Dodge Elementary

21st Century Community Learning Centers

After School / Summer School

2026-2027

Personnel Handbook

Dodge County Elementary School

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-5. 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-5. 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, language arts, math, and science 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 Club 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 grant, the site coordinators from Dodge Primary and Dodge Elementary, representatives from Dodge Connection: A Communities in Schools Approach, and a representative from Norris Consulting. The management committee meets quarterly at Dodge Connection in Eastman.

Goals

Goal # 1: Provide opportunities for academic enrichment, including tutorial services for student so they meet state and local performance standards in core academic areas of reading, language arts, math, and science.

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

Goal # 3: Offer families of students who are served by the local community learning centers the opportunities for literacy and related educational development.

Objectives

- A minimum of 70% of the students regularly participating in the program will improve their language arts grades or maintain a "B" or higher.
- A minimum of 70% of the students regularly participating in the program will improve their math grades or maintain a "B" or higher.
- Each year of the grant, the percentage of the regularly participating students in grades 3-5 scoring at the Developing Learners Level or higher in Language Arts on the Georgia Milestones will be a minimum of 70%.
- Each year of the grant, the percentage of the regularly participating students in grades 3-5 scoring at the Developing Learners Level or higher in math on the Georgia Milestones will be a minimum of 70%.
- Ninety percent of the students regularly participating in the program will be absent from school for 15 days or less.
- Seventy-five percent of the students regularly participating in the program will demonstrate improvement in homework completion.
- Seventy-five percent of the students regularly participating in the program will demonstrate improvement in class participation.
- A minimum of 85% of students actively participating in the program will be promoted to the next grade.
- A minimum of 70% of the parents/guardians who attend at least one family related session will state that they have gained increased knowledge regarding encouraging and supporting their child's academic success.

- 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. Students attending summer school will receive breakfast and lunch each day. Water fountains will be available in various areas throughout the school.

Tutoring / Homework Component

Monday through Friday, 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 Friday, students will receive approximately 45 minutes of academic enrichment activities which may include computer software programs such as Go Math, Harcourt Math, Study Island, and STEM projects.

Cultural Enrichment Activities:

Monday through Friday, students will participate in prevention programs and recreation activities for approximately 45 minutes.

Daily Programming Schedule for Dodge County Elementary School

3:00 – 3:15	**Snacks, Prevention/Recreation**
3:15 – 4:00	**Homework Assistance**
4:00 – 4:45	**Academic Enrichment**
4:45 – 5:30	**STEM Activities**
5:30	**Dismissal of Students**

Summer Schedule

9:00 – 9:30	**Breakfast, Prevention Activities**
9:30 – 10:15	**Academic Remediation/Acceleration**
10:15 - 11:00	**Art/Music Enrichment**
11:00 – 11:45	**STEM and Skillastics Activities**
11:45 – 12:30	**Sports, Recreation and Fitness Activities**
12:30 – 1:00	**Lunch and Dismissal**

Recruitment/Enrollment Plan

Parents of all students, including special education and ESOL students will be informed about our program during Open House when they visit their child's classroom. Interested parents will be asked to complete a short questionnaire concerning the after school program. Site Coordinators will review the list of students previously enrolled in the after school program to determine their eligibility. Classroom teachers will recommend students from their classes who may benefits form participation in the program. These three lists will be examined to determine students at-risk and in need of the services provided. Once selections are made, registration information is sent home to parents of qualifying students. At this time, Dodge County does not have any participating private schools. If we should get some in our district, we will recruit those students as well.

Transportation Plan

Bus transportation home will be provided Monday through Friday by the Dodge County Board of Education and the 21st Century 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 drivers are trained in safety, student discipline, and emergency procedures prior to driving for the after school program. Students are dismissed to board the bus to go home at 5:30 p.m. daily during the after school program and at 12:00 p.m. daily during the summer program and are 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. Bus drivers do not allow students to de-board to an empty home. A staff member is on call each day to return to the site in case a student is brought back to the site to wait on a parent/authorized adult to arrive.

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 3:00 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 3:00. This is to ensure that parents are aware that the child will be arriving home early.

Check in/Check Out Procedures

- 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 an authorized adult 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.

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
- Suspension of Fun Friday Activities
- 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.

CRISIS/SEVERE WEATHER/SCHOOL SAFETY/SAFETY DRILLS- PLAN AND PROCEDURES

Fire Drills, Severe Weather Drills, and Lockdown Drills will be conducted on a regular basis to ensure the safety of the students and staff.

1. No one reenters the building until building is declared safe by fire and police personnel
2. Administration notifies students and staff to resume normal operations

INTRUDER/STUDENT SAFETY

1. Administration will issue code words over the intercom
2. All teachers, visitors, and students move into the classrooms
3. Lock classroom doors and turn off the lights
4. Move away from the windows and doors
5. Everyone get down on the floor and remain quiet

6. No one leaves on enters the room until the administration announces that normal operations may resume.

FIRE PROCEDURE

Activate Alarm
Evacuate Students and Staff
Follow normal fire drill route-see attached evacuation route
Teachers take class role and check after evacuation
Site Coordinator notifies police (911)
No one reenters building until building is declared safe by fire and police personnel
Site Coordinator notifies students and staff to resume normal operations

HURRICANE, TORNADOES, ELECTRICAL STORM

Bring all persons inside building
Close windows and blinds
Move students and staff to designated, safe areas
Assume safety position in designated area
Take class roles
Account for all students
Remain in safe area until all clear signal given

BOMB THREAT

Use Bomb threat checklist
Ask Where bomb is, When it will go off, Who is calling, Why doing this
Listen closely to voice, speech patterns, background noises
Implement Bomb Threat Call procedures
Notify Principal, Police, Superintendent
Follow evacuation plan

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

Student Safety Plan

1. The students and staff of the 21st CCLC after school program will be housed in facilities maintained and inspected by the Dodge County Board of Education.

2. Signs will be posted on all exterior doors to the schools that instruct all visitors to enter the building through the front door, sign in at the office and get a visitors pass to visit a classroom.

3. In the case of an emergency, parents will be required to give an address and phone number where they can be notified of the situation.
    a. **Illness -** In case of an illness, the child is to be cared for until the parent arrives. Parents will be called to pick up the children determined to be too ill to remain in school.
    b. **Minor Injury -** In the case of student injury, parents will be notified concerning the severity of the injury. The children will be cared for until the parent arrives.
    c. **Severe Injury -** In the case of serious student injury, child will receive immediate necessary medical assistance. 911 will be called if injury requires immediate attention. Parents will be notified as soon as possible.
    d. **Unexpected Early Dismissal -** In the case of unexpected early dismissal, parents will be contacted through the parent notification system in place with the Dodge County School System. An additional attempt will be made by the 21st CCLC staff to contact the parents of the students enrolled in the After School / Summer School Programs.
    e. **Severe Weather -** In case of severe weather, students will be placed in the hallways away from windows and doors until it is deemed safe for their return to the classrooms.
    f. **Fire -** In case of fire, students and staff will follow the established procedures for exiting the building.
    g. **Lockdown -**In case of the emergency lockdown of the site, the staff and students will be placed in established safe areas until the emergency lockdown situation has been resolved.

School Closing and Alternative Programming Plan

Dodge Primary and Dodge Elementary School's 21st Century Program 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 2026-2027 school year, or if schools close due to the spread of COVID-19, 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.

Expectations in terms of attendance, participation, and accountability will be the same for students participating in eLearning. Parent involvement is key to successful eLearning as students will need parental assistance during the eLearning after school day. Reliable internet access is necessary in order to participate in eLearning. A district-issued device will be available for any student who does not have one to use. A Technology Agreement Contract will be available for parents and students at the student's school.

- The district will use Google Classroom, Study Island, Zoom, and other online resources and instructional support for the afterschool program and parent engagement activities.
- Students must be motivated, organized, self-disciplined, and supported.
- Students will receive academic assistance and homework assistance in all subject areas.
- The teachers will remain committed to the education of students eligible for special education services with an individualized education program (IEP) for eLearning. Because digital/eLearning may affect how special education and related services are provided, the student's IEP team will work to ensure that the student receives services to the most appropriate extent possible.
- Students will be responsible for adhering to the procedures in the DCSS Technology Usage Agreement. (See DCSS handbook)
- Dodge County Schools has provided identified WIFI locations throughout the county. That information can be found on the school and district website.

The Dodge County Crisis Team – for 21st CCLC Summer School / After School Program

Mr. Wade Burnette, Superintendent	**478-374-6489 BOE**
Dr. Sheila Honeycutt, Principal	**478-374-6690**
Mrs. Miranda Stuart, Assistant Principal	**478-374-6690**
Mrs. Jennifer Lee, Project Director 21st CCLS	**478-374-3783 BOE**
Dr. Denise Brown, Project Director 21st CCLC	**478-374-3783 BOE**
Mrs. Amanda Ray, Site Coordinator	**478-231-1179**
Mrs. Scarlett Driggers, School Counselor	**478-374-6690**
Ms. Kelly Childers, School Psychologist	**478-374-3783 BOE**
Mrs. Jodi Brewer, School Social Worker	**478-374-3783 BOE**

The Crisis Team Backups for 21st CCLC Summer School / After School

Mrs. Jamie Johnson, 3rd Grade	**478-374-4416**
Mrs. Velvita Gooch, 4th Grade	**478-697-4998**
Mrs. Kay Trevarthen, Lunchroom	**478-374-6690**

Mrs. Elizabeth Garcia, Migrant **478-231-3500**

Mrs. Beth Jones, ESOL **478-374-6690**

Internet Acceptable Usage Policy

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 staff and students who use technology in any form sign a behavioral contract, acknowledging these guidelines as necessary in order for the school to maintain productive classrooms and equipment.

Staff and 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 staff and students will be briefed on the aspects of security and ethics involved in using technology.

The student and parent/guardian agree to the following conditions:

- Students will not attempt to make any changes in the configuration of the computer system or software.
- 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 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 scanners and/or digital cameras is for educational objectives only. For their use, students 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 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.

Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(l) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

b. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response as required by the Children's Internet Protection Act.

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 during the regular school day, after school or summer school:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, cyber bullying, 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 Policy/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.

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.

Professional Development Plan

In the fall of 2025, 21st CCLC after school program staff will complete a needs assessment survey. Subsequently, we will review: the needs assessment results; 21st CCLC program goals and objectives; correlation between goals and objectives and program activities; and the emergency preparedness plan unique to the 21st CCLC after school program.

During September - December 2025, we will conduct staff meetings to review the goals and objectives and correlation between the goals and objectives and program activities. We will subsequently make any necessary adjustments to activities. 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.

During January - March 2027 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 Dodge County Board of Education for our regular school day staff.

In May 2027, 21st CCLC summer program staff will complete a needs assessment survey. Subsequently, we will review: the needs assessment results; 21st CCLC program goals and objectives; correlation between goals and objectives and program activities; and the emergency preparedness plan unique to the 21st CCLC summer program.

Communication Plan

The ongoing communication plan will begin in August 2025. An article regarding the 21st Century After School Program will be put on the school/district website.
The article will include the notice that anyone interested in obtaining additional information about the after school or summer school programs, should contact the schools directly or visit the school system's web site.
In addition, 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 principals and regular school day teachers will have the email addresses phone numbers and instant messenger 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 2025, parents and students will be contacted through various media such as: letters sent home to eligible students in grades K – 5, 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 and All Call system 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 at the end of each semester. The 21st Century staff will also complete a quarterly progress report on each student. We will also offer 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.

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 adverse 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.

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 Elementary 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's Signature Date

Dodge Elementary 21st CCLC
Staff Evaluation Instrument

_____Mid-Year Observation _____Annual Observation
_____Dodge County Primary _____Dodge County Elementary

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

Dodge County School District
Fraud, Waste, Abuse and Corruption Procedure

Purpose

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, abuse or corruption of any kind and has an established system for the reporting and investigating of suspicious activities. These procedures include, but are not limited to the following programs: Title I , Part A; School Improvement 1003(a); Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV-A; Title IV-B, 21st CCLC; Title VI, Part B, Special Education and Rural and Low Income, Title X, and Part C-McKinney-Vento Act.

Definitions

"Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Dodge County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

"Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

"Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

"Corruption" includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud

- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

Statement of Administrative Regulations:

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Dodge County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or Superintendent's designee of the Dodge County Board of Education at 720 College Street, Eastman, GA 31023.

2. Any employee with the Dodge County Board of Education (part-time staff, full-time staff and contractors) 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, abuse, or corruption.

6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be available at all schools and facilities and on the Dodge County Schools website (www.dodge.k12.ga.us.)

7. A report shall be made to the Chairman of the Dodge County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.

8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

Contact Personnel

Site	Personnel	Phone	Email Address
Dodge County Primary	**Jennifer Woodard**	**374-6691**	**jwoodard@dodge.k12.ga.us**
Dodge County Elementary	**Amanda Ray**	**374-6690**	**aray@dodge.k12.ga.us**
Project Director	**Jennifer Lee**	**374-3783**	**jtlee@dodge.k12.ga.us**
Project Director	**Denise Brown**	**374-3783**	**dbrown@dodge.k12.ga.us**

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 the site coordinator at Dodge Primary/Dodge Elementary.

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