

Richland School District One
Office of Extended Day Programs
Comprehensive Remediation Program

Guidelines
2016 – 2017
ALOHA Afterschool:



Celebrating Learning, Culture, Leadership
and Enrichment from Coast to Coast

Comprehensive Remediation Program 2016-2017 Guidelines

Office of Extended Day Programs
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CRP Scholars

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I. Program Description

With the deletion of Section 59-18-500 the Education Accountability Act (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 (APS). Funds allocated through this formula should support summer school programs or 2016-2017 school year supplemental academic improvement efforts for students who scored below the 25th percentile on the previous year's Iowa Test of Basic Skills (ITBS) (Grade 3), SCREADY 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 were 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 small group 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 demonstrated on report cards, district approved assessments, 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 2016-2017 school year.

Student rosters for elementary and middle schools are created by examining Fall 2015 ITBS, , and spring 2016 SCREADY. SCPASS scores are unavailable for rising 3rd graders, so ITBS scores will be used for identification. SCREADY 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 SCREADY 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 SCREADY 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 SCREADY 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 SCREADY 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 2016 SCREADY 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 SCREADY and SCPASS scores are now eligible to participate in the afterschool Comprehensive Remediation Program.

III. Program Schedule

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

IV. Parent Notice

Parents of students who qualify for Comprehensive Remediation Program will be notified in writing that their child is required to attend **(Appendix B or C)**. A registration form is to be completed and submitted by the parent **(Appendix E)**. 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, 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 **(Appendix D)**
- Other duties as assigned
- Maintains student discipline according to District Code of Conduct

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 use of digital learning devices (DLE), 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
- 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, MasteryConnect Data, etc.)
- 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
- Supports students in project based 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 with Digital Learning Environment (DLE)
- Assists with operational tasks (snack distribution, collection of attendance reports, copying)
- Other duties as assigned
- Print reports for teachers, lead teachers and parents
- Maintains accurate student and group data

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, 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
- Analyze 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.

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

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 monthly 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, edouard.jones@richlandone.org on the last day of the month. **(Appendix F)**

XI. **Curriculum**

- Instruction must focus on student skill deficiencies as identified by, MasteryConnect, district common assessments, SCREADY, SCPASS performance data, 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 will include Renaissance Place STAR Reading and Math and may include the following:
 1. District Pacing Guides
 2. Teacher created lesson plans (subject-content specific)
 3. Reading A-Z, and Raz Kids (Elementary) (Contact your CRT. Refer to <http://www.readinga-z.com>)
 4. ALEKS, and READ180 (Middle School)
 5. Leveled Text
 6. SCDE Support Documents for ELA and Math (<http://ed.sc.gov>)
 7. District-approved computer-assisted instructional software (i.e. Ten Marks, Go Noodle, Study Island, Front Row Math, etc.)
 8. Media Center materials and other instructional technology resources

XI. Data Resources

- Renaissance Place STAR Reading and Math Reports
- MasteryConnect
- SCREADY and SCPASS score reports from Enrich (formerly TestView)
- CRP Alignment Reports (Weekly Model)
- Standards-based, teacher-made test data across all content areas

XII. Assessment

- Progress reports for each content area of remediation and Renaissance Place STAR Reading and Math 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

Afterschool Comprehensive Remediation Employee Interest Application

Richland County School District One
After-School Comprehensive Remediation Program Interest Application
2016-2017

Date: _____

Position Applying For: Teacher Assistant Substitute Nurse

Grade: Indicate your grade level preference. 3rd 4th 5th 6th 7th 8th

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

Elementary Notification Letter for Students

Richland School District One (Elementary Level)
School Name
School Address
Columbia, South Carolina Zip

August --, 2016

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 identified students.

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 13, 2016 and will operate three days weekly - Tuesday, Wednesday, and Thursday (except on early dismissal days). The program ends May 4, 2017. 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 Wednesday, August 31, 2016.

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

Middle Notification Letter for Students

Richland School District One (Middle Level)

School Name

School Address

Columbia, South Carolina Zip

August --, 2016

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 identified students.

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 13, 2016 and will operate three days weekly - Tuesday, Wednesday, and Thursday (except on early dismissal days). The program ends May 4, 2017. 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 Wednesday, August 31, 2016.

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

School Bus Transportation Request

(Procedures, Transportation Request for Extended Day Programs, and School Bus
Transportation Request (Student))

Transportation Request Forms

- Must be completed in its entirety. Please ensure that you provide reachable cell phone numbers in the event of emergencies or should the school's phone system malfunction. Insert "CRP" in the fund code space.

Transportation Spreadsheets

- Participant rosters are due Wednesday, August 31, 2016, by 5:00 pm.
- Please do not report the entire school's enrollment. Only report eligible students for your program.
- Transportation will be effective on Tuesday, September 20, 2016, for participant data received after the due date and time.
- Updates are due every Thursday. Transportation services will become effective the following Tuesday, unless informed otherwise.
- Student transportation approval or status of pending transportation planning will be provided on Friday, September 9, 2016.

Discipline

- It is imperative the all parties work together to handle discipline accordingly as it relates to the safety of our students, drivers and passing motorists. In addition, time will be adjusting soon, therefore, evening will approach sooner than expected. Please ensure we address issues immediately. Feel free to communicate as we can resolve issues as a team.

ESOL, Montessori, Special Need Transportation Services

- Please make special notes on your spreadsheets. Please be reminded we must communicate with appropriate officials as it relates to payment for services traveling outside the school's attendance zone.

Field Trips

- Our department no longer accepts hand written or typed transportation requests forms. All transportation requests must be submitted online by authorized users.
- Fields trips being paid by Dr. Cooper's budget:
 - Transportation Request forms must be signed by Principal.
 - Forward to Dr. Cooper's office for review and approval.
 - Request will be entered by staff within Dr. Cooper's office.
 - Officials will provide you with information as it relates to your requests.

Lower Richland Transportation Support Center

Theodore Manning | theodore.manning@richlandone.org | (803) 695-5499 (o) | (803) 465-3415 (c)
Keith Terry | keith.terry@richlandone.org | (803) 695-5491 (o) | (803) 331-9475 (c)
Dorothy Wright | Student Records & Routing | dorothy.wright@richlandone.org | (803) 695-5504
Dispatch Department | (803) 695-5505, opt. 3

North Main Transportation Support Center

John Russell | john.russell@richlandone.org | (803) 691-5590 (o) | (803) 465-3415 (c)
Maledin Bradley | maledin.bradley@richlandone.org | (803) 691-2195 (o) | (803) 331-9475 (c)
Janet Williams | Student Records & Routing | janet.williams@richlandone.org | (803) 691-
Dispatch Department | (803) 691-5578

Together, we will have an exciting and productive school year! Should you have any questions or concerns, please feel free to contact us anytime.

**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**

		Lead Teacher:			STS Field	STS Field	STS Field
Last Name	First Name	Address	Grade	Phone #	Bus Route	Assigned Stop	Time

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

Afterschool Comprehensive Remediation Program Registration Form

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

After School SNS Program Information

(Procedures, Snack Request for Extended Day Programs, and ROAD Information)

RICHLAND COUNTY SCHOOL DISTRICT ONE
Student Nutrition Services
After School Snack Procedures
****PLEASE READ CAREFULLY***

1. A completed application must be received for each program being held at each school wanting to participate in the program.
2. **Snack rosters must be e-mailed to Mr. Edouard Jones at 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.**
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 in to Mr. Edouard Jones ASAP at 231-6959.
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 edouard.jones@richlandone.org. Faxed copies will not be accepted.
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

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.

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.

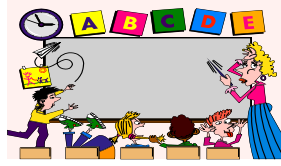
8. Who do I contact if I have questions about the program?

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 must be e-mailed to Mr. Edouard Jones at edouad.jones@richlandone.org . Faxed copies will not be accepted

**Richland County School District One
Student Nutrition Services
2016-2017
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 edouard.jones@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
 After School Snack Roster
 Free and Area Eligible Snacks Sites
 E-mail to Edouard Jones
edouard.jones@richlandone.org

SECTION 3	Totals	Week 1	Enrollment for the week	Snacks served for the week
			Enrollment 30	Snacks Served 80
		Week 2	Enrollment 32	Snacks Served 87
		Week 3	Enrollment 37	Snacks Served 0
		Week 4	Enrollment 37	Snacks Served 0
		Week 5	Enrollment _____	Snacks Served 0
		Grand Total	Enrollment 136	Snacks Served 167

SECTION-1

Coordinator: _____

Month & Year: Aug-15

School: _____

Teacher: _____

Room: _____

SECTION-2

(1MONTH PER SHEET)

	Date	August 17-21					August 24-28					_____					_____					Total Month					
		1st Week					2nd Week					3rd Week					4th Week						5th Week				
		M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F		M	T	W	TH	F
1			1	1	1			1	1	1																	6
2			1	1	1			1	1	1																	6
3			1	1	1			1	1	1																	6
4			1	1	1			0	1	1																	5
5			1	1	1			1	1	1																	6
6			0	0	0			0	0	0																	0
7			1	1	1			1	1	1																	6
8			1	1	1			0	1	1																	5
9			0	0	1			0	0	1																	2
10			1	1	1			1	1	1																	6
11			1	1	1			1	1	1																	6
12			0	0	0			0	0	1																	1
13			1	1	1			1	1	1																	6
14			1	1	1			1	1	1																	6
15			1	1	1			1	1	1																	6
16			0	0	0			0	0	0																	0
17			1	1	1			1	1	1																	6
18			1	1	1			1	1	1																	6
19			1	1	1			1	1	1																	6
20			1	1	1			1	1	1																	6
21								0	1	1																	

22		1	1	1		1	1	1													6
23		0	0	0		0	1	1													2
24		1	0	1		1	1	1													5
25		1	1	1		1	1	1													6
26						0	1	1													
27		1	1	1		1	1	1													6
28		1	1	1		1	1	1													6
29		1	1	1		1	1	1													6
30		1	1	1		1	1	1													6
31		0	1	1		0	0	0													2
32		1	1	1		1	1	1													6
33		1	1	1		1	1	1													6
34		1	1	1		1	1	1													6
35		0	0	0		1	1	1													3
	Days Total	0	26	26	28	0	0	25	30	32	0	0	0	0	0	0	0	0	0	0	167

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, 21st 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.

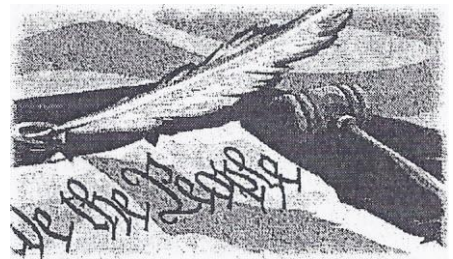
Parent's Signature

Date

Child and Adult Care Food Program (CACFP) & All Other Federal Programs

Civil Rights Policy: The US Department of Agriculture prohibits discrimination in the CACFP or any other federally funded program on the basis of race, color, national origin, sex and disability.

- *Basic Civil Rights Requirements*
- *Public Notification*
- *Data Collection & Reporting*
- *Record Retention*
- *Compliance Reviews*
- *Conflict Resolution*
- *Procedures for Handling Complaints*
- *Customer Service*
- *Equal Opportunity for Religious Organizations*



Child and Adult Care Food Program (CACFP) Civil Rights Requirements

Civil Rights Policy

The U.S. Department of Agriculture prohibits discrimination in the CACFP on the basis of race, color, national origin, sex, age, and disability.

1. Basic Civil Rights Requirements (FNS Instruction 113^{a1})

- a. Equal Access and Service - In CACFP Institutions, no person shall, on the grounds of race, color, national origin, sex, age or disability, be denied the benefits of the CACFP or otherwise be subjected to discrimination.
- b. Reasonable Accommodations for Persons with Disabilities- Program information in alternative formats for persons with disabilities must be made available. Reasonable effort must be made to allow persons with disabilities equal access to the institutions programs and services.
- c. Requirements for Language Assistance- Local agencies have a responsibility to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency (LEP) and hearing impaired.

2. Public Notification

- a. Basic Elements - All Child Nutrition Programs must include a public notification system. The purpose of this system is to inform applicants, participants, and potentially eligible persons of the program availability; program rights and responsibilities; the policy of nondiscrimination; and the procedure for filing a complaint. The public notification system must include the following basic elements:
 - Program Availability - Each local agency must take specific action to inform applicants, participants, and potentially eligible persons of their Program rights and responsibilities and the steps necessary for participation.
 - Complaint Information - Applicants and participants must be advised at the service delivery point of their right to file a complaint, how to file a complaint, and the complaint procedures.
 - Nondiscrimination Statement – All materials and sources, including websites, used by a local agency to inform the public about the CACFP must contain the nondiscrimination statement. Participating CACFP agencies must include the following nondiscrimination statement:

"In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age; or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.; Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the materials will at a minimum include the following statement, in print size no smaller than the text: "This institution is an equal opportunity provider."

b. Methods - Each participating agency must take the following actions to inform the general public, potentially eligible populations, community leaders, grassroots organizations, and referral, sources about the CACFP and applicable Civil Rights requirements.

- Prominently display the "And Justice for All" poster.
- Inform potentially eligible persons, applicants, participants, and grassroots organizations of Programs or changes in Programs. The "Building for the Future" brochure should be given to all families with the enrollment packet.
- A media release must annually be provided to local media outlets.
- Provide appropriate information, including web-based information, in alternative formats for persons with disabilities.
- Include the required nondiscrimination statement on all appropriate agency publications that make reference to the CACFP or admissions (e.g. parent handbook, letters, information materials provided to the public, etc)
- Convey the message of equal opportunity in all photographic and other graphics that are used to provide program or program-related information.

3. Data Collection and Reporting

Each local agency is required to obtain data by race and ethnic category on potentially eligible populations, applicants, and participants in their Program service area. We recommend using the enrollment form on pp. 2~20 or C-17 to collect this data.

- Program applicants/participants may not be required to furnish information on their race or ethnicity.
- Self-identification is the preferred method of obtaining data for enrolled children.
- Program applicants and participants should be encouraged to provide the information by explaining the collection is a statistical reporting requirement and it has no effect on participants' eligibility to receive benefits.
- If the applicant declines to self-identify, the applicant should be informed that a visual identification of his or her race and ethnicity will be made and recorded on the enrollment form.
- The data collector may not "second guess" or in any other way change or challenge a self-declaration made by the applicant about his or her race or ethnic background unless such self declarations are patently false.
- Such data must be collected for each center and must be maintained on file for three years plus the current year, and maintained under safeguards that restrict access of records only to authorized personnel.

4. Record Retention

All CACFP Civil Rights records must be maintained on file for a period of three full years beyond the year to which they pertain. This period is longer if there is an audit involving the records in question.

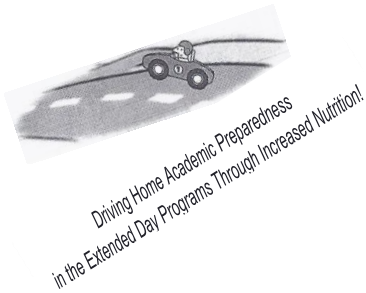
5. Compliance Reviews

a. State Agency Reviews

- The State Agency must determine that all local agencies are in compliance with Civil Rights requirements prior to approval for participation in the CACFP and upon application renewal.
- All State Agency CACFP monitoring reviews include a review of on-going Civil Rights compliance at the institution.

b. Center Sponsor Monitoring Requirements

Richland One Afterschool Dinner (ROAD) Program



Frequently Asked Questions **Facts About Hunger in Our Community**

Two out of three students in Richland One struggle against hunger and qualify to receive meals free of charge or at a reduced price. More and more families are being directly certified for these benefits through the Department of Social Services.

The ability to obtain enough food for an active, healthy life is the most basic of human need, yet many students are without access to adequate healthy food. Families must rely on area food banks and church pantries to supplement their food supply. In the last 12 months many families have experienced food insecurity and food hardship in our community. According to the Food Research and Action Center, "Food Hardship in America-2010" Columbia, South Carolina is ranked 12th in metropolitan cities with high incidences of food hardship cases.

❖ **What is the Afterschool Dinner Program?**

The Richland One Afterschool Dinner (ROAD) Program is federally funded through the S.C. Department of Social Services that allows the district to serve a dinner to students age 18 and under in afterschool programs in Richland one Extended Day Programs located in our schools.

❖ **Why did the district decide to offer dinner when students are receiving a snack?**

The small snack offered to students-6 ounces 100% fruit juice or 8 ounces of milk, a piece of fruit or a 1-ounce bag of crackers/baked chips was not substantial enough for most students. Complaints about still being hungry and pleas for seconds were common occurrences. Therefore, it was decided that a dinner was necessary. Some students begin their day as early as 6:00 a.m. and arrive home after 6:30 pm, That makes for a very long work day. To be able to feed them dinner before they go home is just the right thing for us to do.

❖ **Who qualifies for this meal?**

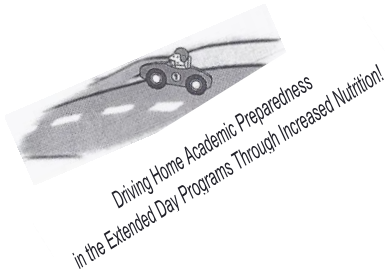
All students in Richland One Schools enrolled in the Extended Day Programs either through the At-Risk Afterschool Meal Program or through the Outside the School Day Meal Program.

❖ **When will afterschool meals be served and will this interrupt instruction?**

Afterschool meals will be served after the regular school day. Students will report immediately to the cafeteria for meals. Meal service times are as follows:

- Elementary - 2:30 p.m. - 3:00 p.m.
- Middle School - 3:45 p.m. - 4:15 p.m.
- High School - 3:15 p.m. - 3:45 p.m.

Richland One Afterschool Dinner (ROAD) Program



❖ Can programs receiving afterschool snacks also receive dinners?

Yes! The afterschool dinner program is an excellent opportunity to provide additional nutrition to children in afterschool programs. These meals provide children with the nutrition they need to stay focused and energized while in the Extended Day Program

❖ My day care activities are held in the cafeteria, will dinner interfere with my program?

No. So that we are all good stewards and keep the designated areas clean, student will only eat their meal in one area of the cafeteria. With assistance from the instructional assistants or the food service operators; students will eat their meal and move quickly to the instruction areas.

❖ What is the price for the meals?

Meals are free of charge to all students.

❖ I am a teacher, can I purchase a meal?

No. This is a federally funded program for students 18 years of age and under.

❖ My children attend the Extended Day Program. Can I decline this service

Yes, parents have the right to allow their student to participate in the program or not. A letter will be sent to parents informing them of the program. At that time, they may exercise their option to decline the service by returning the letter to the Extended Day staff

❖ Who should I call if I have questions?

You may call Student Nutrition Services at 231.6953 between 7:00a.m.-4:30 p.m, Monday through Friday with questions about the meals served. If you have questions regarding the Richland One Extended Day Programs, you may call 231.6746

RICHLAND COUNTY SCHOOL DISTRICT ONE
AFTER SCHOOL SUPPER PROGRAM CLAIMS PROCEDURES
RECONCILIATION OF ATTENDANCE / MEAL COUNTS & MONITORING
AT-RISK AFTERSCHOOL MEALS & OUTSIDE SCHOOL DAY MEALS

Purpose:

Purpose of this procedure is to establish a process for reconciling attendance, meal participation and monitor the number of meals consumed under the Richland One Afterschool Dinner (ROAD) Program.

Procedure:

1. Each school's program(s), either the Lead Teacher or the Teacher Assistant will record the actual number of children participating in the meal program using the Reconciliation of Attendance and Meal Count Form. Additionally, the daily attendance must be recorded on the Attendance Use Form.
2. Prior to coming to the serving line, the Lead teacher or designee will record the student's attendance on the Attendance Use Form. As the students are receiving their meals, the Lead or designee will record the meal participation at the point of service. The meal count use form must remain in the cafeteria at all times. (See Samples) At the end of the week the completed reconciliation of attendance / meal count form must be keyed by each school's cashier to their POS daily next day & Accounting Clerk will review entries for verification and processing.
3. The number of meals served may not exceed the daily attendance for the program. If an error is discovered, the meal/attendance recorder must re-count and verify the total number of students that attended the program as well as the total number of children receiving meals. This process must be completed on the day of the discrepancy while the participating students are still available.
4. The Accounting clerk must verify the meal counts and attendance records for each site to ensure there are no errors in the weekly meal count and attendance forms. The Accounting Clerk will then consolidate the weekly meal counts from each site and record the weekly totals to establish a monthly participation spreadsheet. This monthly participation spreadsheet will be used to complete the monthly claim for reimbursement. **Special note** - A month could end during the week. (Example- Wednesday, October 31,2012) Please submit then.
5. The total meal count for the month will be entered by site for all meal programs under the Department of Social Services Child & Adult Care Food Programs. Student participating in the At-Risk Program will be submitted as receiving free meals.
6. All meal will be submitted by the 15th of each month using the SC Department of Social Services Form 3314 & Form 3321, Claim for Reimbursement.

District Wide Accountability Roster - Monthly

Site: Rosewood Elem. School - 366

Customer Group: All(Active)

Special Program: ROAD - SUPPER/DINNER
to ROAD- SUPPER/DINNER

Sort By: Track, Last Name~ First Name

Site: 054 Rosewood Elem. School366

Month: August

FOR ATTENDANCE USE ONLY

Customer Name

ID

Status	1 Th	2 F	5 M	6 T	7 W	8 Th	9 F	12 M	13 T	14 W	15 Th	16 F	19 M	20 T	21 W	22 Th	23 F	26 M	27 T	28 W	29 Th	30 F

District Wide Accountability Roster - Monthly

Site: Rosewood Bern. School • 366

Customer Group: All (Active)

Special Program: ROAD – SUPPER/DINNER
to ROAD – SUPPER/DINNER

Sort By: Track, Last Name, First Name

Site: 054 Rosewood Elem. School, 366

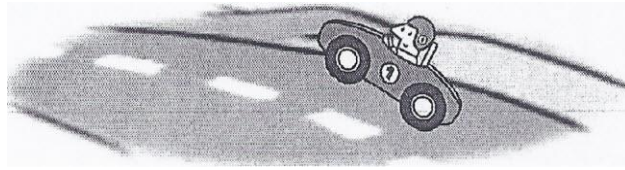
Month: August

FOR MEAL COUNT USE ONLY

Customer Name

ID

Status	1 Th	2 F	5 M	6 T	7 W	8 Th	9 F	12 M	13 T	14 W	15 Th	16 F	19 M	20 T	21 W	22 Th	23 F	26 M	27 T	28 W	29 Th	30 F



*Driving Home Academic Preparedness
in the Extended Day Programs Through Increased Nutrition!*

ROAD After Hours Call log

Here's who to call regarding your dinner program:

Central Office

Hours of Operation: 7:00a.m.-4:30 p.m.
231.6953 Main Number
231.6959 Edourad "Van" Jones - Claims Questions
348.9662 Tracy Dixon

Central Kitchen

Hours of Operation: 5:00 a.m. - 8:00 p.m.
929.3761 Mrs. Rosetta Rice 2nd Shift Production
733.3018 Mrs. Johnnie Mae Butler
553.2972 Mrs. Johnnie Mae Butler - Emergency Only
929.3760 Mr. Calvin Blue 2nd - Emergency Only

Eau Claire

Hours of Operation: 6:00 a.m. - 2:00 p.m.
735.3454 Eau Claire Cafeteria Mrs. Tiara Wilburn/Mrs. Townsend
422.5658 Mrs. Townsend - Emergency Only

Lower Richland

Hours of Operation: 6:00 a.m. - 2:00 p.m.
783.5564 Lower Richland Cafeteria Mrs. Sonya Anderson/Mrs. Campbell
414.7668 Mrs. Campbell - Emergency Only



RICHLAND COUNTY SCHOOL DISTRICT ONE
Student Nutrition Services
Base/Satellite Kitchen Configuration

Cost Center 170 - Lower Richland High Central Kitchen Annex

Bridgett Campbell, Manager

2615 Lower Richland Blvd, Hopkins, SC 29061

Office-803.783.3062 | Emergency Only 414.7668

250-Hopkins Middle

330-Gadsden Elementary

333: Hopkins Elementary

336- Horrell Hill Elementary

354-Mill Creek Elementary

390-Webber Elementary

312-Annie Burnside Elementary

321-Caughman Road Elementary

295 -Southeast Middle

Cost Center 130

130- Eau Claire High Base Kitchen

Dennise Townsend, Manager

4800 Monticello Rd, Columbia, SC 29203

Off. 803.735.3454 | Emer. Only 422.5658

339- Hyatt Park Elementary

396-Forest Heights Elementary

230-Gibbes Middle

160-Keenan High School

Cost Center - 765

Johnnie Mae Rich-Butler, Manager

1224 Whitney St, Columbia, SC 29201

Office 803.733.3018 | Emerg. Only 5532972

460-Pendergrass/Fairwold

369-H. B. Rhame Elementary

357-AC. Moore Elementary

372-W. S. Sandel Elementary

397-Logan Elementary

398- Pine Grove Elementary

392 -Burton/Pack Elementary

342-Greenview Elementary

366-Rosewood Elementary

303-Arden Elementary

378-South Kilbourne Elementary

270- St. Andrews Middle

309-Brennen Elementary

210-Alcorn Middle

381-E.E. Taylor Elementary

220- Crayton Middle

375-Satchel Ford Elementary

280 -Sanders Middle

351-Meadowfield Elementary

140-A C. Flora High

384-John P. Thomas Elementary

240- Hand Middle

310-Brockman Elementary

110-Columbia High

394- Watkins/Nance Elementary

393-Carver-LvonElementary

260-W.A. Perry Middle

120-Dreher High

150-C. A Johnson High

Olympia School

306-Bradley Elementary

APPENDIX G

Supplemental and Overtime Report Form

**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	OVERTIME RATE (COLUMN "D" TIME)	TOTAL DUE
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)		
DATE	TIME						
	In	Out					
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
TOTALS:			-		-		\$ -

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

Student Early Dismissal Sign-out

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

Progress Report (*)

APPENDIX J

Site Phone List

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

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

2016-2017 Extended Day Comprehensive Remediation Schedule

Comprehensive Remediation Afterschool Program

“Aloha Afterschool 2016-2017:”

2016-2017 Operational Schedule

(Tuesday, September 13th, 2016 – Thursday, May 4th, 2017)

The Remediation Afterschool Program Schedule is divided into four sessions.

Week of Remediation	Date	Program	Audience
Session I (13 Days / 5 weeks of Remediation)			
1	September 13 th – September 15 th , 2016 Note: Thursday, September 15th, 2016 is an Early Dismissal Day (No Afterschool Program will be offered.)	Remediation	All Elementary and Middle School Sites
2	September 20 th – September 22 nd , 2016	Remediation	All Elementary and Middle School Sites
3	September 27 th – September 29 th , 2016	Remediation	All Elementary and Middle School Sites
4	October 4 th – October 6 th , 2016	Remediation	All Elementary and Middle School Sites
5	October 11 th – October 13 th , 2016 Note: Thursday, October 13, 2016 is an Early Dismissal Day / District Parent Teacher Conference (No Afterschool Program will be offered.) Note: End of the 1 st Quarter Marking Period (Monday, October 17 th , 2016)	Remediation	All Elementary and Middle School Sites
Session I ends October 12th			
DNA Report reflecting dates: September 13, through October 12th, 2016 Due Friday, October 21st			
Session II (28 Days / 10 weeks of Remediation)			
6	October 18 th – October 20 th , 2016	Remediation	Elementary and Middle School Sites
Note: Thursday, October 20th, 2016 is the National “Lights On Afterschool” Event			
7	October 25 th – October 27 th , 2016	Remediation	All Elementary and Middle School Sites
8	November 1 st – November 3 rd , 2016	Remediation	All Elementary and Middle School Sites
9	November 8 th – November 10 th , 2016 Note: Tuesday, November 8, 2016 is Election Day No School	Remediation	All Elementary and Middle School Sites

10	November 15 th - November 17 th , 2016	Remediation	All Elementary and Middle School Sites
Intersession (I) November 22nd – November 24th, 2016 November 23rd – November 25th, 2016 – Thanksgiving Holiday			
11	November 29 th – December 1 st , 2016	Remediation	All Elementary and Middle School Sites
12	December 6 th – December 8 th , 2016	Remediation	All Elementary and Middle School Sites
13	December 13 th – December 15 th , 2016	Remediation	All Elementary and Middle School Sites
Winter Break December 19th, 2016 through December 30th, 2016			
14	January 3 rd - January 5 th 2017	Remediation	All Elementary and Middle School Sites
15	January 10 th - January 12 th , 2017 Note: Thursday, January 12th, 2017 is an Early Dismissal Day (No Afterschool Program will be offered.) Note: End of the 2nd Quarter Marking Period (Monday, January 11th, 2017)	Remediation	All Elementary and Middle School Sites
Session 2 ends January 11th DNA Report reflecting dates: October 18th, 2016 through January 12th, 2017 Due Friday, January 20th, 2017			
Session III (27 Days / 9 Weeks of Remediation)			
16	January 17 th – January 19 th , 2017	Remediation	All Elementary and Middle School Sites
17	January 24 th – January 26 th , 2017	Remediation	All Elementary and Middle School Sites
18	January 31 st - February 2 nd , 2017	Remediation	All Elementary and Middle School Sites
19	February 7 th – February 9 th , 2017	Remediation	All Elementary and Middle School Sites
20	February 14 th – February 16 th , 2017	Remediation	All Elementary and Middle School Sites
21	February 21 st – February 23 rd , 2017	Remediation	All Elementary and Middle School Sites
22	February 28 th - March 2 nd , 2017	Remediation	All Elementary and Middle School Sites
23	March 7 th – March 9 th , 2017	Remediation	All Elementary and Middle School Sites
24	March 14 th – March 16 th , 2017 Note: End of the 3rd Quarter Marking Period (Thursday, March 15th, 2017)	Remediation	All Elementary and Middle School Sites
Session 3 ends March 16th, 2017 DNA Report reflecting dates: January 17th, 2017 through March 16th, 2017 Due Friday, March 24, 2017			

(Session IV – 17 Days / 6 weeks of Remediation)			
25	March 21 st – March 23 rd , 2017	Remediation	All Elementary and Middle School Sites
26	March 28 th – March 30 th 2017 Note: Thursday, March 30th, 2017 is an Early Dismissal Day/Parent Conferences (No Afterschool Program will be offered.)	Remediation	All Elementary and Middle School Sites
27	April 4 th – April 6 th , 2017	Remediation	All Elementary and Middle School Sites
(Spring Break) April 10th, 2017 – April 14th , 2017			
28	April 18 th – April 20 th , 2017	Remediation	All Elementary and Middle School Sites
29	April 25 th – April 27 th , 2017	Remediation	All Elementary and Middle School Sites
30	May 2 nd , - May 4 th , 2017 (Note: Program Ends on May 4th, 2017)	Remediation	All Elementary and Middle School Sites
<i>(DNA Report Dates reflecting the period March 21, – May 4, 2017 DNA Report Due May 12, 2017)</i>			

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

85 Days (X) 2 Hours = 170 Hours of Comprehensive Remediation
(30) Weeks of Remediation
(85) 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

2016-2017 Extended Day (CRP) Professional Development Schedule

**2016-2017 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.

Program	Topic	Audience	Place	Date and Time
Comprehensive Remediation – CRP Scholars	CRP Scholars Steering Committee Retreat	CRP Scholars Steering Committee	Heyward Career Conference Center	Monday, May 16, 2016 & Tuesday, May 17, 2016 (3:30 – 6:00)
Comprehensive Remediation – CRP Scholars	<u>New Lead Teachers</u> *Transportation *Special Education *Mentor Assignments *Emergency/Safety Procedures <u>CRP Scholars Logistics/Program Orientation</u> *2016-2017 Program overview *MasteryConnect *Payroll KRONOS *SNS Services *DNA Model *Re® *Budget *Curriculum/Lesson Plans	CRP Scholars Lead Teachers (I)		Thursday, August 25, 2016 (3:00 p.m. for New Lead Teachers and 4:00 p.m. for Returning Lead Teachers)
2016-2017 Comprehensive Remediation Program Begins (Tuesday, September 13th, 2016)				
Comprehensive Remediation – CRP Scholars	Steering Committee Meeting (I)	CRP Scholars Steering Committee (I)	Hosted via Conference Call (WebEx)	Monday, October 5 th , 2016 (4:00 pm)
Comprehensive Remediation – CRP Scholars	Topic(s): *Handling Student Discipline and Afterschool Attrition *Observation Feedback *Overview of CRP *Addressing the diverse learning styles of students in the classroom *Addressing skill deficiencies *Student Engagement	CRP Scholars Lead Teachers, Certified Teachers and Instructional Assistant	TBA	Wednesday, September, 7, 2016 (4:00 pm)
Comprehensive Remediation	Steering Committee Meeting (II)	CRP Scholars Steering Committee Members (II)	Hosted via Conference Call or WebEx	Monday, January 9 th , 2017 (4:00 pm)
Comprehensive Remediation – CRP Scholars	Topic(s): *Midyear Update	CRP Scholars Lead Teachers (II)	Arden Elementary School	Monday, January 23 rd , 2017 (4:00 pm)
Comprehensive Remediation – CRP Scholars	Topic(s): *Program Update *Survey Administration	CRP Scholars Lead Teachers	TBA	Monday, March 7 th , 2017 (4:00 pm)
Comprehensive Remediation – CRP Scholars	CRP Scholars 2017 Steering Committee Retreat	CRP Scholars Steering Committee	TBA	May 22 – May 23, 2017 (3:30 pm)

Note: The professional development topics were derived from the Fiscal Year 2015-2016 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

2016-2017 Richland One Recommended Program Activities (Schedule)

**2016 – 2017 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**
 - Tuesday – ELA
 - Wednesday – Math
 - Thursday – ELA / Math / Study Skills
- **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**
- **Renaissance time(25 -30 minutes)**
- **Established Dismissal Procedures**

Appendix O

Recommended Staffing Allocations

**2016 – 2017 Richland County School District One
Extended Day
(Comprehensive Remediation Program)
Recommended Staffing Allocations**

- One Lead Teacher Per School Site
- One Instructional Assistant Per 50 students
- 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 School Nurse Per Identified Code Blue Schools (Registered Nurse)

APPENDIX P

Afterschool Program (Comprehensive Remediation) Teacher & Instructional
Assistant Agreement Form

<<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 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

FY 2016-2017 CRP Site Visitation Schedule

2016-15 Office of Extended Day Programs School Visitation Schedule

Visitation Week	Targeted School Sites	Evaluators
September 12 th - September 16 th	St. Andrews MS, Columbia HS, Mill Creek ES, Hopkins ES, Brockman ES	Traci Young Cooper, Intern
September 19 th -September 23 rd	Rhame ES, Pine Gove ES	Traci Young Cooper, Intern
September 26 th -September 30 th	Alcorn MS, Forest Heights ES, Brennen ES, Hopkins MS, Crayton MS	Traci Young Cooper, Intern
October 3 rd - October 7 th	Arden ES, Logan ES, Moore ES, Gadsden ES, Burnside ES	Traci Young Cooper, Intern
October 10 th - October 13 th	Bradley ES, Carver-Lyon ES, South Kilbourne ES	Traci Young Cooper, Intern
October 17 th - October 21 st	Watkins-Nance ES, Perry MS, Meadowfield ES	Traci Young Cooper, Intern
October 24 th - October 28 th	Keenan HS, Greenview ES, Horrell Hill ES	Traci Young Cooper, Intern
October 31 st – November 4 th	Lower Richland HS, AC Flora HS, Rosewood ES	Traci Young Cooper, Intern
November 7 th - November 11 th	J.P. Thomas ES, Eau Claire HS,	Traci Young Cooper, Intern
November 14 th – November 18 th	Dreher HS, Hyat Park ES, Hand MS, Sandel ES	Traci Young Cooper, Intern
November 21 st November 25 th	THANKSGIVING BREAK	
November 28 th - December 2 nd	Sanders MS, JP Thomas ES, CA Johnson HS, Gibbes MS,	Traci Young Cooper, Intern
December 5 th - December 9 th	EE Taylor ES, Brockman ES, Satchel Ford ES	Traci Young Cooper, Intern
December 12 ^h - December 16 th	Targeted schools will be visited for additional support as needed.	Traci Young Cooper, Intern
December 19 th - December 30 th	CHRISTMAS BREAK	
January 2 nd - January 6 th	Burton-Pack ES, Southeast MS	Traci Young Cooper, Intern
January 9 th - January 12 th	Horrell Hill ES, Burnside ES, Mill Creek ES,	Traci Young Cooper, Intern
January 16 th - January 20 th	Hopkins ES, J.P. Thomas ES, Brockman ES	Traci Young Cooper, Intern
January 23 rd - January 27 th	Rhame ES, Pine Grove ES, St. Andrews MS, Columbia HS,	Traci Young Cooper, Intern
January 30 th – February 3 rd	Alcorn MS, Eau Claire HS, Forest Heights ES, Brennen ES, Hopkins MS, Crayton ES	Traci Young Cooper, Intern
February 6 th – February 10 th	Arden ES, Logan ES, Moore ES, Gadsden ES, Burnside ES	Traci Young Cooper, Intern

**2016-16 Office of Extended Day Programs School Visitation Schedule
CONTINUED →**

Visitation Week	Targeted School Sites	Evaluators
February 13 th - February 17 th	Bradley ES, Carver-Lyon ES, South Kilbourne ES	Traci Young Cooper, Intern
February 20 th - February 24 th	Watkins-Nance ES, Perry MS	Traci Young Cooper, Intern
February 27 th – March 3 rd	Meadowfield ES, Keenan HS, Greenview ES, Horrell Hill ES	Traci Young Cooper, Intern
March 6 th – March 10 th	Lower Richland HS, AC Flora HS, Rosewood ES	Traci Young Cooper, Intern
March 13 th – March 17 th	CA Johnson HS, Gibbes MS, Sandel ES	Traci Young Cooper, Intern
March 20 th – March 24 th	Dreher HS, Hyatt Park, Columbia HS, Hand MS	Traci Young Cooper, Intern
March 27 th March 30 th	Sanders MS, JP Thomas ES, Crayton MS	Traci Young Cooper, Intern
April 3 rd – April 7 th	EE Taylor ES, Brockman ES, Satchel Ford ES	Traci Young Cooper, Intern
April 10 th - April 14 th	SPRING BREAK	
April 18 th – April 21 st	Burton-Pack ES, Southeast MS, J. P. Thomas ES, St. Andrews MS,	Traci Young Cooper, Intern
April 24 th - April 28 th	Horrell Hill ES, Burnside ES, Mill Creek ES, Hopkins ES,	Traci Young Cooper, Intern
May 1 st – May 5 th	Targeted schools will be visited for additional support as needed.	Traci Young Cooper, Intern

APPENDIX R

EX-Avier (Extended Day Program Mascot) Appearance



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

Elementary/Middle Lead Teacher Contact List



Office of
**Extended
 Day Programs**

Comprehensive Remediation Program

**Elementary Lead Teacher Contact List
 2016 - 2017**

Lead Teacher Name	School	E-Mail Address	Phone Number
Carol Suber	<u>A.C. Moore</u>	carol.suber@richlandone.org	343-2910
Pamela Krolewicz	Arden	pamela.krolewicz@richlandone.org	735-3400
Betty Melvin	<u>Bradley</u>	betty.melvin@richlandone.org	738-7200
John Shorter	Brennen	John.shorter@richlandone.org	738-7204
Erica Rice Sarah Tison	Brockman	erica.rice@richlandone.org sarah.tison@richlandone.org	790-6743
Frank Simpson	Burnside	frank.simpson@richlandone.org	783-5530
Kimberly Howard Monique Jackson	Burton-Pack	kimberly.howard@richlanone.org monique.jackson@richlandone.org	691-5550
Pamela Livingston	Carver-Lyon	pamela.livingston@richlandone.org	343-2900
S. Christine Crawford	Caughman Road	susan.crawford@richlandone.org	783-5534 Ext. 2217
Dr. Davenna Williams	E. E. Taylor	davenna.williams@richlandone.org	929-3853
Lavette Reeder-Ruff	Forest Heights	lavette.ruff@richlandone.org	691-3788
Kimberly Harrison	Gadsden	Kimberly.harrison@richlandone.org	353-2231
Karen Workman	Greenview	karenmsw712@gmail.com	691-6787
Kathy Guider	H. B. Rhame	kathy.guider@richlandone.org	731-8900
LaAveria Newton	Hopkins	laaveria.newton@richlandone.org	783-5541

Lead Teacher Name	School	E-Mail Address	Phone Number
Tracee Walker	Horrell Hill	tracee.walker@richlandone.org	783-5696
Shawn Norris Michele Johnson	Hyatt Park	shawn.norris@richlandone.org michele.johnson@richlandone.org	735-3421
Antoinette Mursier	J. P. Thomas	antoinette.mursier@richlandone.org	735-3368
Chandra Edmonds	Logan	chandra.edmonds@richlandone.org	343-2915
Sarah Short	Meadowfield	sarah.short@richlandone.org	783-5549
Francene Bee	Mill Creek	francene.bee@richlandone.org	783-5553
Joseph Cunningham	Pine Grove	joseph.cunningham@richlandone.org	214-2380
Ana Hernandez	Rosewood	ana.hernandez@richlandone.org	343-2930 Ext. 306
Judy Butler-Reynolds	Sandel	judy.butler@richlandone.org	750-4060
Lynne P. Trowbridge	Satchel Ford	lynne.trowbridge@richlandone.org	738-7592
Wendy Fanning	South Kilbourne	wanda.fanning@richlandone.org	738-7215
William Miller	Watkins-Nance	william.miller@richlandone.org	733-4321
Whitley Felder Faith Jones	Webber	whitley.felder@richlandone.org faith.jones@richlandone.org	353-8771



Office of
**Extended
Day Programs**

Comprehensive Remediation Program
**Middle School Lead Teacher Contact List
2016 - 2017**

Lead Teacher Name	School	E-Mail Address	Phone Number
Ebbie Hickman-Gore	<u>Alcorn</u>	ebbie.hickman@richlandone.org	735-3439 Ext. 3563
Amanda Arflin	Crayton	amanda.arflin@richlandone.org	738-7224
Vita Segars	<u>Gibbes</u>	vita.seagers@richlandone.org	343-2942
Canisha Fletcher Marilynn Fitzpatrick	Hand	canisha.fletcher@richlandone.org	343-2947
Dr. Sharon Newton	Hopkins	Sherida.henry@richlandone.org	695-3331
Latanyua Price	Perry	latanyua.price@richlandone.org	256-6347
Samahra Feemster	Sanders	samahra.feemster@richlandone.org	463-4660
Ross Stewart	Southeast	ross.stewart@richlandone.org	695-5700
Amber Russell Evette Bradley	St. Andrews	amber.russell@richlandone.org evette.bradley@richlandone.org	750-4031

APPENDIX T

Spanish-translation

(CRP Forms – Registration, Student Nutrition Services, Transportation, etc.)

APPENDIX U

District Assessment Calendar

INSERT DISTRICT AND STATE ASSESSMENT CALENDAR

2016-2017

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
August	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 nd Ed.+)	Kindergarten
	Aug. 24 – Sep. 4	Fall CPAA (Children's Progress Academic Assessment)	PreK
September	Sep. 21 – 25 (tentative)	Career Ready 101 (WorkKeys prep)	Grade 9
October	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	
November			
December	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.
January	Jan. 4 – 15	Winter CPAA (Children's Progress Academic Assessment)	PreK
	Jan. 4 – 29	Mastery Connect – Winter	Grades K-12
February	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
March	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
April	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

Month	Administration Dates	Assessments	Student Population
	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
May	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

FY 2015-2016 4th Quarter SuccessMaker® Lab Target Time Report

APPENDIX W

FY 2015-2016 Testview/Enrich Update (Procedures)

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.

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
AARE Website:

APPENDIX X

Instructional Activity Guide



Office of
**Extended
Day Programs**

**“Aloha Afterschool -
INSTRUCTIONAL ACTIVITY
GUIDE
2016-2017**

APPENDIX Y

Field Trip Request Procedures

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 29th. 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 30th 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 29th, 2017. 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 29th. (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.

APPENDIX Z

Middle School Extra Credit standards