispositivos de seguridad de peatones necesarios, se detiene y carga o descarga alumnos, y hasta que el autobús escolar desactiva todos los dispositivos de seguridad de peatones.**

**Alentamos encarecidamente la supervisión de los alumnos por parte de padres y adultos mientras esperan el autobús o regresan a su parada asignada.**

Los conductores y auxiliares del autobús son responsables por todos los alumnos a su cuidado una vez que abordan el autobús por la mañana y al aceptar a los niños en la escuela hasta que bajen del autobús en su parada asignada. En virtud de la ley, el padre o tutor es responsable por la seguridad y conducta del niño antes de la llegada del autobús escolar y después de que el autobús escolar deja a los niños en sus respectivas paradas designadas. **Ningún niño que pertenezca al programa de necesidades especiales, asista al jardín o sea más pequeño será dejado en la parada del autobús si el padre o el tutor no está presente.** Un hermano que asiste a la escuela primaria no califica como un tutor.

Es la responsabilidad del padre/tutor asegurar la entrega y recepción segura de los alumnos en las paradas del autobús.

(Firma del padre o tutor)

(Fecha) \_\_\_\_\_

**Lower Richland STS: 695-5505 North Main STS: 691-5578**

Distrito Escolar Uno del Condado de Richland  
Formulario de registro del programa extraescolar de apoyo integral

Nombre del alumno: \_\_\_\_\_ Grado: \_\_\_\_\_

Sexo: \_\_\_\_\_ Masculino \_\_\_\_\_ Femenino Fecha de nacimiento: \_\_\_\_\_

ID del alumno (deberá completarse por el maestro titular): \_\_\_\_\_

Verifique y firme:

\_\_\_\_\_ Mi hijo asistirá al programa de apoyo integral.

\_\_\_\_\_ Mi hijo **no asistirá** al programa de apoyo integral.

Firma del padre

Fecha \_\_\_\_\_

Firma del alumno

Fecha \_\_\_\_\_

Nombre del padre o tutor: \_\_\_\_\_ Domicilio: \_\_\_\_\_

Ciudad, estado y código postal: \_\_\_\_\_

Teléfono: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Nombre del contacto en caso de emergencia: \_\_\_\_\_ Vínculo: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

En caso de emergencia, mi hospital de preferencia es: \_\_\_\_\_

¿Posee su hijo algún problema médico o físico que debamos conocer? \_\_\_\_\_ Sí \_\_\_\_\_ No

De ser así, explique:

\_\_\_\_\_

¿El alumno toma algún medicamento? \_\_\_\_\_ Sí \_\_\_\_\_ No De ser así, enumere: \_\_\_\_\_

Procedimiento de retiro:

\_\_\_\_\_ Viajero de autobús o autobús n.º \_\_\_\_\_ Viajero con auto \_\_\_\_\_ Viajero a pie

DISTRITO ESCOLAR UNO DEL CONDADO DE RICHLAND  
DEPARTAMENTO DE NUTRICIÓN ESTUDIANTIL

## MENÚ DE REFRIGERIOS EXTRAESCOLAR 2015-2016

Lunes	Martes	Miércoles	Jueves	Viernes
Papas fritas Jugos variados	Fruta fresca variada Galletas Graham Leche o jugo	Manteca de maní Galletas Fruta fresca variada	Jugo ProBalls variado	Barra crocante de arroz Jugos variados
Super Bun Jugos variados	Pop Tarts Leche	Moon Pie Jugos variados	Sunshine Cheezit Jugos variados	Frutilla Compota de manzana Galletas Graham variado
Papas fritas Jugos variados	Pretzel fresco de trigo Jugos variados	Frutas variadas Taza Leche	Manteca de maní Galletas Jugos variados	Pretzels Pasas de uva Jugos variados
Queso Manteca de maní Galletas Jugos variados	Paquete de tostadas francesas Leche o jugo	Barra PBJ Jugos variados	Galletas con forma de animal Fruta fresca	Moon Pie Jugos variados

## Programa extraescolar de apoyo integral

### ***"Inicio del juego: ¡Hacia la victoria académica!"***

2015-2016 Programación operativa

(Martes 11 de septiembre de 2015 hasta el jueves 25 de abril de 2016)

La programación del programa extraescolar de apoyo se divide en cuatro sesiones y tres intercesiones. Todos los programas deben brindar al menos seis horas de asistencia académica por semana. Durante el período intermedio (período de intercesión), deben llevarse a cabo los encuentros de planificación del equipo, los encuentros con los padres, el encuentro de planificación de las lecciones, las sesiones del análisis de datos, los encuentros de planificación de asistencia académica, etc. También deben encontrarse a disposición, según solicitud o recomendación, las clases particulares o el apoyo adicional para los alumnos.

Además, se pueden elegir programas los viernes o durante el período de intercesión (excursiones, actividades recreativas, etc.) para obtener un enriquecimiento adicional. Las actividades de incentivo patrocinadas por el distrito se publicitarán al finalizar cada trimestre.

Semana de apoyo	Fecha	Programa	Audiencia
<b>Sesión I (19 días / 7 semanas de apoyo)</b>			
1	10 de septiembre al 12 de septiembre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
2	17 de septiembre al 18 de septiembre de 2015 Nota: miércoles 19 de septiembre de 2015 es una fecha de retiro temprano (No se ofrecerá un programa extraescolar).	Apoyo	Todas las escuelas de nivel medio y primario
3	24 de septiembre al 26 de septiembre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
4	1 de octubre al 3 de octubre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
5	8 de octubre al 10 de octubre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
6	15 de octubre al 17 de octubre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
7	22 de octubre al 23 de octubre de 2015(No se ofrecerá un programa extraescolar – 24 Jueves 2015).	Apoyo	Nota: Finalización del período de calificación del primer trimestre. (Martes 23 de octubre de 2015)
<b>Nota: Jueves 17 de octubre de 2015 es el evento nacional "Lights On Afterschool".</b>			
<b>Intersession (I) 28 de octubre al 1 de noviembre de 2015</b>			
Talleres para profesores o desarrollo del equipo			
<b>Actividad o excursión de incentivo recomendada: Martes 30 de octubre o miércoles 31 de octubre (Jueves 1 de noviembre Día de conferencia para profesores y padres del distrito)</b>			
<b>Sesión dos (20 días / 7 semanas de apoyo)</b>			
8	5 de noviembre al 6 de noviembre de 2015	Apoyo	Todas las escuelas de nivel medio y primario

A continuación encontrará la programación operativa para el año escolar 2015-2016.

	(Nota: 7 de noviembre será el día de elecciones. ¡Todas las escuelas permanecerán cerradas!)		
9	12 de noviembre al 14 de noviembre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
10	19 de noviembre al 21 de noviembre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
26 de noviembre al 28 de noviembre de 2015: Feriado por día de Acción de Gracias			
11	3 de diciembre al 5 de diciembre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
12	10 de diciembre al 12 de diciembre de 2015	Apoyo	Todas las escuelas de nivel medio y primario
13	8 de enero al 10 de enero de 2016	Apoyo	Todas las escuelas de nivel medio y primario
Actividad o excursión de incentivo recomendada: Jueves 19 de diciembre de 2015			
Intercesión (II) - 23 de diciembre de 2015 hasta 3 de enero de 2016			
14	7 de enero al 9 de enero de 2016	Apoyo	<p>Todas las escuelas de nivel medio y primario</p> <p><b>Nota:</b> Finalización del período de calificación del segundo trimestre. (Lunes 14 de enero de 2016)</p>
<b>Sesión III</b> (24 días / 9 semanas de apoyo)			
15	14 de enero al 16 de enero de 2016: <b>Nota: miércoles 15 de enero de 2016 es una fecha de retiro temprano (No se ofrecerá un programa extraescolar).</b>	Apoyo	Todas las escuelas de nivel medio y primario
16	29 de enero al 31 de enero de 2016 <b>Nota: 22 de enero, 2015 (No se ofreceré un programa extrascolar)</b>	Apoyo	Todas las escuelas de nivel medio y primario
17	28 de enero al 30 de enero de 2016	Apoyo	Todas las escuelas de nivel medio y primario
18	4 de febrero al 6 de febrero de 2016 <b>Nota: miércoles 13 de febrero de 2016 es una fecha de retiro temprano (No se ofrecerá un programa extraescolar).</b>	Apoyo	Todas las escuelas de nivel medio y primario
19	11 de febrero al 13 de febrero de 2016	Apoyo	Todas las escuelas de nivel medio y primario
20	18 de febrero al 27 de febrero de 2016	Apoyo	Todas las escuelas de nivel medio y primario
21	25 de febrero al 27 de febrero de 2016	Apoyo	Todas las escuelas de nivel medio y primario
22	4 de marzo de et 6 de marzo 2016 al 7 de marzo de 2016	Apoyo	Todas las escuelas de nivel medio y primario

23	11 de marzo al 13 de marzo de 2016	Apoyo	Todas las escuelas de nivel medio y primario
<b>(Sesión IV - 14 días / 5 semanas de apoyo)</b>			
<b>(Vacaciones de primavera) 14 de abril de 2016 al 18 de abril de 2016</b>	26 de marzo al 27 de marzo de 2016	Apoyo	Todas las escuelas de nivel medio y primario
24	25 de marzo al 27 de marzo de 2016	Apoyo	Todas las escuelas de nivel medio y primario
25	1 de abril al 3 de abril de 2016	Apoyo	Todas las escuelas de nivel medio y primario
26	8 de abril al 10 de abril de 2016	Apoyo	Todas las escuelas de nivel medio y primario
27	22 de abril al 24 de abril de 2016	Apoyo	Todas las escuelas de nivel medio y primario
28	29 de abril al 1 de mayo de 2016	Apoyo	Todas las escuelas de nivel medio y primario
<b>Actividad o excursión de incentivo recomendada: Jueves 1 de Mayo de 2016</b>			

**Nota: "Alumnos del PAI" la programación operativa está sujeta a cambios debido a las evaluaciones del estado**

84 días (X) 2 horas = 198 horas de apoyo integral  
(30) Semanas de apoyo  
(84) Días de apoyo

**Programación de escuela primaria**

Martes a jueves  
2.30 p. m. a 4.30 p. m.

**Programación de escuela primaria**

Martes a jueves  
4.00 p. m. a 6.00 p. m.

\*Nota: 21 Sitios CCLC

\*Nota: 21 Sitios CCLC (Escuelas Medias Alcorn, Heyward Gibbes, W. G. Sanders & W.A. Perry Middle Schools y escuelas medias superiores Columbia & W.J. Keenan High Schools)  
Lunes a viernes 4.00 p. m. a 6.00 p. m. (\* Se ofrecerán programas para adelantados.)

## **APPENDIX U**

## INSERT DISTRICT AND STATE ASSESSMENT CALENDAR

2015-2016

### Common Assessments

Frequently assessing students' mastery of concepts is an integral part of the teaching-learning process. **Common assessments** are aligned with the district's pacing guides and are designed to provide student mastery data for teachers and administrators. Common assessments are administered according to the district's pacing guides; therefore, they are not included on the district's assessment calendar. They are to be administered as a part of the teaching-learning process. Teachers must follow the district's pacing guides and administer the common assessments as indicated on the guides. Discussion and review of the data generated from the administration of the common assessments will occur during monthly CRT/API meetings and meetings with school principals.



- The ELA and mathematics assessments for grades 3-8 and 11 and the English Language Proficiency Assessment will be added as soon as the State Department of Education selects the vendor(s). All TBD dates will be added as soon as the State Department of Education makes them available.

Month	Administration Dates	Assessments	Student Population
<b>August</b>	Aug. 3 – 7	Fall CPAA (Children's Progress Academic Assessment)	Forest Heights: 4K
	Aug. 17 – Oct. 19	My IGDI (My Individual Growth & Development Indicators)	PreK
	Aug. 17 – Oct. 19	DRA2+ (Developmental Reading Assessment 2 <sup>nd</sup> Ed.+)	Kindergarten
	Aug. 24 – Sep. 4	Fall CPAA (Children's Progress Academic Assessment)	PreK
<b>September</b>	Sep. 21 – 25 (tentative)	Career Ready 101 (WorkKeys prep)	Grade 9
<b>October</b>	Oct. 1 – 30	Mastery Connect – Fall	Grades K-12
	Oct. 14	PSAT	Grades 9-11
	Oct. 26 – Nov. 10	TerraNova (ELA, Mathematics, Science, and Social Studies)	Grade 5
		Raven's Standard Progressive Matrices	Grades 2 and 5
	Oct. 26 – Nov. 10	ITBS (Iowa Tests of Basic Skills)	Grade 2
	Oct. 26 – Nov. 10	CogAT (Cognitive Abilities Test)	Grade 2
<b>November</b>			
<b>December</b>	TBD	EOCEP (End-of-Course Examination Program)	Students enrolled in Algebra I, Algebra I Part B, English I, Biology I, Biology I Part B, and/or U.S. History who will complete the course(s) this semester.
<b>January</b>	Jan. 4 – 15	Winter CPAA (Children's Progress Academic Assessment)	PreK
	Jan. 4 – 29	Mastery Connect – Winter	Grades K-12
<b>February</b>	Feb. 16 – Mar. 3	Project STAR	Grades 2 and 5: Students selected by the state (approx.300 students)
	TBD	English Language Proficiency Assessment (TBD)	Grades K-12: Students with limited English proficiency
<b>March</b>	Mar. 1 – 25	Mastery Connect – Spring	Grades K-12
	TBD	SC-Alt Science and Social Studies (South Carolina Alternate Assessment)	Special education who meet alternate assessment guidelines
<b>April</b>	TBD	NCSC ELA and Math (National Center and State Collaborative)	Special education who meet alternate assessment guidelines
	TBD	ACT WorkKeys	Students in their third year of high school
	TBD	College Readiness ELA and Math Assessments (TBD)	Students in their third year of high school
	TBD	ELA and Mathematics Assessments (TBD)	Grades 3-8
<b>May</b>	May 2 – 13	Spring CPAA (Children's Progress Academic Assessment)	PreK
	May 2 – 13	AP Exams (Advanced Placement)	Students enrolled in Advanced Placement courses
	TBD	EOCEP (End-of-Course Examination Program)	Students enrolled in Algebra I, Algebra I Part B, English I, Biology I, Biology I Part B, and/or U.S. History who will complete the course(s) this semester.
	TBD	SCPASS Science (SC Palmetto Assessment of State Standards)	Grades 4-8: <u>All</u> students in Grades 4 through 8 take science.
	TBD	SCPASS Social Studies (SC Palmetto Assessment of State Standards)	Grades 4-8: <u>All</u> students in Grades 4 through 8 take social studies.



# APPENDIX V



# APPENDIX W

Good afternoon.

Please see the following information from Mary Margaret Hoy in the Office of Accountability, Assessment, Research and Evaluation:

---

---

Because the district has migrated to the new Microsoft Active Directory (AD) system, all TestView authentication has been switched from Novell to AD. This means that all users should login to TestView using their AD username (generally firstname.lastname) and the associated AD password (what they use each day to login to the district computer). They should not use the Novell username and password any more to login to TestView. Please let all staff in your department who use TestView know about this change.

If there are any questions or if anyone has problems logging into TestView (<http://testview.richlandone.org>), please contact Mary Margaret Hoy in Accountability, Assessment, Research and Evaluation at 231-7453 or [mhoy@richlandone.org](mailto:mhoy@richlandone.org).

\*\*\*\*\*

Thank you!  
Mary Margaret  
Research Specialist

Richland County School District One  
Office of Accountability, Assessment, Research and Evaluation  
Stevenson Administration Building  
1616 Richland Street  
Columbia, SC 29201

District Mail Code: 570  
Phone: (803) 231-7453  
Fax: (803) 231-7458  
E-mail: [mhoy@richlandone.org](mailto:mhoy@richlandone.org)  
AARE Website:

# APPENDIX X



**“Harvesting and Cultivating  
Gardens of Academic Success!”  
INSTRUCTIONAL ACTIVITY  
GUIDE  
2015-2016**



# APPENDIX Y

The District has merged the many diverse activity/field trip request forms to create **ONE** School Activity/Field Trip Request document. This will be the **ONLY** form accepted for approval. **ALL requests must be submitted on the new district form to acquire approval.**

**The cut-off date for field trips that require the use of District buses is, April 29<sup>th</sup>.** Please review each form to ensure that the requested travel date is prior to the cut-off date before submitting to my office. If you have a trip scheduled after April 30<sup>th</sup> and are using **charter buses**, please continue to follow the procedures established below.

**If your school has included Academic Incentive Activities in their School Improvement Plan, then your activity/field trip request MUST BE submitted for approval by Friday, January 29<sup>th</sup>, 2016. Academic Incentive Activities requests submitted after that date will NOT be accepted.**

The Principal is responsible for ensuring that information regarding trips is communicated to all personnel, so that it reaches those who plan and/or process trip forms.

The procedure requires the teacher/sponsor to complete each section of the field trip form for **ALL** trips requested.

- Requests for local trips must be submitted to transportation ten (10) school days prior to the trip. These trips **do not** require Cabinet level approval **by** \_\_\_\_\_.
- Requests for trips out-of-the-city, overnight or out-of-the-state must be submitted to the appropriate Cabinet level administrators for final approval thirty (30) calendar days prior to the trip.
- Requests for out-of-country trips must be submitted three (3) months prior to the date of the trip.
- **No trips will be approved after April 29<sup>th</sup>. (Excluding Athletics)**
- Reference Policy IJOA/IJOA-R for full policy information.

**Trip forms requiring Cabinet level approval ( \_\_\_\_\_ ) along with supporting documentation, must be submitted to ( \_\_\_\_\_ ) thirty (30) calendar days prior to the trip being requested.** Once approved, the form will be returned to the Principal for final processing with Transportation Services.

Athletic field trips will continue to follow procedures established by the District Athletics Office and Transportation Services.

Thanks.

**2015-2016 ANNUAL HOURLY POSITION APPROVAL FORM  
FOR WORK OUTSIDE SCOPE OF REGULAR POSITION, INCLUDING ADMINISTRATORS,  
DEANS OF STUDENTS AND TOSAS\***

Location: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Class: (Check One) ☐ HADM (Administrator) ☐ HSUP (Support) ☐ HCER (Certified) ☐ HCLS (Classified)  
Name of Employee/Candidate: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Normal Work Hours, From: \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm) Exempt ☐ Non-Exempt ☐  
Title of Proposed Hourly Work (Refer to Employee Handbook, Additional Pay Rates Schedule):  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
# Hours Per Week: \_\_\_\_\_ or Frequency \_\_\_\_\_  
Refer to Employee Handbook, Additional Pay Rates Schedule:

Pay Rate: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Rationale/ Justification (Refer to Employee Handbook, Additional Pay Rates Schedule)

\_\_\_\_\_  
Signature of Principal/Department Head Date  
+++++

1) Approved: \_\_\_ Yes \_\_\_ No (If no, return to originator)

\_\_\_\_\_  
Signature of Chief/Executive Director Date

2) Approved: \_\_\_ Yes \_\_\_ No (If no, return to originator)

\_\_\_\_\_  
Signature of Budget Services Date

3) Approved: \_\_\_ Yes \_\_\_ No (if no, return to the originator)

\_\_\_\_\_  
Signature of Chief Human Resources Officer or Designee Date

**\*This form is for annual purpose for funding approval, not to be confused with forms required by Financial Services on a bi-weekly basis. Copy of Form, Approved or not Approved, to be Returned to Originator. Rev. 9/10/14**

## PETTY CASH PROCEDURES, REMINDERS & SCHEDULE

1. Attached is a list of object codes for your use. Please refer to the list when coding your vouchers.
2. Food and supplies should be coded separately. For example, cups, plates, and utensils should be coded to office supplies and not to food. If food and supplies are on the same receipt, please provide two codes on the voucher.
3. Food should be coded to 460000 when the food is for consumption and not used for classroom instruction. Code 410100 (instructional supplies) should be used when the food is used for classroom instruction.
4. **Do not use miscellaneous purchase code 390xxx.** This code should not be used on a petty cash voucher.
5. Copies of receipts are not permitted. **The original store receipt** must be attached to the voucher.
6. **Items for personal use should not be included on the petty cash receipt.** These items must be purchased separately.
7. If the recipient of the petty cash voucher sends someone to get their reimbursement, they must send a **note authorizing that person to accept the money.**
8. **\$200.00 is the limit** for each petty cash voucher.
9. Meals for staff require **cabinet level approval.**

### Schedule:

Days: Tuesday, Wednesday & Thursday

Time: 10:00 – 11:30 a.m.

Location: Waverley, Suite 210

Contact: Dorothy Edwards

Please e-mail questions regarding petty cash:

[dorothy.edwards2@richlandone.org](mailto:dorothy.edwards2@richlandone.org)



## OBJECT CODE LISTING AS OF 4/28/15

Object	Object Description
110000	PERSONAL SERVICES - SALARIES
110001	UNDISTRIBUTED PAY RAISE
110010	OFFICIAL ADMINISTRATIVE
110100	SCHOOL BOARD MEMBERS
110110	CENTRAL ADMINISTRATION
110120	SUPERINTENDENT
110122	DEPUTY SUPERINTENDENT
110123	SENIOR CHIEF
110124	CHIEF OFFICER
110125	AREA SUPERINTENDENTS
110128	SENIOR ASSOCIATES
110129	DISTRICT COUNSEL
110130	CENTRAL ADMINISTRATIVE STAFF
110131	SENIOR EXECUTIVE DIRECTOR
110132	EXECUTIVE DIRECTOR
110134	DIRECTOR III
110136	DIRECTOR II
110138	DIRECTOR I
110140	ASSISTANT DIRECTOR
110150	COORDINATOR
110160	CONSULTANT
110165	ACADEMIC COACH
110170	ADMINISTRATIVE ASSISTANT
110190	OTHER-OFFICIAL-ADMINISTRATIVE
110200	PROFESSIONAL - EDUCATIONAL
110210	TEACHERS
110211	TEACHERS-GENERAL EDUCATION
110215	READING COACH
110216	MENTOR TEACHERS
110217	LEAD TEACHER









Schools	Username	Password
AC Moore	<a href="mailto:eacmnoodle@richlandone.org">eacmnoodle@richlandone.org</a>	afterschool
Arden	<a href="mailto:eardnoodle@richlandone.org">eardnoodle@richlandone.org</a>	afterschool
Bradley	<a href="mailto:ebnanoodle@richlandone.org">ebnanoodle@richlandone.org</a>	afterschool
Brennen	<a href="mailto:ebrennoodle@richlandone.org">ebrennoodle@richlandone.org</a>	afterschool
Brockman	<a href="mailto:ebronoodle@richlandone.org">ebronoodle@richlandone.org</a>	afterschool
Burnside	<a href="mailto:eburnnoodle@richlandone.org">eburnnoodle@richlandone.org</a>	afterschool
Burton Pack	<a href="mailto:ebpknoodle@richlandone.org">ebpknoodle@richlandone.org</a>	afterschool
Carver Lyon	<a href="mailto:ecarnoodle@richlandone.org">ecarnoodle@richlandone.org</a>	afterschool
Caughman Road	<a href="mailto:ecaunoodle@richlandone.org">ecaunoodle@richlandone.org</a>	afterschool
EE Taylor	<a href="mailto:eeetnoodle@richlandone.org">eeetnoodle@richlandone.org</a>	afterschool
Forest Heights	<a href="mailto:efornoodle@richlandone.org">efornoodle@richlandone.org</a>	afterschool
Gadsden	<a href="mailto:egadnoodle@richlandone.org">egadnoodle@richlandone.org</a>	afterschool
Greenview	<a href="mailto:egrennoodle@richlandone.org">egrennoodle@richlandone.org</a>	afterschool
HB Rhame	<a href="mailto:ehbrnoodle@richlandone.org">ehbrnoodle@richlandone.org</a>	afterschool
Hopkins Elem	<a href="mailto:ehopnoodle@richlandone.org">ehopnoodle@richlandone.org</a>	afterschool
Horrell Hill	<a href="mailto:ehornoodle@richlandone.org">ehornoodle@richlandone.org</a>	afterschool
Hyatt Park	<a href="mailto:ehyanoodle@richlandone.org">ehyanoodle@richlandone.org</a>	afterschool
JP Thomas	<a href="mailto:ejptnoodle@richlandone.org">ejptnoodle@richlandone.org</a>	afterschool
Logan	<a href="mailto:elognoodle@richlandone.org">elognoodle@richlandone.org</a>	afterschool
Meadowfield	<a href="mailto:emeanoodle@richlandone.org">emeanoodle@richlandone.org</a>	afterschool
Mill Creek	<a href="mailto:emilnoodle@richlandone.org">emilnoodle@richlandone.org</a>	afterschool
PineGrove	<a href="mailto:epinnoodle@richlandone.org">epinnoodle@richlandone.org</a>	afterschool
Rosewood	<a href="mailto:erosnoodle@richlandone.org">erosnoodle@richlandone.org</a>	Afterschool
Sandel	<a href="mailto:esannoodle@richlandone.org">esannoodle@richlandone.org</a>	afterschool
Satchel Ford	<a href="mailto:esatnoodle@richlandone.org">esatnoodle@richlandone.org</a>	afterschool
South Kilbourne	<a href="mailto:eskinoodle@richlandone.org">eskinoodle@richlandone.org</a>	afterschool
Watkins Nance	<a href="mailto:ewatnoodle@richlandone.org">ewatnoodle@richlandone.org</a>	afterschool
Webber	<a href="mailto:ewebnoodle@richlandone.org">ewebnoodle@richlandone.org</a>	afterschool
		afterschool
Alcorn	<a href="mailto:malcnoodle@richlandone.org">malcnoodle@richlandone.org</a>	afterschool
Crayton	<a href="mailto:mcranoodle@richlandone.org">mcranoodle@richlandone.org</a>	afterschool
Gibbes	<a href="mailto:mgibnoodle@richlandone.org">mgibnoodle@richlandone.org</a>	afterschool
Hand	<a href="mailto:mhannoodle@richlandone.org">mhannoodle@richlandone.org</a>	afterschool
Hopkins Middle	<a href="mailto:mhopnoodle@richlandone.org">mhopnoodle@richlandone.org</a>	afterschool
Sanders	<a href="mailto:msannoodle@richlandone.org">msannoodle@richlandone.org</a>	afterschool
Southeast	<a href="mailto:mseanoodle@richlandone.org">mseanoodle@richlandone.org</a>	afterschool
St Andrews	<a href="mailto:mstanoodle@richlandone.org">mstanoodle@richlandone.org</a>	afterschool
WA Perry	<a href="mailto:mwapnoodle@richlandone.org">mwapnoodle@richlandone.org</a>	afterschool