



CARROLLTON CITY SCHOOLS  
21ST CENTURY COMMUNITY LEARNING CENTERS

# STAFF

# Handbook

# 2024-2025





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# Carrollton City Schools Vision, Mission, and Guiding Principles

## Vision Statement

The Carrollton City Schools and community nurture and empower individuals to be lifelong learners who take personal responsibility for improving our world.

## Mission Statement

The Carrollton City Schools will meet or exceed the expectations of the people we serve by providing:

- a safe, healthy environment for students, teachers and staff.
- the highest quality instructional resources and tools.
- the best prepared teachers, administrators and staff.
- a challenging curriculum and learning opportunities.
- a plan of continuous improvement.

## Guiding Principles

- Focus on success for all students and eradicate the reasons some children fail.
- Promote a climate of high expectations, respect and dignity.
- Provide a curriculum that will have relevance to the life of students.
- Provide an environment that emphasizes democratic classroom processes in which students learn independently and through group work while learning to value diversity.
- Recruit, employ and nurture dedicated, well-qualified and highly professional employees who adhere to professionally recognized standards and board policies.
- Support system and school improvement plans and contribute to their implementation.
- Promote continuous improvement through cooperation between and among students, parents, educators and the larger community.

## 21<sup>st</sup> Century Program Overview

### Academic Achievement, Enrichment and Family Engagement Opportunities

21st CCLC is designed as a comprehensive out of school program that will focus on improving the achievement of identified at-risk students within Carrollton City Schools. The program is planned to bring together school, students, families, and community partners to provide support for academic remediation. While enriching content standards through real world experiences, educational growth opportunities are provided to the families of participating students.

### Academic Goals

Each program will use iReady to support its students' efforts to meet their academic goals and the academic goals of the program. iReady is a comprehensive assessment and instruction program that provides customized instruction and practice for each individual student. iReady is currently being used systemwide by school-day and 21st Century teachers. Students and teachers can easily access iReady from home with their Clever logins. After logging in, the iReady system provides directives for moving forward. Teachers are also able to track individual student progress.

## Family Engagement

Parental involvement, family engagement, and parent education are critical to the success of each 21st Century program and its students. In an effort to support family engagement and offer parent educational activities, each program will utilize videos and Google Meets for parent participation opportunities. These opportunities may be synchronous or asynchronous.

## Virtual Programming

When onsite programming is not possible, our 21st Century programs will utilize a variety of web-based tools to ensure that all goals and objectives are being met. If Virtual Programming is required, Google Classroom will be used as the hub for student and teacher information. The virtual classrooms will be setup by each program's instructional leads and will contain all the necessary information for teachers to continue facilitating the program and for students to continue participating in the program. Google Classroom will be used for both Academic and Enrichment lessons.

## Cost

The Program is offered to identified participants **free** of cost.

## Nutrition

A free after school snack will be provided for all registered participants in accordance with USDA guidelines. The student can opt to take all or none of the snack. If the student takes a snack, they must take all of it.

## Transportation

Our transportation department will provide daily bus transportation to those who reside within the city limits.

## Holidays and Early Release

There will be no programming on school holidays or early release days.

## Registration

Students **MAY NOT** begin the program until all of their registration materials are received and parents have attended the parent orientation.

## What do EFFECTIVE 21st CCLC programs look like?

- 21st CCLC offer fun and engaging activities that reinforce learning
- Involve active collaboration and partnerships
- Encourage parental and volunteer involvement
- Facilitate open communication with the regular school day staff
- Emphasize the importance of academic achievement
- Engage in data collection, interpretation and analysis
- Offer an array of enrichment opportunities that stimulate children (mentally and physically) to ensure **REGULAR PARTICIPATION**

## 21st Century Desired Program Outcomes

- Improved academic achievement
- Improved school attendance
- Reduced disciplinary issues
- Improved social behaviors

- Increased family involvement

## Program Organization

### Program Director

Karen Wild is the Program Director. Mrs. Wild is ultimately responsible for all operations of 21st CCLC Programs at all school sites in Carrollton City Schools. Her responsibilities entail general supervision of site programs, being the liaison between the Project and the District, managing the overall budget, program evaluation, and general assisting with all activities related to 21st CCLC.

**Program Director:** Karen Wild

**Location:** Carrollton Board of Education

**Address:** 106 Trojan Dr. Carrollton, GA 30117

**Phone Number:** 770-832-9633

**Email:** karen.wild@carrolltoncityschools.net

### Site Coordinators and Teachers

The dedicated and enthusiastic teachers utilized by 21st CCLC are the core of the program and the key to our success. Teachers may be certified teachers and/or classified personnel. It is their responsibility to uphold the goals and objectives of 21st CCLC and to operate within the parameters of the grant through the courses they teach.

### 21CCLC Programs

PALS (Positive Academic Learning Stars) at Carrollton Elementary School

**Site Location:** Carrollton Elementary School

**Principal:** Dr. Kylie Carroll

**Address:** 401 Ben Scott Blvd., Carrollton, GA 30117

**Phone Number:** 770-832-2120

**Grades Served:** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>

**Operational Hours:** Monday – Thursday from 2:30 – 5:30 p.m.

**Program Length:** August 14, 2024 – May 22, 2025

**Site Coordinator:** Wynena Cox and Maria Diaz-Mejia

**Site Coordinator Email:** [cespals@carrolltoncityschools.net](mailto:cespals@carrolltoncityschools.net)

## Program Components

### Program Registration Expectations

- Registration materials are available from the Site Coordinator and the school's front office.
- An electronic registration form is also available.
- Registration will take place at a minimum of a week **PRIOR** to program start date.
- Students may **NOT** attend the program without the **COMPLETED** program registration form.
- During school "Open House" meetings, please communicate the registration process with all interested and recommended students.



## Recruitment Plan

- a. Each program will compile a list of students who did not meet grade level standards on the state assessment and/or grade level benchmarks. The list of students who did not meet standards will be generated and provided to the 21st CCLC program. Recruitment will be revisited each nine weeks at the end of the grading period. This will ensure that targeted students in need of support are registered and attending. The following students will be invited at the end of the nine weeks; those who are failing one or more courses, students with below grade level STAR scores, high number of absences, social emotional factors, or referral from administrator/teacher.
- b. Students who did not meet grade level on state assessments and/or benchmarks will automatically be invited to the 21st CCLC program along with students with special needs including **EL, migrant, homeless and special education students**, as well as students who attended a 21st CCLC program the previous year.
- c. Invitations will be sent to eligible families.
- d. School administrators and/or site coordinators will discuss the 21st CCLC program at Open House, Orientation, faculty and parent meetings.
- e. The 21st CCLC Site Coordinator will make parent contacts, through phone calls and home visits, to encourage participation and to answer parent questions.
- f. Information regarding the 21st CCLC program will be available on the school website and in the parent resource center.
- g. A required parent orientation meeting will be held annually to provide information to families and answer questions about the program and services provided. Students will not be allowed to start the program until their parents attend the orientation session with the Site Coordinators.
- h. The local media will be contacted regarding the 21st CCLC program in an effort to disseminate information to the community at large.
- i. Infinite Campus Messenger will be used to contact eligible families to keep them informed and updated on 21st CCLC program initiatives and activities.
- j. A consultation is held annually with all **private schools** within the district in which Carrollton City School students are enrolled regarding the private school's participation in the Title IV, Part B 21st Century community Learning Center (21st CCLC) Program. If a private school chooses to participate in the 21st CCLC program, eligible private school students will be identified and invited to enroll. (P-8)

**PLEASE NOTE: STUDENTS MAY NOT ATTEND THE PROGRAM WITHOUT THE COMPLETED "PROGRAM REGISTRATION FORM"**

## Family Education and Involvement

In addition to the Parent Orientation, the grant will provide educational activities for the students' families at least once per semester. The site coordinator will create a schedule of events, and communicate that information to the parents via letters, invitations, flyers, and phone calls. The site coordinator will provide agendas and sign in sheets. Parents are required to attend a minimum of two parent events each year. Students of parents not meeting this requirement are subject to being dismissed from the program.

## Communication Plan

Multiple approaches will be used to disseminate information about Carrollton City Schools 21st CCLC Program. The 21st CCLC Program Director will meet regularly with the Site Coordinators to provide technical assistance, monitor and ensure that all program requirements are followed.

The Program Director and the Site Coordinators will meet and/or communicate regularly with school Principals and administrators to coordinate resources, discuss program effectiveness, and use of facilities.

We believe the collaboration between the 21st CCLC Program and Carrollton City Schools is essential to the success of the program. The 21st CCLC Staff will regularly communicate with school day instructional staff and administrators to monitor student progress and coordinate academic instructional components of the program. The Program Director and Site Coordinators will have access to all the necessary and vital school generated student data needed to measure progress toward the state program objectives. This school generated data includes student's report cards, progress reports, benchmark assessments, Georgia Milestones, Individual Education Plans, and other pertinent information. In addition, the Program Director, Site Coordinators, and teachers are given school email addresses to facilitate communication between the school and the 21st CCLC Program. Carrollton City Schools will be responsible for sharing the content area standards and curriculum with the 21st CCLC Program.

Reports to students and parents concerning student progress and progress of the program as a whole will be provided during scheduled parent/ teacher conferences and/or on an as needed basis. Interpreters/Translators will be used when needed.

A newsletter including program highlights, upcoming events, and announcements will be distributed to parents and stakeholders a minimum of four times per year. All information shared with the public will be carefully presented and written in a manner to ensure understandability. To the extent practical, information to parents, as well as the community, will be translated in other languages, as needed.

Annual Information that accurately portrays positive growth and areas needing improvement will be disseminated to stakeholders including each site's Advisory Council, parents, students, Carrollton City School Board of Education, community partners, and school administration. This annual progress report will be sent to stakeholders and presented at the end of the year parent meeting and at the end of the year Advisory Council Meeting, as well as posted on the site's webpage.

Reports to the Carrollton City School Board of Education, System Curriculum Team, School Council Meetings, faculty meetings, PTVO, School Governance Teams, community agencies and program partners will be given not only to disseminate information about the program and its progress but also to solicit support for sustainability.

Table 1.1 Communication Methods

Types of Communication Used	Timeline	Persons Responsible
Website (Program Information)	August – May (Posted and Updated)	Program Director Site Coordinator 21CCLC Teachers

Digital Communication (School-day Instructional Staff and Administrators)	August – May (ongoing)	Program Director Site Coordinator 21CCLC Teachers
Student Progress Reports	Nine Weeks/Semester Conferences (as needed)	Site Coordinator 21CCLC Teachers
Program Newsletters	Quarterly	Site Coordinator
Advisory Council (Updates)	Semi-Annually	Program Director Site Coordinator
Site Coordinator Meetings	Monthly	Program Director Site Coordinator
Program Annual Report	June	Program Director Site Coordinator

## Student Attendance and Retention

Accurate attendance records are a very important part of 21st CCLC. Our effectiveness as an after-school program is measured partly by how many students attend regularly. Consequently, each course/activity will be provided with a roster of students to record attendance. Attendance should be turned in to the Data Coordinator and will be monitored by the Site Coordinator and Program Coordinator.

### Attendance Plan

- If a student is absent two consecutive days, the site coordinator or designee will contact the family to determine the reason for missing the program and to encourage participation. Documentation of these phone calls will be recorded in a parent contact log.
- Students absent 10 or more consecutive days will be placed in an inactive status
  - Students with Special Needs will be given individual consideration based on their disability.
  - Eligible private school students will be given special consideration on a case-by-case basis.
- If program numbers are not in line with target number or not meeting 70% participation rate, program staff need to evaluate effectiveness of program, identify partners to provide incentives, evaluate enrichment offerings, make frequent phone calls to notify parents of poor attendance. If attendance targets are not being met, the submission of a plan of action will be required. ***See specific 21st CCLC Grant Attendance Monitoring Plan below.***
- Student attendance will be tracked and school administrators and teachers will be informed of those with poor attendance to help encourage regular participation. Student attendance will be entered and updated by Friday of each week.
- Students will be provided with a variety of enrichment offerings to increase student interest and attendance, based on student survey information.
- Technology will be infused into the lessons to increase student interest and provide opportunities for students to enhance learning through the use of digital resources.
- Field trips will be planned for regular attending participants. All field trips will be educationally based and of high interest to the students.

- Community partners will provide incentives for students attending the 21st CCLC program. Incentives will be used to celebrate progress, attendance and improved behavior.
- School administrators, coaches, and activity directors encourage students to participate in both after school support and co-curricular activities.
- We want our students to be well-rounded and participate in a variety of extracurricular activities but in order for the students to get the full benefit of the program they need to be in attendance until at least 4:30 each day. We understand that students have appointments and different things to come up but early checkouts can't occur daily.

## 21st CCLC Grant Attendance Monitoring Plan

Accurate attendance information is essential to operating a successful after school program. In order to ensure accurate attendance information, each site must enter attendance in the designated computer program Transact. Attendance must be taken daily. The goal of the program is to have 90% of the target number in attendance each day. The DOE will reduce funding amounts if sites are not demonstrating attendance at or near the target number.

Beginning in August, we set attendance goals for October, January, and March. Our goal is to have every program operating at 70% of their target population at the opening of the program. They will need to have an orientation every two weeks until the 70% ADA is maintained. They will then work to increase to 80% and ultimately 90% of the target attending each day.

Monthly beginning in September, an attendance review is conducted by the project director and distributed to each of the sites. This is marked in red to show sites of concern. Attendance webinars and meetings are held to brainstorm recruitment of students.

The reports continue through December, January, and March. Sites that are not at 70% attendance requirement by the end of December are met with and discussion is held as to what progress they have made and challenges and barriers and create a plan of action on addressing this.

## Student Discipline Plan

A variety of classroom management techniques will be used by 21st CCLC staff. Instructors are expected to help students develop positive classroom behaviors conducive to the learning process through class rules and procedures that are implemented on a consistent basis. Discipline is everyone's responsibility. 21st CCLC staff not only has an obligation for classroom discipline but also for campus discipline. All instructors should accept the responsibility of enforcing school rules fairly and immediately. Each school will have a building-level administrator who will help to ensure solid student management.

## Student Discipline Expectations and Procedures

Student behavior expectations are the same in the 21st CCLC program as during the regular school day. When student behavior disrupts the effectiveness of the program, a disciplinary form must be completed. One copy of the signed form must be provided to the parent and one copy must be kept in the student's 21st CCLC file. Each program will follow the CCS discipline policies and procedures. Each site director and school administrator will monitor and handle student discipline as it relates to the guidelines at their school site. Students may be temporarily or permanently removed from the 21st CCLC program depending upon the offense. Documentation of discipline violations will be necessary prior to removal from the program. A one-on-one conversation with the student's parent/guardian must take place prior to the removal of any student

from the program. All withdrawals from the program must be approved by the principal. *\*Refer to each school's handbook for behavior expectations and consequences.*

Timeout should be used in classrooms as appropriate. Staff must follow school system procedures for managing student behavior.

Each program is required to establish discipline expectations for their program site in accordance to the school and district discipline guidelines. Staff must be trained and directed as to the procedures and expectations. Parents must receive written documentation outlining expectations and procedures at orientation. Standards of student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards also encourage students to respect each other and school staff, to motivate students to obey behavior policies adopted by the school system and rules established at the school.

- Progressive discipline processes used are designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.
- Students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff and volunteers. Student behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions.
- The 21st CCLC grant program is a privilege and your child is expected to be respectful of other people and property. Your child is expected to follow the same rules that apply to all school functions.
- Inappropriate behavior may result in suspension or withdrawal of your child from the program. You will have a Discipline Notice to sign any time there is unacceptable behavior. Each time your child receives a Discipline Notice they will be suspended from the 21ST CCLC GRANT program until a parent conference is held. Your child will be withdrawn from the program on the 3rd Discipline Notice.

## Program Rules

1. Respect self and others. Fighting will **NOT** be tolerated.
2. Use positive language. Foul language or other inappropriate language will **NOT** be tolerated.
3. Follow all staff instructions. Remain in a designated activity area designated by staff.
4. Students must remain with staff members during the program.
5. Students shall abide by the district's student code of conduct and all rules in the Student/Parent Handbook. The Regular campus and classroom rules apply to the after-school program.
6. Students are expected to attend the program every day, as attendance plays an important role in your child's success. A child may be dropped due to excessive unexcused absences or tardies.
7. Bus transportation is provided free of charge. Students are expected to maintain appropriate behavior and follow the school system transportation behavior expectations.

## Suspension and Withdrawal

THE PROGRAM SITE COORDINATOR MAY, AT ANY TIME, SUSPEND OR WITHDRAW A STUDENT FROM THE PROGRAM FOR ANY OF THE FOLLOWING REASONS:

1. Failure to meet appropriate behavior standards.
2. Refusal to follow program procedures and rules.

3. Verbal abuse, physical abuse or sexual harassment of student or staff member by student or their parents.
4. Being in the wrong place or unauthorized departure from a bus or activity site.
5. Consistent late pick-up. (Up to 3, without prior arrangements with Site Coordinator)
6. Child's needs cannot be met by the program.
7. Excessive absences and early check outs.

The following procedures will be followed, depending on the severity of the behavior.

- Warning, student conference, and parental contact.
- Warning Letter (Letter to Parent/Guardian).
- Multiple days suspension from the afterschool program.
- Dismissal from the afterschool program.

*I understand that this is an academic /enrichment program and not childcare. I also understand that this program is operated as an optional program. I understand that violations of program rules or school rules as listed in the school's student handbook could result in suspension or removal from the program*

## Bus Discipline

Bus Discipline should be handled in a similar manner as stated above and as regular school day bus discipline is handled. If a student is suspended from the bus for any reason during the school day, then the same suspension applies to the after-school bus and vice versa.

## Removal from Class

Participation in 21st CCLC is a privilege. However, the program targets at risk students, and includes students with discipline issues. Consequently, if a student is disrupting the class to the extent that it affects the learning of other students, disciplinary actions will be taken. If multiple disruptions occur, students may have to meet with the site coordinator, and possibly with parents, to discuss their continued participation. Do your best to communicate discipline issues to the site coordinator so that they may subsequently relay that information to the parents. Always call on the site coordinator to assist you in dealing with severe discipline issues. All discipline must be recorded in a discipline log, regardless of the nature of infraction or consequence. The program will adhere to the school day discipline code.

## Restraint Policy

The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behavior that places the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include the following provisions:

1. Staff and faculty training on the use of physical restraint;
2. Written parental notification within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used to restrain a student;
3. Procedures for observing and monitoring the use of physical restraint;
4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in item 4
6. ASP staff are not allowed to restrain a child if they have not completed the required restraint training.

## Student Transportation

Carrollton City Schools will provide bus transportation for students attending the 21st CCLC programs. Carrollton City School System has liability insurance through Liberty Mutual. The liability insurance covers the 21st CCLC Program students being transported to and from school. This insurance also covers students being transported for related activities as required by the Georgia Department of Education. All vehicles undergo routine maintenance. Drivers adhere to the Carrollton City School policies and procedures for transportation safety which include licensure, background checks and training requirements, use of daily rider rosters, policies for emergencies, student discipline policies, and documentation of parental consents. Drivers are required to be trained and certified. Drivers are annually trained in safety, student discipline, and emergency procedures as required by state law. The Director of Transportation provides bus driver training before the beginning of each school year. New drivers receive enhanced training and ongoing support.

Parents will complete a bus transportation form including emergency contact information during the registration process. Any additional information for parents regarding transportation during the school year will be sent home through students. Transportation records will be kept on file at each site. Buses do not currently have bus monitors with the exception of the special education bus; however, the 21st CCLC staff will serve as chaperones on the bus for field trips. Each bus has video cameras and drivers have direct communication devices at all times. Handicapped accessible buses will be available as needed.

No student will be transported more than one hour between the school site and home with the goal to have students home sooner.

## Student Pick Up/Check-Out

Bus transportation will be made available for all students who live within Carrollton City limits. Parents have the option of transporting their child in their personal vehicle. If the parent opts to transport their child, they must adhere to the program end time and avoid late pick-ups. In the event that a child is not picked up at the scheduled time, the 21st CCLC staff will make every attempt to reach the parents and other emergency contacts provided. If no one can be reached to pick up the student, the Carrollton Police Department will be contacted. Under no circumstance will staff transport the student.

All students leaving early will be required to sign out through the designated office area at the site. Written parent permission will be required for students to leave early or to change the pre-arranged transportation

plan. Completed sign out logs will be kept at site checkout locations. Anyone arriving to check out a student must present ID and be listed on the student's allowable checkout list.

## Safety

We use school facilities for after school programming to provide safe, healthful, and nurturing environments. Facilities are inspected twice a year by the local Fire Marshal to ensure space is free of fire hazards and that there are adequate safety exits for students. Fire extinguishers are serviced yearly and inspected by an outside vendor to ensure they are up to code. All schools are equipped with at least two Automated External Defibrillators (AED) for which battery checks are required monthly and are conducted by the school nurse.

The district holds CPR certification classes monthly, and a minimum of two grant staff members per site are required to be trained. The program requires at least one CPR trained staff member on site during program hours.

Each school site coordinator works with the school administration on the update and creation of the 21st CCLC safety plan prior to program start up. The plan required components include: an emergency flip chart quick reference, first aid protocol flip chart, safety notebook at the front desk, evacuation routes for 21st CCLC classes posted on each wall or in staff notebooks, emergency master roll and contact login a to-go-bag. Each program site will conduct four drills per semester consisting of: fire, lockdown, tornado, and bus evacuation drills. All drills will take place during ASP time and will be logged and filed for monitoring review.

All school exterior doors will remain locked during program hours. Parents and guests are to enter at the designated after school hours location.

## Student Injuries

When a student is injured during the 21st CCLC Grant program, the following procedures must be followed:

1. Follow first aid procedures immediately. Contact the appropriate emergency personnel if required by dialing "911".
2. Contact the student's parent/guardian.
3. Contact the principal or other school administration and the 21st CCLC district director
4. Complete an Injury/Incident Report. The supervising staff member must complete injury report the day the injury occurred

## Employee Injuries

When a school employee is injured during the 21st CCLC Grant program, the following procedures must be followed:

1. Follow first aid procedures immediately. Contact the appropriate emergency personnel if required by dialing "911".
2. Contact the employee's emergency contact person if necessary.
3. Contact the principal or other school administration and 21st CCLC district director.
4. The site coordinator must complete an Injury/Incident Report the day the injury occurred. The form must be emailed to the school nurse and 21st CCLC district director.
5. If an employee's injuries do not require immediate medical attention, you must follow employee guidelines for injury. Schools have a designated list of doctors to see. The school administrator or office manager will provide information.



## Emergency Manual

Each school has a detailed Emergency/Crisis Plan in each classroom at the school site. Disasters can take many forms: weather-related, as in tornadoes or floods; accident-related, as in bus or automobile deaths or drowning; or illness-related. All 21st CCLC Grant employees must be familiar with the Emergency Manual and its location in their 21st CCLC classroom.

Every school site has a copy of the district Emergency/Crisis Management Manual. Each 21st CCLC Grant employee must take some time to become familiar with the contents of this Crisis Management Manual and communicate with school administration of the 21st CCLC procedures if an event or incident occurs.

## Emergency Closings

In case of inclement weather, school closings will be announced through Infinite Campus Messenger, all social media, WLBB, B92.1, and local weather stations. If no announcement is made, schools will be open. **School site administrators do not have authorization to cancel the 21st CCLC grant program.** Only the superintendent of schools has authorization to cancel or release ASP programs early.

## Emergency Student and Staff Contact Information

Each site will maintain updated Emergency Student Contact Information, and updated Staff Emergency Contact Information.

## Safety Drills

All 21st CCLC grant sites are required to review the safety plan with ASP staff at the beginning of each semester. Each program will be required to conduct one fire drill, one severe weather drill (e.g. tornado), one bus evacuation drill, and one lockdown drill each semester during actual program hours; one fire drill is required during summer programs. Fire drills during ASP are required to be conducted and documented according to the school day guidelines.

Each 21st CCLC Grant director must meet with the school administrator to schedule these drills and record the drills on the mandated GaDOE "Safety Drill Log". The drill date, time, and number of students must be documented on the 21st CCLC Safety Drill Log. Drills must take place during the after-school program time.

The principal and 21st CCLC Grant Site Coordinator are responsible for ensuring all personnel are familiar with school emergency plan procedures. Grant personnel should be trained in basic first aid. It is recommended that the 21st CCLC Grant Site Coordinator and/or other staff also be trained in CPR (see below)

## Communication Devices

Walkie-talkies are used during program operation. These will be used to summon students for pick up from their designated areas or to communicate with class teachers. They will also be used in case of an emergency so 21st CCLC grant workers can summon assistance. All walkie-talkies must be set to the same channel. The 21st CCLC Site Coordinators or designee must ensure all walkie-talkies are set to the desired channel each day and stored in proper locations overnight.

## 21<sup>st</sup> CCLC Staff

### Professional Development and Orientation Plan

Site coordinators will conduct a program orientation and provide a staff handbook for all staff that includes a review of school policies, program goals and activities, timelines, and job responsibilities. Each grant site will hold monthly staff meetings and professional development sessions to help ensure programs are utilizing best practices and are in compliance with grant guidelines.

A professional development needs assessment survey will be conducted annually. Survey results will be shared with the staff and a plan will be created outlining the needed professional development activities and implementation timeline. We will also use prior after-school staff surveys to determine trends of need based on past experience. Effective job-embedded professional learning connects the acquisition of new knowledge, skills, and practices with their application in daily practice— encouraging teacher self-reflection and collaboration with peers. Staff will receive training in job-embedded professional learning through participation in professional learning communities or school-based teams, which allow teachers time to collaborate with colleagues, think about their instruction, talk about new strategies to test in the classroom, and share back to the community. In addition to the grant staff meetings, each school will have professional development sessions focused on system and school improvement initiatives, curricula, instruction, Common District Assessments, and progress monitoring. In addition, our system offers instructional coaching in which a coach gives ongoing support and feedback to the teacher in the form of modeling, demonstrations, observations, and follow-up conversations about teaching strategies for specific focus at an individual level. In addition, our system offers courses, workshops and seminars that focus on balanced literacy, book studies and support for struggling readers of which staff are invited to participate. The grant site coordinators will work with staff and align support as noted in the TKES PLP and PLG to increase student achievement. This alignment with the system’s strategic plan for addressing continuous improvement will facilitate the connection between the day school and after school support.

Our program will also utilize The Georgia Afterschool Quality Standards to help our staff build a common language around what quality afterschool care means. Our goal is to emphasize high quality programming including: active and engaging learning; linkages to the school day; connection to the Common Core State Standards; health, nutrition and physical fitness; and relationships, culture and diversity; with the ultimate focus on continuous improvement.

The Youth Program Quality Assessment (YPQA), through the David P Weikart Center, is a research-validated and field-tested tool designed to evaluate the quality of youth programs and identify staff training needs. CCS 21st CCLC site coordinators and program manager conduct a program self-assessment at the mid-year point. Since the Youth PQA is an evidence-based assessment tool, it relies on observation and interview. In the first year of implementation, we will pilot assessment on a self-directed path for use. Free resources are provided that support an eye into after-school programming and participants get an almost-there experience. Some of the course enrollment options include homework help, youth lead activities, cooperative learning opportunities, and project-based learning strategies. Notes and observations are used as evidence to score items. Participants also complete an implementation plan that describes how they will conduct their own program self-assessment annually.

Additional training options will include several state and national conferences focusing on after school best

practices. The grant will allocate funds to attend the Georgia Afterschool and Youth Development Conference, National Youth at Risk Conference, and The Foundations Beyond School Hours Conference. These conferences allow program staff the opportunity to network with other after school staff across the country and learn new strategies and methods for after school time activities. Staff attending this conference will then return to their school for re-delivery of content to their staff. Once a year, the district will have opportunities for these conferences' attendees to re-deliver to the 21st CCLC staff at other sites.

### Table 1.2 Professional Development Opportunities

The following table outlines the professional development opportunities offered to all 21<sup>st</sup> CCLC program staff; however, individual programs may offer/require additional professional development opportunities throughout the school year.

Date	Program	Topic
July/August	PALS	2024-2025 21 <sup>st</sup> CCLC Staff Orientation (GaPSC Ethics Training, Program Expectations, System Initiatives, Student Progress Monitoring, etc.)
December	PALS	Program Status, Student Progress, and Data Review. Program specific needs will be addressed.
February	PALS	Program Status, Student Progress, and Data Review. Program specific needs will be addressed.
May	PALS	End of School Year Celebration (Student Progress, Data Review, Staff Recognition)
		Summer 2023 21 <sup>st</sup> CCLC Staff Orientation (GaPSC Ethics Training, Program Expectations, System Initiatives, Student Progress Monitoring, etc.)

### Employment Practices and Policies

Mrs. Karen Wild, 21st CCLC Program Director will be responsible for managing program implementation - including supervision of staff, organizing professional development, performance assessment, program budget, program reporting, staff meetings, publicity, volunteers and partner recruitment and sustainability plan. The student-to-staff ratio for academic activities will not exceed 10:1 and 15:1 for enrichment activities. The most highly qualified individuals will be recruited and hired to work in the 21st CCLC programs.

Carrollton City Schools' Personnel Department will advertise for positions, obtain applications from which the Program Director, Site Coordinator and Principal will select the most qualified applicants. A National Criminal Background Check (P-9) will be conducted on all program volunteers, employees, contractors, etc., prior to their employment date, whether or not they are in direct contact with students. These background checks are repeated every year, once every 365 days. Background checks will be conducted through the Carrollton City School Personnel office at no cost to the prospective employee. Results of the background check will be kept on file at the Carrollton City Schools Personnel Department. The 21st CCLC program will follow the same

guidelines and hiring procedures as established by Carrollton City Schools.

Carrollton City Schools' employment policy prevents hiring individuals with specific crimes, including crimes against children, sex crimes, and violent crimes. Employment fitness determination will be established based on Carrollton City Schools' policies and procedures. All background checks that have questionable results will be reviewed and approved by the Superintendent and Program Director before approval for hiring. The Program Coordinator will be responsible for overseeing background checks, fitness determination, and training of staff and volunteers.

## National Criminal Background Check

Returning Program Staff National Criminal Background Check Process:

1. At the beginning of the school year, Site Coordinators will indicate the names of RETURNING 21st CCLC employees on the Excel document that lists all employees from the previous year ("Staff List" under SharePoint on Google Drive). All of those returning employees (and new hires) will require an annual National Criminal Background Check.
2. Once the staff list has been updated and submitted, Dawn Criswell will provide background directions, days, and times to each Site Coordinator.
3. Once the employee's clearance has been confirmed by HR, Mrs. Criswell will notify the Site Coordinator that the employee is allowed to start work. All official records are housed with the HR department.
4. Clearance dates are entered into Transact
5. Site Coordinators submit a Hiring Packet for new hires only (or new employees to their site).
6. The 21st CCLC grant will pay the Background Check fee for all 21st CCLC employees.

## New Hires

(This includes previous 21st CCLC employees with a lapse of 90 days or more from the last date of working)

1. Each new hire must complete a CCS online application.
2. The Site Coordinator submits a Recommendation Form and New Hire Packet for each new hire to Dawn Criswell.
3. Once the recommendation form and application are completed and submitted to Dawn Criswell, the new hire will be contacted by Human Resources to complete the remaining hiring documentation. Dawn will contact the employee with the National Criminal Background Check instructions.
4. Once Human Resources has provided notification of the employee's National Criminal Background Check clearance and date of clearance, the date will be entered into Transact. The 21st CCLC department will receive a clearance form.
5. After the employee has cleared the Background Check, Dawn Criswell will inform the Site Coordinator that the employee may start work in the program. Employee names are then added to the "Staff List".
6. Employees may not work in the 21st CCLC program until their National Criminal Background Check has been cleared and all HR procedures are complete.

## Nepotism

In alignment with Georgia Board of Education Rule 160-5-1-.36 All Carrollton City CCLC programs adopt the following

nepotism provisions:

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, 21st CCLC Program and Site Coordinators will hire or consider other employment actions concerning relatives of persons currently employed only if:

- a) candidates for employment will not be working directly for or supervising a relative, and
- b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

## Employee Schedule

Employee schedules vary slightly at each site based on program operation hours. Each site coordinator will set employee hours based on specific duties.

## Observations and Evaluations

Classroom Observations or “walk throughs” will occur frequently throughout the year. The program Director, Site Coordinator, and school administrators will visit classrooms and provide feedback to the staff on an ongoing basis to support continuous improvement. Evaluations will be completed by the Site Coordinator.

Formal Mid-year and Annual Staff Evaluations will be conducted by the Site Coordinator. This formal evaluation will occur twice a year: December/ January and April/May. Specific feedback will be provided to staff.

Formal Program Evaluation will be conducted on each site at least twice a year by the Program Director. The program evaluation which will include an evaluation of the Site Coordinator’s roles and responsibilities, will occur mid-year and at the end of the year. Specific feedback will be provided to the Site Coordinator to support program improvement.

External Evaluation-Site visits and observations will be conducted by an external evaluator on a quarterly basis. The external evaluator will offer performance feedback to the Program Coordinator to steer continuous program improvements and data driven decision making.

## Staff Code of Conduct

21st CCLC Employees are required to:

- Make the well-being of students the fundamental value of all decision-making and actions. – Demonstrate professional behavior in a manner consistent with an effective and orderly education, which protects the students and the district’s property.
- Maintain just and courteous relationships with students, parents, staff and others. – Refrain from criticizing the program, other staff members, or the school system. – Fulfill professional responsibilities with honesty and integrity.
- Protect the civil and human rights of all individuals.
- Implement the 21st CCLC policies, rules, and regulations.

If you ever have any questions about the program or the guidelines for staff members, please do not hesitate to ask your Site Coordinator or Principal. If necessary, you may also contact the following: Karen Wild, Program Director:  
karen.wild@carrolltoncityschools.net

## Staff Absences

21st CCLC staff are expected to be in their assigned areas at their designated times. If a time conflict or absence arises staff must communicate this immediately to the Site Coordinator so that alternate arrangements can be made. All absences must be reported to the Site Coordinator by 10:00 a.m. All coordinators can be reached via school phone, cell phone, or email to report absences.

## Staff Cell Phone Usage

- Cell phones and electronic devices are to be turned off during class time.
- No personal phone calls should occur during class time unless it is an emergency. – Staff should give family and friends the school number so that they can contact specific staff members in the event of an emergency.
- Phone calls can be made before or after class unless prior authorization has been given.

## Staff Dress Code

All 21st CCLC staff members are expected to dress in an appropriate professional manner at all times. Appropriate dress is determined by the activities required for one's duties and responsibilities and is at the discretion of the Site Coordinator and school Principal.

## Staff Duties

Under general direction, the Site Coordinator oversees the implementation of the 21st Century Community Learning Center to include designing the program to meet academic needs, supervising temporary employees, managing budget, attending meetings, evaluating student data, and completing required reports. In addition, Program Director and Site Coordinators work with district staff, community partners, and other constituents to ensure the program is meeting the objectives of the 21st Century Community Learning Center.

Essential to the educational team are the contracted staff members. As part of a successful program, staff members are required to participate in orientation, meetings, and ongoing professional development training; maintain and submit necessary records and reports; and cooperate with the Program Evaluator to ensure continuous improvement of the program. Staff members are expected to foster trust and teamwork, follow the guidelines of the 21st CCLC Handbook, and perform other duties as assigned. The Site Coordinator will schedule daily duty assignments.

## Nature of Work

Individuals will be employed by 21st CCLC as temporary, part time, grant-funded employees. Staff members are scheduled to work Mondays through Thursdays, approximately 12 hours per week. Certified tutors will also be responsible for planning and preparing effective lessons aligned with the state standards.

## Knowledge, Skills and Abilities

21st CCLC staff will display a love for teaching and learning; maintain an atmosphere conducive to learning; and adhere to the goals and objectives of the 21st CCLC program. The goals of the program include increasing student achievement and on-time promotion and graduation; providing standards-based teaching; using computer-assisted technology; facilitating differentiated instruction for diverse learners; providing homework and tutoring assistance; promoting the discovery of competence within each child; upholding high expectations; celebrating program/classroom successes; and making reasonable efforts to promote and maintain appropriate student behavior. *When possible, Site Coordinators will employ certified teachers with expertise in the area of reading and mathematics.*

## Lesson Plans

Teachers should submit and/or follow lesson plans as instructed by the Site Coordinator.

## Food

Staff members should not bring food nor should they eat during class time, unless it is a class activity.

## Grievances

If a staff member has a grievance, he/she should first try to resolve it with the Site Coordinator. If that is unsuccessful, the Program Coordinator and/or school principal may be asked to review the situation.

## Requesting Supplies

Staff should contact the Site Coordinator to request any supplies needed for a course/activity. Note that 21st CCLC cannot reimburse any out-of-pocket expenses. Staff must make requests at least one to two weeks ahead of time.

## Code of Ethics 505-6-.01

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

**All 21st CCLC staff are expected to abide by Georgia's Code of Ethics for Educators.** The Entire Code can be found at: <https://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

## Contracts

Staff must complete a signed contract for temporary, part-time services for a specified period of time. Employment is dependent upon availability of federal funds, and classes will be created or reinstated based solely on STUDENT PARTICIPATION

## Time and Effort

All 21st CCLC staff will be paid in accordance with Carrollton City Schools monthly pay period schedule. Please familiarize yourself with the timesheet and seek assistance in completing it from the Site Coordinator or Data Coordinator if needed. Complete your timesheets daily. Timesheets must be completed neatly and in a timely manner or you may not be paid correctly or on time. All timesheets must be turned into the Site Coordinator or Data Coordinator. The Program Director will collect timesheets from Site Coordinators monthly according to the system's due dates.

## Reporting Protocols

### Child Abuse

Educators are required by law and local board policy to report any suspected cases of child abuse. Any suspicion or knowledge of abuse should be **immediately** reported to the Site Coordinator. The Site Coordinator will then follow system procedures for Mandated Reporters.

A report is required when:

- A reporter has reasonable cause to believe that child abuse has occurred.
- A person who processes or produces visual or printed matter has reasonable cause to believe that the visual or printed matter submitted for processing or producing depicts a minor engaged in sexually explicit conduct.

### Ann. Code § 19-7-5(g)

A mandated reporter must report regardless of whether the reasonable cause to believe that abuse has occurred or is occurring is based in whole or in part upon any communication to that person that is otherwise made privileged or confidential by law.

### Sexual Harassment

Any knowledge of sexual harassment should be immediately reported to the Site Coordinator. The Site Coordinator will then follow system procedures for reporting.

Sexual harassment is a form of misconduct which undermines the integrity of employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers.

Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy. Sexual harassment may include actions such as:

- A. Sexually oriented verbal "kidding" or abuse
- B. Subtle pressure for sexual activity
- C. Sexual contact as defined by statutes
- D. Demands of sexual favors accompanied by implied or overt promises of preferential E. treatment or threats concerning an individual's employment or academic status.

Sexual harassment is a prohibited action when it results in discrimination for or against employees or students on the basis of conduct not related to their working or learning performance. Such practices would include any job-related or academic action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. This form of sexual harassment may be more difficult for employees or students to cope with when individuals offer or threaten to use the power of their position to control, influence, or affect the career, salary, or job of another employee or academic status of a student in exchange for sexual favors. Individuals who instigate this type of harassment are subject to disciplinary action, including suspension, demotion, or discharge.

It is possible for sexual harassment to occur at various levels: among peers or co-workers, between supervisors and coordinators, between employees and students, between students, or imposed by non-employees on employees and/or students. In fulfilling the Board of Education's obligation to maintain a positive and productive working and learning environment, the district will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by more direct disciplinary action if necessary.

Any person who believes he or she has been sexually harassed may file a written or oral complaint with the Superintendent who is authorized to seek any available legal assistance to sufficiently address such complaints. Teachers are obligated to immediately report student-to-student sexual harassment to an administrator. Reference Carrollton Board of Education Policy: GAEB/JCAC.



# Sustainability Plan

Each grant's Advisory Council must review and update their Sustainability Plan each year. Documentation includes a dated meeting agenda listing the Sustainability Plan as the agenda item and dated sign-in sheets, and the subsequent meeting minutes.

## Sustainability Plan (updated FY25)

Carrollton City Schools was awarded two 21st Century FY20 grants in July 2019 and was awarded one FY21 grant in July of 2020. By continuously demonstrating success in improving the achievement of participating students, each 21st Century program has become invaluable to the school system and community. The Carrollton City School Board is student focused and data driven and has agreed to sustain each 21st Century program by providing adequate building space, district administrative support, use of school buses for transportation, and technology hardware for instruction.

In addition to the support from the local school board, effective partnerships are also critical to the sustainability of each 21st Century program. Partnerships within the community allow for more efficient and innovative use of local resources. For example, during the summer of 2023, 21st CCLC partnered with the Carrollton Parks and Recreation Department in order to implement a summer water safety program. This provided a major service for the students in our community as many of our students do not have access to swimming sites. This partnership will now become an annual activity in which our students will learn and hone survival skills in the water. Collaboration among diverse partners strengthens the variety of services that can be provided to our students and their families. Carrollton City Schools' 21st CCLC Programs have been successful in securing multiple partners and will continue to seek others who have agreed to provide their expertise, resources, and/or financial support toward making each program a success. We strongly believe that offering successful quality programs with positive evaluations and outcomes will enhance the chances of consistently securing in-kind support from the community.

To ensure the most effective use of resources, federal, state, and local programs will be combined and/or coordinated with the 21st CCLC programs. The 21st CCLC Program Director will be responsible for ensuring that coordination occurs with the Director of Student Services, district financial personnel, and other district leaders to ensure that the 21st CCLC funds will be used only to supplement the level of federal, state, local, and non-federal funds and not to replace funds that would have been available to conduct activities if 21st CCLC funds were not available. In addition, the Carrollton City School system and our partners will aggressively seek additional competitive grants, identify and cultivate new business partners, and continue to pursue alternative funding through local, state, and federal grants to support this project. One such example is the utilization of alternate funding to support students with a continuity of services with after school programs at Carrollton Upper Elementary, Carrollton Middle and Carrollton High School.

Continuously strengthening the instructional components of each 21st Century program is imperative. An emphasis continues to be placed on hiring the most experienced, certified teachers in addition to highly qualified support staff. Innovative instructional technology like iReady and Teacher Toolbox are being utilized to differentiate, customize, and elevate instructional strategies. This technology also allows each program to better support and align with school-day instruction, while tracking individual student progress. Additionally, community volunteers have made it possible to offer unique and innovative experiences for participating 21st CCLC students.

As our PALS program prepares to enter the final years of its grant cycle, the 21st CCLC Program Director is being diligent about having intentional conversations with district leaders to ensure that the sustainability of our 21st CCLC programs is a consistent and ongoing consideration. In the coming months, more detailed research and planning will take place to ensure that the Carrollton City School system is prepared to respond to the needs of our 21st CCLC programs and—ultimately—our students.

## Program Policy and Procedures

### Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the Carrollton City School District receives a request for access. Parents or eligible students should submit to the School Superintendent a written request that identifies the record(s) they wish to inspect. The School Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the privacy rights of students. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the School Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate, or misleading. If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance, committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of school districts and to officials of private schools in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Technology Acceptable Use Policy

Technology based resources which include, but are not limited to, voicemail, email, district provided desktop and laptop computers, the Internet and other network files or accounts, are available to employees of the Carrollton City School System. The goal in providing technology-based services to employees is to promote efficiency and excellence in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration. The rules that follow are to help protect the students, staff, and general operations of the Carrollton City School System.

### Scope of Operations

Internet/Server access is coordinated through a complex system owned by the Carrollton City Board of Education. Internet service is provided by an outside service provider, which is state funded with assistance from federal e-rate funds. Internet access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the district has taken precautions to restrict access to inappropriate materials. Users, who attempt to access or publish inappropriate material or Internet sites, will be subject to discipline, which may include termination of employment. User responsibilities necessitate efficient, ethical, and legal utilization of the network resources.

### Terms and Conditions of Policy

1. Privileges: The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. The site administrator/supervisor or systems administrator may limit, suspend, or revoke access to electronic resources at any time.
2. Acceptable Use: The use of an assigned account must be in support of education, business, and research and/or within the educational, professional or personal employment goals, roles, responsibilities and objectives of the Carrollton City School System. Each user is responsible for this provision when using the district electronic information resources. Transmission or intentional receipt of any inappropriate material is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; material protected by trade secrets; the design or detailed information pertaining to explosive devices; criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; inappropriate language; use of product advertisement, or political lobbying. Any employee who publishes school related content on the Internet must abide by the approved publishing procedures and district guidelines. Student work should not be posted on any social media site without parent and administrative approval. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the Carrollton City School System are forbidden. One should not reveal personal information, such as: home address, phone numbers, passwords, credit card numbers or social security number. This also applies to others' personal information or that of organizations.
3. Network Etiquette: District employees have the responsibility to assure all shared information meets the standards set forth in this policy. Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following: Be polite. Never send or encourage others to send abusive messages. Use appropriate language. E-mail is not guaranteed to be private. Anyone on the system has potential access to mail. Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally. Do not use the network in any way that would disrupt network use by others.

4. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy property, networks, or the Internet. Vandalism also includes, but is not limited to: overloading of data on the server, or the uploading, downloading or creation of computer viruses. This also includes any physical damage to technology hardware that is done by intent.
5. Security: Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any information obtained in the Carrollton City School System's Student Information System (S.I.S) or Employee Information System (E.I.S.) system must not be passed outside of the system. All student data is protected by FERPA (Family Educational Rights and Privacy Act - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). Misuse of this data is a Federal offense and will be handled on a Federal level. Any security concern must be reported to the principal/supervisor or systems administrator at once. \*see also - 12. Protection of Confidential Information
6. Filter/Internet Filtering: The Carrollton City Board of Education filters the internet traffic according to the Federal CIPA (Children's Internet Protection Act - <http://www.fcc.gov/cgb/consumerfacts/cipa.html>) guidelines passed down from the Federal Government. Any attempt to bypass the installed filter is a direct violation of the policy and may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. Sites that are deemed inappropriate by the discretion of the installed filter or the Carrollton City Schools Board of Education Technology Department will be blocked.
7. Service Disclaimer: The Carrollton City School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Carrollton City Schools will not be responsible for any damages the employee may suffer while on the network. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the employee's own risk. The Carrollton City School System is not responsible for the accuracy of information obtained through electronic information resources.
8. Personal Electronic Devices: Personal devices including: laptop computers, desktop computers, PDA devices, network accessible cellular telephones, gaming devices, or any wired device that can access the network are not allowed. These devices will be locked out of access upon detection by the network monitoring system. These devices are deemed potentially harmful to the Carrollton City Schools network and are blocked for the protection of the school district.
9. District Email Use: Use of email falls under the network etiquette section with the following provisions. Email is provided to selected groups of employees free of charge. The intent of email is for educational enhancement and school business use only. All emails passing through the Carrollton City Schools email system are archived and are subject to review by the superintendent or the superintendent's designee.
10. District Supplied Cell Phone Use: The Carrollton City School System provides company cell phones to key personnel. The cell phone provided is to be used in a business-like manner. All calls are documented through the cell phone provider and are subject to search at any time by the Superintendent or Superintendent's designee. Misuse of the cell phone will result in the violator being punished and repeated misuse will result in the school district removing the phone from the employee. The Superintendent will decide further action if needed.
11. Protection of Confidential Information: Some positions may require access to student and/or employee confidential information such as student numbers, school records, social security numbers, employee records, home addresses and banking information. Confidential information should only be accessed

for business purposes and should not be downloaded to personal or home computers; double-clicking an email attachment that contains confidential information will download a file to a computer's temporary folder and should be avoided. Any files containing confidential information stored on school computers in the course of performing school business should be deleted as soon as the information is no longer required. Computers that contain confidential information must be password protected to prevent unauthorized access. Files containing confidential information should not be sent as email attachments without administrator approval. Password sharing is not acceptable when dealing with confidential information. Employees with broader access that share their password will be held accountable because the system logs changes made according to the login/password used.

## Technical Evaluation Proposals

The Georgia Department of Education requires all grantees to obtain external evaluation services for each grant. Carrollton City School System will select an external, third-party independent evaluator through the school system's standard procurement process. The process involves a public request for proposals for evaluation services.

## Soliciting Prices

All purchases of and contracts for supplies, materials, equipment and contractual services under \$10,000 are to be made for the best prices possible by 21st CCLC Program Coordinator. Purchases over \$10,000 require three quotes when possible. When state contract pricing is available, bidding will be left to the discretion of the 21st CCLC Program Coordinator or the Program Coordinator's designee. The Program Coordinator may reject any or all bids.

## Award of Contracts

In addition to price, the Program Coordinator or designee may consider performance of the vendor with the School District, performance of the vendor with other customers, the convenience of the vendor to the district including whether the vendor is a local business, other benefits offered by the vendor or any other factor which may make the acceptance of a particular proposal from a particular vendor in the best interest of the respective 21st CCLC grant.

## Conflict of Interest

Whenever a program coordinator or site coordinator has a financial or personal interest which may improperly impact the operation of the 21st CCLC grant, the affected person shall:

1. fully disclose the nature of the interest and
2. withdraw from discussion, lobbying, and voting on the matter.

Any transaction involving a potential conflict of interest shall be approved only when a majority of disinterested coordinators determine that it is in the best interest of the 21st CCLC grant to do so.

## Travel Procedures

Professional development to enhance achievement of students attending the 21st CCLC program in the core academic areas can be supported through 21st CCLC funds. Professional development expenditures include travel, registration, substitutes, stipends, books, and consultant fees.

Professional development expenditure forms will be signed by the school principal and approved by the 21st CCLC Program Coordinator before submitting for reimbursement. (Principal and 21st CCLC leave requests will

be signed by the superintendent. 21st CCLC expenditure reports will be signed by the Superintendent.) Travel reimbursement procedures will be in compliance with the State of Georgia Statewide Travel Regulations: <http://sao.georgia.gov/state-travel-policy>

## Budget, Allowable Use of Funds, and Cost Principles

The 21st CCLC Program Coordinator will ensure grant funds are used in a manner consistent with all requirements of the reimbursable federal grant and are used to supplement, not supplant any Federal, state, local, or non-Federal funds available to support activities allowable under the 21st CCLC program.

### I. DEFINITIONS

- a. Allowable cost: A cost that complies with all legal requirements that apply to a particular Federal education program including statutes, regulations, guidance, applications and approved grant awards.

### II. POLICY

Framework for Analyzing allowable costs: When working with 21st CCLC programs, it is important to determine whether a cost may be paid with Federal funds, i.e., whether the cost is permissible. When analyzing whether a particular cost is permissible, the program coordinator will perform the following analysis:

- Is the cost specifically included in the approved grant budget?
  - Is the cost forbidden by Federal laws such as 2 CFR 200s or EDGAR? (See below for examples)
  - Is the cost permissible under the relevant 21st CCLC Operations Manual?
  - Is the cost consistent with program specific fiscal rules?
  - Is the cost consistent with the approved program plan and budget, as well as any special conditions imposed on the grant?
- a. Allowable Costs: 2 C.F.R. §§200.420-475 lists general allowability for selected items of costs. When questioning whether the cost is allowable, the program coordinator will refer to these sections or contact the appropriate GaDOE staff. Costs that are allowable under the 21st CCLC grant:
    - i. Salaries and fringe benefits
    - ii. Professional learning and training (must submit Professional Learning Request Form prior to implementation of training)
    - iii. Consultants, subcontractors, and evaluators
    - iv. Classroom materials and supplies
    - v. Remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement
    - vi. Mathematics and science education activities
    - vii. Arts and music education activities
    - viii. Entrepreneurial education programs
    - ix. Tutoring services (including those provided by senior citizen volunteers) and mentoring programs
    - x. Programs that provide out-of-school activities for limited English proficient students that emphasize language skills and academic achievement

- xi. Recreational activities
  - xii. Telecommunications and technology education programs
  - xiii. Expanded library service hours
  - xiv. Programs that promote parental involvement and family literacy
  - xv. Programs that provide assistance to students who have been truant, suspended, or expelled to allow these students to improve their academic achievement
  - xvi. Drug and violence prevention programs, counseling programs, and character education programs
- b. Costs Forbidden by Federal Law: The program coordinator will ensure 21st CCLC funds are not used to pay for any of the examples noted below. Additionally, the fact that a cost is not on this list does not mean it is necessarily permissible. This list is not exhaustive, and the program coordinator will work with GaDOE staff when in doubt regarding the allowability of a cost. The following are costs forbidden by federal law:
- i. District-level expenses not directly or clearly related to the 21st CCLC grant
  - ii. Costs to develop, prepare, or write the 21st CCLC proposal cannot be charged to the grant directly or indirectly by either the agency or contractor without prior US ED approval.
  - iii. Pre-award costs
  - iv. Field trips without a prior approval and reimbursement of field trip tickets purchased in advance for those who do not attend. The GaDOE will only reimburse up to 110% of the actual attendance cost and not necessarily the full cost of pre-purchased tickets for field trips.
  - v. End-of-year celebrations or food associated with parties or socials are non-allowable expenditures. The GaDOE does permit a \$3.50 per attendee allowance for snacks associated with parent literacy/involvement activities.
  - vi. Unapproved out-of-state or overnight field trips, including retreats, lock-ins, etc. Field trips must occur outside of regularly occurring school time.
  - vii. Incentives (e.g., plaques, trophies, stickers, certificates, t-shirts- unless approved and purchased for safety reasons for field trips, give-a-ways). T-shirts purchased for safety reasons must have the 21st CCLC name or logo on it.
  - viii. Advertisements, promotional, or marketing items
  - ix. Decorative items
  - x. Purchase of facilities or vehicles (e.g., buses, vans, cars) or land acquisition
  - xi. Capital improvements, permanent renovations
  - xii. Supplanting Federal, state, local, or non-Federal funds (e.g., using grant dollars to fund summer school classes previously offered and paid for by district or other funds)
  - xiii. Direct charges for items or services that the indirect cost rate covers
  - xiv. Dues to organizations, federations, or societies for personal benefits
  - xv. Any costs not allowable for Federal programs per 2 C.F.R. §§200.420-475

### Internal Controls, Reimbursements, Drawdowns, and Cash Management

For all reimbursable direct federal grant awards through the U. S. Department of Education and federal grants that flow-through the Georgia Department of Education (GaDOE), the drawdowns or Report DE0147 (Request for Reimbursement of Monthly Cash Disbursements) are prepared and submitted a designated Bookkeeper.

- I. Internal Controls/Segregation of Duties: In compliance with the federal regulations, the Finance Department in the Carrollton City School System manages the district's financial resources through a transparent management system that meets or exceeds the highest standards in accounting and financial reporting.
- II. Drawdown and fiscal management internal control procedures include separation of duties in the procedures for drawdowns to ensure that assets are safeguarded against fraud, waste and abuse. Once grants are approved by the GaDOE and made available through the GaDOE Consolidated Application, the Finance Department requests funds based on the actual expenditures incurred in the federal grant programs per the general ledger.
- III. The following sequence of events, are performed in the drawdown of funds:
  - a. Each reimbursable grant award is assigned to the director/program coordinator of the grant. The director/program coordinator is the overseer of the grant and ensures that the expenditures that occur in the general ledger are allowable as specified in the approved grant award documents. Prior to the drawdowns—the requisitions, purchase orders and expenditures are monitored, reviewed and approved by the director/program coordinator. The designated Bookkeeper and Finance Department confirms the allowable costs are in compliance with the federal grant requirements, guidance memos, and cost principles for all grants utilizing 21st CCLC grant monies.
  - b. Once the general ledger closes, the drawdown requests are prepared by the designated Bookkeeper and the reimbursements are based on the actual expenditures in the general ledger. The reimbursement requests are prepared only after the expenditures have been incurred. The Finance Director reviews the drawdown requests to ensure compliance with the grant. Once reviewed, the Finance Director approves the drawdown requests before the submission to GaDOE.
  - c. Once the funds are received by the district from GaDOE, the designated Bookkeeper receipts the funds and records the revenue in the general ledger as articulated by the Finance Department.
  - d. These internal control procedures are reviewed at least annually for updates, if needed. The separation of duties between the program coordinator, designated Bookkeeper, and the Finance Department, and the segregation of duties within the Finance Department (drawdown approval process, reconciliations, required documentation, etc.) is to ensure the integrity and fiduciary transparency of grant awards.
- IV. Drawdowns/Reimbursements Timelines: The drawdowns are prepared and submitted electronically each quarter by the designated Bookkeeper. Only the actual expenditures in the general ledger for the grant awards are requested on the reports as recorded in the general ledger as of the close of the quarter. The general ledger reports and an internal spreadsheet are used for the backup documentation to ensure the reimbursement requests do not exceed the actual cash needs for the federal grants. Once the general ledger closes for each quarter, the drawdowns are prepared by the designated Bookkeeper, who is responsible for the reconciliation of all account balances for the 21st CCLC grants to ensure adherence to appropriate controls and that the risk of material misstatement is mitigated. Reconciliation reports are prepared by different staff members in the Finance Department. Each reconciliation includes the supporting documentation for each balance sheet and income statement account.



## Reporting Waste, Fraud, and Abuse

If you have a complaint regarding any federal program, including the 21st CCLC, or if you suspect waste, fraud, abuse or corruption, please use the guidance below to file a complaint.

Grounds for a Complaint-Any individual, organization, or agency may file a complaint with the CCSS if that individual, organization, or agency believes and alleges the district is violating a federal statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered ongoing.

Filing a Complaint-Complaints and grievances shall be handled and resolved as close to their origin as possible and through the proper channels using the following procedures:

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the CCSS has violated a requirement of a federal statute or regulation that applies to an applicable program;
- The date on which the violation occurred;
- The facts on which the statement is based and the specific requirement allegedly violated;
- A list of the names and telephone numbers of individuals who can provide additional information;
- Whether a complaint has been filed with any other government agency, and if so, which agency;
- Copies of all applicable documents supporting the complainant's position; and
- The address of the complainant.

The complaint must be addressed to: Federal Program Director (for the program in which the complaint is filed against), Carrollton City School System, 288 Tom Reeve Drive, Carrollton, GA 30117

### Program Directors

Title I Part A Improving Academic Achievement of Disadvantaged Students - Ginger Harper

Title I Part C Migrant Education - Ginger Harper

Title IIA Professional Development for Teachers, Principals, and Others - Karen Wild

Title III Language Instruction for Limited English Proficient - Ginger Harper

Title X Part C McKinney Vento Act-Kelley Law - Ginger Harper

Title IV Part B 21st Century Community Learning Center – Karen Wild

Link: <http://www2.ed.gov/about/offices/list/oig/hotline.html>

The procedure to file a complaint with the Department of Education can be also found can be found at the following link: <http://www.doe.k12.ga.us/DMGetDocument.aspx/>

If you suspect fraud or waste of funds, you may also contact the following: Karen Wild, 21st Century Community Learning Center Program Director, [karen.wild@carrolltoncityschools.net](mailto:karen.wild@carrolltoncityschools.net)

Georgia Department of Education office of 21st Century Learning Centers:

[http://www.doe.k12.ga.us/ci\\_iap\\_learning.aspx](http://www.doe.k12.ga.us/ci_iap_learning.aspx)

## Appendix 1: 21stCCLC Grant Purchasing Duties and Procedures

### School Site Coordinator

- Completes performance, review, and recordkeeping of program activities
- Obtains purchase order from Program Director
- Submits completed purchase order with required documentation to Principal

### School Principal

- Reviews request, approves if meets grant requirements, and signs purchase order
- Signed purchase order is sent to the Program Director

### 21<sup>st</sup> CCLC Program Director

- Reviews performance and record keeping of program activities
- Reviews purchase order and verifies expenditures are allowable, appropriate and in compliance of all applicable laws and regulations. If the purchase is allowable and within the budget guidelines, the Program Director signs purchase order. If the purchase order is not approved, the principal will be contacted and the purchase order returned
- Submits approved purchase order to the federal program bookkeeper

### Federal Program Bookkeeper

- Places order
- Verifies receipt of materials
- Submits original purchase order and invoice to Accounts Payable
- Maintains a copy on file (TCM)

### Accounts Payable/Finance Department

- Pays invoice
- Scans documentation into TCM

### Federal Program Bookkeeper

- Submits invoices monthly to DOE for reimbursement

## Appendix 2: Staff Handbook and Acknowledgement Form



### Staff Handbook and Acknowledgement Form SY2024-2025

Name of Employee: «FNAME» «LNAME»

Program Location: PALS

Position: «POSITION»

I have received and read a copy of the Carrollton City Schools 21CCLC Program Staff Handbook and the Carrollton City Schools School District Board Policies. [https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=4028](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4028)

The handbook contains policies and rules which apply to the 21st Century Community Learning Centers grant position that I currently hold. I have read the handbook and will follow the guidelines during my employment.

I further understand the 21CCLC Program Staff Handbook and the City Schools School District Board Policies may be amended at any time. I agree to comply with the policies as set forth by the Carrollton City Schools District at all times.

Your initials and signature below indicate that you have read and understood the 21CCLC Program Staff Handbook and the CCS board policies.

School District Policy GAEB, Harassment (Sexual)

School District Policy, IFBGE, Internet Safety/ IFBGC, Employee Computer and Internet Use

School District Policy, DIE, Fraud Prevention

School District Policy JGI, Child Abuse or Neglect

Fiscal Management Policy and Procedures

Emergency Preparedness/Safety Plan

Reporting Fraud, Waste, Abuse and Noncompliance

Student Behavior Expectations

Attendance/Recording of Time

Nepotism/Conflict of Interest

FERPA

Georgia Professional Standards Commission, 505-6-.01, Code of Ethics

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date