21st Century Learning Centers Staff and Personnel Handbook Dodge Middle and High 2026-2027

Introduction

The Dodge County School System, recognizing the need for well supervised and varied educational enrichment programs for students, has endorsed the concept of the 21st Century after school program. It is the desire of the 21st Century Community Learning Centers staff to provide an after-school program dedicated to excellence.

Mission

The mission of the 21st Century after school program is to offer a safe, fun, enriching and supervised environment for the children of Dodge County in grades K-12. The 21st CCLC after-school program strives to enhance the self-esteem, creativity, academic achievement and individual growth of the participating students through hands-on experiences, and peer and adult interaction.

Philosophy

The 21st Century after school program is designed to provide a safe, fun, and enriching place for students in the Dodge County School system. It will serve students that are in grades K-12. The 21st Century after school program is dedicated to helping children build self-confidence in a supervised, yet relaxed atmosphere, through day to day interactive play with their peers, homework assistance, academic enrichment activities and technology. Communication and conflict resolution are stressed. All of these components add up to a quality program which enhances the lives of the children and is a valuable service to their working parents.

Purpose

The overall purpose of the Dodge County 21st Century after school program is to provide opportunities for academic enrichment by providing tutoring in the areas of reading and mathematics to increase student achievement. Additional programs and activities are designed to reinforce and complement the regular academic programs of the participating students and to offer their families opportunities for literacy and related educational development.

Advisory Committee

The advisory committee for the 21st Century Community Learning Centers initiative is composed of the members of the Dodge Connection: A Communities in Schools Collaborative. The advisory committee meets on the second Wednesday of each month at 12:00 at the Peabody Center in Eastman.

Management Committee

The management committee for the 21st Century Community Learning Centers initiative is composed of the Project Director for the 21st CCLC grants, the site coordinators from North and South Dodge Elementary, Dodge County Middle, and Dodge County High schools, and the data entry clerks for the 21st CCLC grants, representatives from Dodge Connection: A Communities in

Schools Approach, and a representative from Norris Consulting. The management committee meets on the second Wednesday of each month at the Peabody Center in Eastman.

2026-2027 Goals

Goal #1: Improve students' academic performance to meet state and local performance standards in core academic areas.

Goal #2: Improve student attendance, behavior, homework completion, and class participation.

Goal #3: Increase family involvement.

Objectives 2026/2027:

1.1: Each year of the grant, a minimum of 70% of the students actively participating in the program will improve their language arts grades or maintain a "C" or higher.

1.2: Each year of the grant, a minimum of 70% of the students actively participating in the program will improve their math grades or maintain a "C" or higher.

1.3: Each year of the grant, the percentage of the actively participating students will score at the Developing Learners Level or higher in Language Arts on the Georgia Milestones/EOC will be a minimum of 70%.

1.4: Each year of the grant, the percentage of the actively participating students will score at the Developing Learners Level or higher in Math on the Georgia Milestones/EOC will be a minimum of 70%.

2.1: Each year of the grant, a minimum of 90% of the students actively participating in the program will be absent from school for 15 days or less.

2.2: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in homework completion

2.3: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in class participation.

2.4: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in behavior.

2.5: Each year of the grant, a minimum of 85% of students actively participating in the program will be promoted to the next grade level.

3.1: Each year of the grant, a minimum of 75% of the parents/guardians who attend at least one family related sessions will state that they have gained increased knowledge regarding encouraging and supporting their child's academic success.

3.2: Each year of the grant, a minimum of 50% of the 21st Century students will have family participation in at least one literacy and related education development opportunity.

Program Components

Snacks

All students participating in the after school program will receive a nutritious snack at the conclusion of the regular school day.

Tutoring / Homework Component

Monday through Thursday, students will receive a minimum of 45 minutes of tutoring / homework help from certified teachers and paraprofessionals.

Homework Philosophy

A component of the Dodge County After-School Program will be to assist students in problem academic areas. The After School Program is neither an exclusive tutoring program nor an exclusive homework assistance program; however, assistance will be provided under the following conditions:

- The students must realize that the responsibility for completing homework assignments ultimately rests with the student.
- The student needs to come to the After-School Program with the necessary school supplies such as paper and pencil and homework assignments.
- Academic assistance may be in the form of group sessions, individual assistance, or peer tutoring.

Academic Remediation / Enhancement Assistance

Monday through Thursday, students will receive approximately 45 minutes of academic enrichment activities which may include computer software programs such as Apex Learning, Odyssey Ware, and Study Island.

Cultural Enrichment Activities:

Monday through Thursday, students will participate in such enrichment activities as physical education, art, music, and prevention curriculums for approximately 45 minutes.

Daily Programming Schedule

3:15 – 3:30	**Snacks**
3:30 – 4:00	**Prevention Curriculum**
4:00 – 4:45	**Tutoring / Homework Assistance**
4:45 – 5:30	**Enrichment Activities**
5:45 - 6:00	**Dismissal of Students**

Summer Schedule

9:00-9:30	**Breakfast, Prevention Activities**
9:30-10:45	**Reading**
10:45-11:45	**Math**
11:45-12:30	**Lunch**
12:30-1:00	**Enrichment and Dismissal**

Recruitment Plan

During Open House, the week of preplanning, parents are informed about the After School Program as they visit their students' advisements/homerooms. Special education students and ESOL students are included in the advisements. Parents that are interested in the program are asked to complete a short questionnaire regarding participation in the program. Parents are also informed about the after school program at other events throughout the year, such as parent/teacher conferences and parent/student orientations.

Classroom teachers are asked to refer at-risk students in their classes. This includes students that are struggling with homework completion, academic performance, or are credit deficient. In addition, informational flyers regarding the after school program are placed throughout the school, in the newspaper, and on the school website. The parent requests and teacher referrals are examined, and registration packets are sent home to the parents of students selected to participate in the program. Students who express interest in the program and are not selected to attend will be placed on a waiting list and may be considered for the program at a later time. At this time, Dodge County does not have any private schools. If we should get some in our district, we will recruit those students as well.

Transportation

Bus transportation home will be provided Monday through Friday by the Dodge County Board of Education and the 21st CCLC after school program. The school system maintains liability insurance at all times while buses are in use by the after school and summer school programs. The school system also ensures all bus drives are trained in safety, student discipline, and emergency procedures prior to driving for the after school program. Students are escorted out and checked off by a staff member as they board the bus.

Bus drivers maintain radio communication with central office staff as needed. All drivers complete required school system transportation training as required by school system policies. All transportation personnel having contact with students must complete an annual national background check prior to interacting with students.

Attendance Policy

- Students must attend regularly to receive the full benefits of the After-School Program.
- Students with chronic unexcused absences may be dismissed from the program.
- Students will not be allowed to ride the 3:15 bus home unless the school has been notified by a note from the parents or a phone call from the parents or guardians that the student has permission to be dismissed at 3:15. This is to ensure that parents are aware that the child will be arriving home early.

Student Pick-up and Drop-off

- Parents are required to complete the names and phone numbers of at least **three** adults that are authorized to pick-up their child/children from the after school/summer school program.
- If the parents have a specific person that is **NOT** to pick up their child, they must alert the after school administration and the required legal documentation must be attached.
- When authorized an adult may pick-up a student early, the adult must sign the student out in the office.
- When there is a change in the method of transportation for the student, the school must be notified by a note from the parent or a phone call to the school.
- When the students are dismissed each afternoon, they will identify to the after school staff the name of the person picking them up.
- A list of the students riding the bus home each afternoon will be given to the bus driver as the students are entering the buses.

Discipline Rules and Regulations

All general school rules and regulations for the hallways, bathrooms, lunchroom and school bus that are discussed in the Dodge County Elementary Schools Handbook apply to the after school program. Your child should have been given a copy of the Dodge County Elementary Schools Handbook when he/she entered school, if you do not have a copy of the student handbook, please contact the school. The policies and procedures for the after school program have been shared with the students.

Discipline Policy

Students that do not adhere to the following general rules for good conduct may be dismissed from the After-School Program:

- Listen to and follow all directions given by the teachers and staff
- Be prepared with necessary materials
- Respectful behavior at school and on the bus is expected at all times
- Non-aggressive behavior at school and on the bus is expected at all times
- Non-disruptive behavior at school and on the bus is expected at all times

If a student does not comply with the above discipline policy the following consequences will be enforced:

- Teacher / student conference
- Teacher / student conference and suspension of recreation time
- Time Out with Site Coordinator
- Telephone Conference with Parents
- 1-3 day suspension from program
- Telephone Conference with parents with possibility of dismissal from program
- Dismissal from program

Child Abuse / Neglect

The following procedures should be followed for reporting child abuse:

- Staff reports the suspected case to the principal and/or counselor
- Principal and/or counselor reports the case to the School Social Worker
- The School Social Worker will make contact with the child for verification and report findings to the Department of Family and Children Services (DFACS)
- In the event that School Social Worker cannot be reached the Principal will make a report to DFACS
- The Social Worker Referral Form should follow immediately to document all referrals.
- These guidelines should be strictly followed. Every employee is a mandated reporter and has 24 hours to make sure any child abuse has been reported.

Sexual Harassment

It is the policy of the Dodge County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, religion, national origin, age or sex should report the same to the principal of this school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures.

Communication Plan

The ongoing communication plan will begin in August of each year. Information dissemination activities will share and highlight evaluation information (from the most recent quarterly evaluation report) to key stakeholders through the monthly 21st CCLC management team, quarterly 21st CCLC advisory council and bi-monthly Dodge Connection Collaborative meetings; school system's website and newsletters; Dodge Connection Collaborative website and newsletter;

newspaper; available social media opportunities; radio and TV coverage; the Dodge Connection Collaborative speaker's bureau; brochures, pamphlets and other educational materials; speaking engagements at local community and civic organizations; and presentations during school assemblies and PTO meetings. All of these materials will be available in English and Spanish and all materials will be written for a sixth grade reading level or below.

A. Instructional Communication - School Day Teacher and 21st Century Staff

Most 21st Century employees are school district employees and are assigned to the same grade level afterschool that they teach during the day. This enables 21st Century teachers to meet with regular day teachers during their common planning and weekly collaborative meeting times. During these meetings valuable feedback and ideas for improvement are gathered. Student agendas, emails, instant messages, fax machines, and cellular telephones will also be utilized for communication between school day instructional staff and 21st Century staff. Each Site Coordinator and after school program teacher will have email addresses, phone numbers and instant messenger information for each regular school day teacher.

B. Communication- Director, Coordinator, School Principal, and Administrators

The Principal and regular school day teachers will have the email addresses phone numbers and contact information for each Site Coordinator, the Project Director, and 21st Century Teachers. In addition, the Site Coordinators will attend as many school faculty and school leadership meetings as possible. The Project Director and School Principals will meet with other administrators to discuss the 21st Century Program on a monthly basis.

C. Communication – Parents/Guardians

Beginning in August of each school year, parents and students will be contacted through various media such as: letters sent home to eligible students; parent visitation at the beginning of the school year; email messages; school website information posting; and notices in student handbooks. All parents will receive communication via telephone calls, student agendas, and letters sent home regarding pertinent initiative-related events and student progress. We will also utilize the Remind101 program to send text messages to parents to remind them of special events or to alert them of early dismissal due to weather or other emergency situations.

A completed application will include a parent signature which (1) gives the student permission to participate in the program; (2) documents parent commitment to ensuring regular student attendance; (3) documents parent commitment to attending family activities; (4) gives the Initiative authorization to obtain and track student test scores, grades, attendance, and discipline records; (5) indicates whether or not the parent would like to volunteer during the program; and (6) specifies the child's daily mode of transportation. Once the initial return deadline has passed, classroom teachers will identify other students in need of academic support and offer those students the opportunity to fill any remaining empty slots.

The regular school day teachers will complete a written progress report for each participating student every nine weeks during the school year. The 21st Century staff will also complete a quarterly progress report on each student. We will also conduct quarterly Parent-Teacher conferences regarding all students enrolled in our after school program.

D. Communication to Parents/Guardians with Limited English Proficiency

All information regarding our program will be available (verbal and written) in English and other languages, when necessary. All written communication will be prepared for a sixth grade reading level or below. Translation services will be provided for any parent or student whose native language is not English as needed. The translator will explain the Initiative's objectives and emphasize the necessary parenting commitment and potential benefits of regular student attendance. They will also verbally discuss hours and dates of operation, location of activities, and will distribute and review an easy-to read flyer communicating the same information.

School Closing

Dodge Middle and High 21st CCLC will determine partial or total closures under direction and guidance of the Department of Public Health and the local Health Department. In the event the governor issues an executive order to close schools at any time during the school year, or if schools close due to the spread of illness, the system-wide eLearning model will be utilized for all students in grades K-12 This protocol will remain in effect in the event of a short-term closure for any reason, including weather days. Title I and 21st CCLC chromebooks will be issued to student.

Crisis/Severe Weather/School Safety/Safety Drills - Plan and Procedures

Fire Drills and Severe Weather Drills will be conducted to ensure the safety of the students and staff.

Fire Procedure

1. Activate the alarm at the first sign of smoke or fire.
2. Evacuate students and staff using the posted and prescribed evacuation routes. All students will end up in front parking lot.
3. Teachers take roll and check all students.
4. Administration notifies police.
5. No one reenters the building until building is declared safe by fire and police personnel.
6. Administration notifies students and staff to resume normal operations.

Severe Weather

1. Bring all persons inside building and to their assigned classrooms.
2. Close window and blinds
3. Move students and staff to designated area posted in each classroom or in hall.
4. Take class roles
5. Account for all students
6. Remain in safe area until all clear signal is given

Intruder / Student Safety

1. Administration will issue announcement over the intercom to alert teachers and students of an intruder. Site Coordinator has access and ability to use the intercom system to do an all call.
2. All teachers, visitors, and students move into the nearest classroom.
3. Lock classroom doors, turn off the lights, and move away from the windows and doors.
4. Everyone should move away from the entrance of the room, stay on the floor, and remain quiet.
5. Emergency personnel are notified by the site coordinator and clear the facility.
6. No one should leave or enter the room until the facility has been cleared by law enforcement and the site coordinator dismisses the program or announces to resume program operations.
7. If necessary, site coordinator and program director will notify the parents with procedures to pick up students.

LOCKDOWN-CODE YELLOW, RED, AND GREEN

Site Coordinators will issue lock-down over intercom
All teacher, visitors, and students move to classrooms
Lock classroom doors
Move away from windows and doors

Everyone get down on floor
Allow no one outside of classroom or inside until Site Coordinator gives code green signal

CODE YELLOW

Fighting that involves gangs, numerous individuals, or weapons
Suspicious person/intruder on campus/board office
Extremely disruptive individual appearing to be violent or potentially dangerous or emotionally unstable
Major crime or police chase near school campus/board office
Report of student or non-student in possession of firearm on campus/board office
Dangerous animal on campus

CODE RED

Shots being fired on or immediately adjacent to the campus/board office
A stabbing on campus/board office
An explosion on or near campus/board office
A hostage situation or armed barricade/ intruder/suspicious individual
A natural disaster, hazardous material incident, threats involving weapons/bombs, mass destruction

CODE GREEN

Once danger has passed
No indication that danger exists
Measures of evacuation is not needed
Normal functions in school can continue
(Notify 911 that school has returned to Normal Operations)

EXPLOSIONS

Take cover under tables, desks or other objects that afford protection
Call 911 as soon as possible
Evacuate if possible
Seek out and assist injured persons
Once outside move away from building

MISSING STUDENT

Notify Site Coordinator immediately or administration
Search school grounds
Make contact with parents/guardians
Provide information to appropriate personnel

Acceptable Usage Policy

All staff and students participating in the 21st CCLC After-School Program sign a contract agreeing to abide by the following Acceptable Usage Policy adopted by the Dodge County School District:

Acceptable Use and Internet Safety Guidelines for the Computer Network of the Dodge County School District

It is the belief of the Dodge County School System that the integration of technology into daily academic activities is integral to the success of the school's instructional programs. It is, therefore, important that the integrity of the equipment, software, and data be maintained for maximum use by every student. In this regard, the Dodge County School System requires that all students who use technology in any form sign the following behavioral contract, acknowledging these guidelines as necessary in order for the school to maintain productive classrooms and equipment.

Student use of the computers, printers, peripherals, and other electronic devices are for educational use only. Each student is assigned a lesson with specific objectives. The teacher will give instructions as to what and how the software is to be used. The violation of the provisions of this policy may result in the cancellation of privileges for computer use and in some cases, disciplinary action.

Before use, all students will be briefed on the aspects of security and ethics involved in using technology.

By signing the signature page, the student and parent/guardian agrees to the following conditions:

- Students will not attempt to make any changes in the configuration of the computer system or software, which are not intended by the instructor to complete the objectives in the student lesson.
- Students will not use portable storage devices including thumb drives in the classroom unless the teacher has granted permission to do so. The instructor may request the opportunity to scan the disk and directory before granting permission for use in the classroom.
- Students will never use a game disk on computers at Dodge County Schools.
- Students will not share passwords.
- The use of scanner and/or digital camera is for educational objectives only and will receive prior permission from the instructor.
- Students will not share files or directories. This is considered cheating. Students will respect the work of other students at all times.
- Under **NO** circumstances will a student login with any credentials other than those assigned to him/her from the network administrators.

- Students will not modify the operating system and network preferences of any workstation. This includes adding/deleting files, changing windows, downloading, installing software, running other software, and changing any files/information on the hard drive/file server.
- Students will not attempt to circumvent the network firewall or internet filtering devices by accessing or attempting to access anonymous proxy sites or anonymous browsing sites.
- Students should report any malfunction of electronic equipment or computers to the teacher immediately.
- Email addresses assigned to students through the Dodge County School System network will be used for educational use only.

Student use of the Internet shall be subject to the provisions of Board of Education policy IFBGA-Appropriate use of the Internet. Students agree to follow all school system guidelines in reference to the Internet.

The Dodge County School District provides great educational benefits to students with the use of the Internet. The Dodge County Department of Technology provides a content filter to help safeguard students and staff from accessing inappropriate websites. Unfortunately, some material may still be accessible via the Internet and may contain items that are illegal, derogatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.

2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private.

3. The following are not permitted at Dodge County Schools:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, cyberbullying, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals.
- Employing the network for commercial purposes.
- Revealing the personal address or phone number of yourself or any other person without permission from your instructor.

- Entering into a social networking site, a chat room, or an on-line messaging service unless directed by a teacher to respond to a classroom blog post.
- Checking e-mail without permission to do so.

Hiring/Background Checks

All staff / volunteers / contract providers employed by the Dodge County 21st CCLC after school program will have current national background checks. Employees / volunteers / contract providers with negative results from the background check will be terminated from the after school program. Federal guidelines stipulate that no federal grant money can be used to employee a person with a felony charge.

Professional Development Plan

In September of each school year, 21st CCLC after school program staff will complete a needs assessment survey. Subsequently, we will conduct a staff meeting to review: the needs assessment results; 21st CCLC program goals and objectives; correlation between goals, objectives, and program activities; and the 21st CCLC site-specific emergency preparedness plans.

During September-December, we will conduct staff meetings to address and make necessary adjustments to program activities and staffing as determined by alignment with program goals and objectives. We will also provide professional development opportunities (as identified through the staff needs assessment survey) that supplement the ones already offered by the Dodge County Board of Education for our regular school day staff. Some examples include: How to Help with Homework, Parental Involvement, Stepping Up Programming, Effectively Using Incentives.

During January-March, we will conduct staff meetings to make any necessary adjustments to ensure compliance with the grant and provide any necessary training. Again, the professional development opportunities that we will provide will be designed to supplement (not duplicate) the ones already offered by the DCBOE for our regular school staff. Examples include: Maintaining Program Attendance, Reaching Program Goals/Objectives, How to Help with Test Prep.

In May, 21st CCLC summer program staff will complete a needs assessment survey. The program director and site coordinators will review the needs assessment results, 21st CCLC summer program goals and objectives, summer program activities, and the logistics of operating the summer program (emergency plan, arrival/dismissal times, transportation, etc.)

Fraud, Waste, and Abuse Procedures

The Dodge County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Dodge County School System shall not

tolerate fraud, waste, or abuse of any kind and has an established system for the reporting and investigating of suspicious activities.

Procedures and responsibilities for reporting suspected fraudulent activity are:

1. Anyone suspecting fraud, waste, or abuse, whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or respective Department Head of the Dodge County Board of Education at 720 College Street, Eastman, Georgia 31023.
2. Any employee with the Dodge County Board of Education who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at 478-374-3783. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Dodge County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected, fraud, waste, or abuse.
6. A hard copy of these Fraud, Waste, and Abuse Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Dodge County Schools website.
7. A report shall be made to the Chairman of the Dodge County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.
8. Each employee shall receive a hard copy of this document and will sign attesting that he or she has indeed received this information and understands its contents.

Nepotism Policy

In compliance with Georgia Board of Education Rule 160-5-1-.36 Local School Board Governance, the Board of Education ("the Board") adopts the following nepotism provisions:

No person who has an immediate family member sitting on the Board or serving as Superintendent or as a principal, assistant principal, or system administrative staff shall be eligible to serve as a member of the Board, provided that the immediate family member's employment in his or her position began on or after January 1, 2010. This paragraph shall apply only to Board members elected or appointed on or after July 1, 2009. Nothing in this paragraph shall affect the employment of any person who was employed by the Board on or before July 1, 2009, or who is employed by the Board when an immediate family member becomes a Board member.

No person shall be eligible to be appointed, employed, or to serve as Superintendent of Schools who has an immediate family member sitting on the Board or who has an immediate family member hired as or promoted to a position as principal, assistant principal, or system administrative staff on or after July 1, 2009, provided that the immediate family member's employment in his or her position began on or after January 1, 2010. Nothing in this paragraph shall affect the employment of any person who was employed on or before July 1, 2009, or who is employed when an immediate family member becomes the Superintendent.

Conflict of Interest

The employees and consultant of the District have the responsibility of administering the affairs of the District honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the District. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the school system or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:
1. Persons and firms supplying goods and services.
2. Persons and firms from whom the District leases property and equipment.
4. Competing or affinity organizations.
5. Donors and others supporters.
6. Agencies, organizations and associations which affect the operations of the District.
7. Family members, friends, and other employees.

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned above. Such an interest might arise through:
1. Owning stock or holding debt or other proprietary interests in any third party dealing with the District.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the District.
3. Receiving remuneration for services with respect to individual transactions Involving the District.
4. Using time, personnel, equipment, supplies, or good will for other than District/Program-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with the District. Receipt of any gift is disapproved except gifts of a value less than $25, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

The areas of conflicting interest listed above, and the relations in those areas which may give rise to conflict, as listed above, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described above does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily averse to the interests of the District.
However, any of the interests described above shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:
1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The District has determined that the transaction is in the best interest of the organization.
Disclosure in the organization should be made to the Superintendent or Federal Programs Director.

The Superintendent and/or School Board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to District. The decision of the Superintendent and/or School Board on these matters will rest in their sole discretion, and their concern must be the welfare of the District and the advancement of its purpose.

Sustainability Plan (2026-2027)

The Dodge Middle and High 21st CCLC is a joint partnership between the Dodge County Board of Education and the collaborative. Our local collaborative (with over 75 members) includes representatives from all governmental agencies, private non-profit organizations, parents and youth. It includes, but is not limited to: local school system, local hospital, local physicians, public health department, public mental health services, private mental health providers, community leaders, parents (including PTO members). The collaborative has a Resource Development Committee that is responsible for developing, implementing and monitoring sustainability plans for our existing initiatives. The sustainability plan for the proposed 21st CCLC Initiative will be the responsibility of this committee. Committee members include: Debbie Connell, Executive Director, Dodge Connection Collaborative; Lyndsey Cravey, Arconic; Dan McCranie, County Commission Chairperson; Jodi Brewer, System Social Worker, Dodge County Board of Education; Jessie Mincey, Department of Juvenile Justice.

There is a high level of commitment from both the Dodge County Board of Education and Dodge Connection Collaborative to share in the responsibility of sustaining after school services for our local students when 21st CCLC funding is no longer available. The goal of having Dodge County residents successfully completing their education was chosen as an all-encompassing way of taking care of any obstacle that may be in the way of a student completing school. In the past 3 years we have successfully used funding from the CARES Grant to provide a Mental Health Counselor to work during the school day and after school as needed. A Clothes Closet was established to assist in obtaining adequate clothing for school children to include the after school children. The food bank has also been established to help those in need. It provides roughly sixty weekend food bags to many of our students. A new partnership with the Dodge County Sheriff's office was established to provide full time Resource Officers for every school. Additionally, the Dodge Middle and High has started an After School Reading buddy initiative.

We have been fortunate to have been able to secure a variety of funding that will assist our students and community in continuing to achieve academic success including: establishing a local Club unit; receiving previous 21st CCLC funding; continuing the AmeriCorps VISTA program; and, partnering with other rural communities to receive federal funding for mentoring, prevention of alcohol abuse, community-based abstinence education. Since 1998, the collaborative has secured over $14 million in funding for Dodge County's children and families. Current and/or previous funders include: state legislature (through the Georgia Family Connection Partnership and Communities in Schools of Georgia); Georgia Department of Human Resources; Family Preservation Family Support; Children and Youth Coordinating Council; Children's Trust Fund; Office of Juvenile Justice; VISTAs; AmeriCorps; federal Community Based Abstinence Education Program; federal Mentoring funds; federal Safe Schools/Healthy Students Initiative; federal Grants to Reduce Alcohol Abuse Program; federal Drug Free Communities Support Program; federal Parental Information Resource Center Program; federal Compassion Capital Program; 21st Century Community Learning Center Initiative; Even Start; AT&T Aspire Program; Youth Development Funds; Community Development Block Grant Program; Wal-Mart; Ocmulgee EMC; Rayonier; Verizon; Barbara Bush Literacy Foundation; Georgia Commission on Women; Rotary; Arconic Action Grant funding; Hands on Georgia; and United Way. The collaborative will continue to pursue any opportunity available to connect resources and improve life for families and children.

We have several partners committed to continue their support after the 21st CCLC grant funding has officially ended. These partners include ongoing investments such as**:** the USDA after school snacks and summer program, the use of facilities and utilities provided to the afterschool and summer programs; use of several school buses; use of a community theatre for student performances; volunteer recruitment and training; community/career awareness activities; educational classes, training and related materials and information; participation in the program's health fair; parent mentoring resources; refreshments for parent involvement events.

Virtual/Alternative Programming Plan

Dodge Middle and High 21st CCLC will follow the guidelines set forth by the Dodge County schools to determine partial or total closures under direction and guidance of the Department of Public Health and the local Health Department. In the event that there is an executive order to close schools at any time during the school year, or if schools close due to the spread of illness, the system-wide eLearning model will be utilized for all students in grades K-12 including those students enrolled in the Dodge Middle and High 21st CCLC after school program. This protocol will remain in effect in the event of a short-term closure for any reason, including weather days. Students will use Google platforms including google classroom and google meets to facilitate learning and enrichment activities. Internet hotspots have been placed throughout the county to improve accessibility and we will ensure that students have access to the google chrome-books provided by 21st CCLC and Title I.

Contact Personnel:

Site **Dodge County Middle School**

Personnel	**Phone**	**Email Address**
Angela Peacock- Site Coordinator	478-374-6492	apeacock@dodge.k12.ga.us
Jennifer Lee-Program Director	478-374-3783	jtlee@dodge.k12.ga.us
Denise Brown-Program Director	478-374-3783	dbrown@dodge.k12.ga.us

Site **Dodge County High School**

Personnel		
Brande Vaughn – Site Coordinator	478-374-8263	bvaughn@dodge.k12.ga.us
Lori Williams – Site Coordinator	478-374-8263	loriwilliams@dodge.k12.ga.us
Jennifer Lee-Program Director	478-374-3783	jtlee@dodge.k12.ga.us
Denise Brown-Program Director	478-374-3783	dbrown@dodge.k12.ga.us

Evaluation

The site coordinator and or project director will conduct a minimum of two walk through/classroom observations in every classroom during the course of the program. In addition, each teacher will receive a formal mid-year evaluation and a formal end-of-year evaluation. The staff will receive written feedback on the classroom observations and the formal evaluations.

Dodge 21st CCLC
Site Walk Through
Performance Evaluation

Teacher Name: _____
Date of Observation: _____
Observed Activity: _____
Site Location: _____

	Satisfactory	Needs Improvement	Unsatisfactory
Was it age appropriate?			
Were students actively engaged?			
Was it developmentally appropriate?			
Were clear instructions given?			
Was it a program component?			
Were the diverse need of the students addressed?			

_____ _____
Teacher's Signature Date

_____ _____
Site Coordinator' Signature Date

Dodge 21st CCLC
Staff Evaluation Instrument

_____Mid-Year Observation _____Annual Observation
_____Dodge County Middle School _____Dodge County High School

Teacher Name: _____

	Satisfactory	Needs Improvement	Unsatisfactory
Punctual			
Reliable			
Attends staff meetings			
Follows schedule			
Communicates with Regular Day Teachers			
Maintains Classroom Control			
Knowledge of Grant Components, Goals, and Objectives			
Maintains respectful rapport with the students			
Consistently monitors students and time on task			

Comments:_____
_____

_____ _____
Teacher's Signature Date

_____ _____
Site Coordinator's Signature Date

_____ _____
Project Director Date

Conclusion

The 21st CCLC staff is dedicated to implementing the goals and objectives of the 21st CCLC grant and will continue to make every effort to meet the academic and social needs of their students and their families.

Please detach this page, sign, and return to Site Coordinator.

I, _____, have read and understand the policies, procedures, and other components of the after-school program outlined in the handbook. I understand that I am expected to comply with the requirements of the grant.

_____ _____

Signature of Staff Member **Date**