

**Walton County School District**

# 21st Century Community Learning Centers

**Staff Handbook 2018-2019**



## 2018-2019 WCSO 21<sup>st</sup> CCLC STAFF HANDBOOK



Staff,

Thank you for working with the Walton County School District (WCSO) 21<sup>st</sup> Century Community Learning Center's 21<sup>st</sup> CCLC Afterschool. This document is intended to communicate the rules and guidelines of the 21<sup>st</sup> CCLC program and serve as a complement to WCSO Board Policy. Staff should become very familiar with WCSO Board Policy – found on WCSO main website. **This and all other 21<sup>st</sup> CCLC grant information, contacts, procedures, protocol, and evaluations are on the website [www.walton.k12.ga.us](http://www.walton.k12.ga.us) and in the 21<sup>st</sup> CCLC Operations Manual. The information is also presented on a regular basis to 21<sup>st</sup> CCLC stakeholders.**

**21<sup>st</sup> Century Community Learning Centers** provide academic enrichment opportunities during non-school hours for children. The programs provide a safe environment for academics, particularly for math, language arts, and reading through enrichment. The focus is on embedded learning through real-world projects and activities. The program is open to all students for registration, but is voluntary and serves a target number of students. Therefore, there may be a waiting list. The purpose is to provide activities that improve academic achievement, offer enrichment designed to reinforce and complement the regular school curriculum, and provide opportunities for families to be actively engaged in their child's education. The centers expose lower income or lower performing students to opportunities and activities that would not normally be afforded to them. For students who have not been successful in the regular school day, more of the same is not likely to produce success. 21<sup>st</sup> Century Community Learning Center activities are often multi-disciplinary and designed to help students enjoy sessions where they simultaneously learn and master skills that have been giving them difficulty, and translate this into improvement in the regular school day. Walton County School District operates eleven 21<sup>st</sup> Century Community Learning Center sites, grades K-12. Measurable goals and objectives are set and include improvement in test and classroom grades, improvement in behavior, improvement in class participation, and family satisfaction with the program. Participating students will receive a healthy snack and transportation home each day.

**Program Operation Hours and Schedule:** The 21<sup>st</sup> CCLC program operates for 3 hours upon school dismissal. The program follows the regular school day calendar in terms of school holidays, early release days, and inclement weather days.

**Academic Achievement and Measure of Progress:** 21<sup>st</sup> CCLC is structured to provide homework help, tutoring, test taking preparation, academic and enrichment opportunities that support GSE standards. Student progress is assessed by means of grades, behavior, attendance, and test scores. Program staff should regularly communicate with the Site Coordinator, who serves as a liaison to day teachers and counselors to help ensure student achieve and appropriate programming opportunities. Staff is expected to take part in required surveys, attend staff meetings, occasionally serve on youth development committees, and attend annual stakeholder meetings. Instructional Staff are expected to develop lesson plans at the appropriate instructional level of the class that correlate to current State Standards GPS in Math and Language Arts and that help to develop student's cognitive ability and respect for learning. Lesson plans should state the outcome expected and outline the lesson components to be implemented for reaching that outcome. Lesson plans should be turned in to the Site Coordinator.

**Enrichment:** Academic Enrichment is different than Academic Instruction. Instructional Staff should include project based learning, activities that the students enjoy, and other enrichment (such as technology, the arts, life skills, etc.) 21st Century is intended to connect with day school teachers to help the students. Homework help and tutoring can be a part of the schedule. However, it should not be “school again” for the 3 hours of the program. One of the main goals is to help students be more involved in school and afford them opportunities that they may not normally receive.

**Staff to Student:** Staff to student ratio for 21<sup>st</sup> CCLC is 1:10 teaching, 1:15 recreation, 1:5 tutoring. On days where ratios are not balanced (example due to students being checked out early), staff member may be asked to leave early for the day. Students are NOT to be left alone at any time. Only instructional staff should accompany students to the restroom. Student tutors or volunteers are not to accompany 21<sup>st</sup> CCLC students to the restroom.

**Student Attendance Plan:** A Retention and Attendance Plan ensures that students are regularly attending the 21<sup>st</sup> CCLC program. Attendance is to be taken and reported to the Site Coordinator daily. Should a staff member learn of any reason(s) that a student may be considering leaving the program, report the information to the Site Coordinator. It is vital that attendance is monitored daily and requirements strictly enforced to ensure regular attendance. Due to limited spaces, students who enroll but do not attend regularly will be removed from the program to open up a spot from the waiting list (if applicable). Seats that become available will be filled from the students on the waiting list or new students recruited for available spots. New availability is announced to daytime staff and parents. No child is denied attendance based on race, color, religion, national origin, age, or disability. Home school and private school students who live in attendance area are allowed attendance based on program criteria and priority.

**Check-in Procedure:** Each child will be checked in by the appropriate personnel. If a child is absent from 21<sup>st</sup> CCLC, cross check with the regular day absentee list. If the child is not on the absentee list, check to see if there is a written note from the parent. If there is no written note, inform the Site Coordinator.

**Pick-Up & Drop-off:** Each parent/or approved person will need to enter the facility through the main entrance and sign in at the front desk – without exception. The person at the desk will call for the child. Each parent or approved person will sign their child out with the person at the front desk. If someone other than a parent is picking up a child, that person will be asked for a photo ID. If a child is not picked up by dismissal and the school has not received a phone call to notify that the parent will be late, 21<sup>st</sup> CCLC will attempt to contact the parents. If the parents cannot be reached, the emergency contacts will be tried. If no one can be reached and 21<sup>st</sup> CCLC still has not been notified of late pick-up, the WCSD Department of Social Services will be called for further instructions.

**Transportation - Dismissal/Bus Procedures and Bus Behavior:** Ensuring the safety of all afterschool students is a priority of the 21<sup>st</sup> CCLC Program. Students are expected to behave on the bus and there is a zero tolerance policy regarding behavior. Students may be suspended from the school bus for a determined period of days or permanently. If suspended, the parent must arrange pick-up to arrive 10 minutes prior to program dismissal. Additionally, suspension from the 21st Century LEAP bus may also result in suspension from all Walton County School buses; meaning a student may not be allowed to ride the bus to school in the morning or home in the afternoon via the regular bus route if suspended for behavior on the 21<sup>st</sup> CCLC LEAP bus. Bus behavior infractions and bus suspension are reported to school administration who will then enter the information into the district's student

data record (REF system). Program Site Coordinators are responsible for submitting transportation lists one week before transportation can be provided. Students may not ride the bus until the bus is routed, which can take up to a week. Buses will only drop a student off at the home address or bus stop that is recorded in Infinite Campus. Requests to ride a different bus or be dropped off at a different location other than the recorded address will not be accepted. Students who stop riding the bus regularly will be dropped from the bus list and other transportation arrangements will be the responsibility of the parent. WUSD transportation policies are followed by the 21st Century Community Learning Center program. Bus issues follow same protocol as day school. Only the Superintendent, Project Director, or Transportation Director can approve cancellation or changes of transportation. WUSD buses may be used for the transportation of students and district personnel to and from school related activities. Buses shall not travel on private roads or driveways. Buses are approved to transport students in afterschool programs and activities. All students participating in activity trips or other school-sponsored excursions must be transported in Walton County Public Schools school buses, or, if approved by the Superintendent or his/her designee, other appropriate modes of transportation, such as common public carriers or chartered buses. The district will provide homeless students, students with disabilities, and students with limited English proficiency services that are comparable to services offered to other students in the school, including transportation services. All vehicles used and drivers employed for transportation purposes shall conform to the specifications, standards, requirements, and qualifications established by the State Board of Education and regulations of the Walton County Board of Education. Students shall receive instruction annually in safe riding procedures. Bus drivers shall read bus safety rules monthly to reinforce the safety of students being transported. In situations where school buses or charter buses are not provided, the parent/guardian shall be responsible for providing transportation.

**Recreation/Playground/Outdoor Activity:** Physical activity is a part of 21<sup>st</sup> CCLC program. Regular recess can be part of the schedule but structured learning activities should also be a part of outdoor and playground time. Staff will be trained on playground supervision and emergencies. See site specific guidelines (i.e., allowable access, regular school activities taking place outdoors, etc.). Staff are to be familiar with Board policy regarding recess. Participation in physical activities without a lesson plan or other documentation supporting instructional physical activity in the program is considered voluntary and workers comp will be denied. Incidents should be reported to me immediately.

### **Recruitment, Enrollment and Retention**

The Site Coordinator promotes the 21st Century Community Learning Center program during the school's Open House Night as well as other school functions. Recruitment begins by sending invitations and applications home with targeted students. As applications are received, the 21st Century Community Learning Center Site Coordinator reviews student's records and works with the regular day to identify students for the afterschool program. Parents/Guardians are contacted via letters, emails, or phone calls regarding acceptance to the program and further details. Students may be placed on a waiting list. Site Coordinators also consult the school administration, day teachers, counselors, and special education teachers/directors to identify at risk, special education students and students receiving IEP or EIP services. Site Coordinators and day staff collaborate in order to provide appropriate accommodations for IEP and EIP students who participate in the program. 21<sup>st</sup> Century activities are offered and opened to private school students. To ensure that meaningful consultation with private school officials takes place, invitations to participate and consult with the 21<sup>st</sup> Century Project Director and staff take place prior to the program start and ongoing several times per year via receipt delivery. Each meeting is documented and has an agenda and sign-in. Private school officials submit an "Intent to Participate" form. Consultation is ongoing. No child is denied attendance based on race, color, religion, national origin, age, or disability. Regular and open communication

between the Site Coordinator and parents/guardians takes place to help ensure retention and in order to optimize services for the students and families. The 21st Century Community Learning Center program will keep the program website updated the keep the community updated about the program. All materials can be made available in other languages when necessary.

**ELL.** Walton County School District collaborates with Walton County Chamber of Commerce, Piedmont Migrant Agency, DFACS, Walton County Family Connections, and social workers to monitor mobility, identification, and needs of the ELL population. As these students enter the school system the Home Language Survey is completed by the school to determine the language of students. All ELs are assessed annually on the state-adopted English proficiency measure with their continued eligibility for language assistance determined through a Language Assessment Conference (LAC). 21<sup>st</sup> Century hosts ongoing activities for all parents, including parents of EL students. Every effort is made to inform the parents of EL's of ways they can assist their students academically. 21<sup>st</sup> Century follows the district's Translation and Interpretation Services Plan which guides staff in supporting parent in need of these services. Upon registration, the district asks parents to indicate their preferred language for receiving school information. To the extent practicable, communications are provided in the parent's preferred language. Resources available to translations and interpretation include Language Line, a phone based interpretation service with over 180 language options, a district-maintained list of approved interpreters (including sign language), and a contract with Carmazzi Global Solutions for professional translation of certain documents.

### **Parent and Family Engagement**

21<sup>st</sup> Century Community Learning Centers have on-going communication to parents. A minimum of 5 parent literacy-related events shall be held each year. Parent involvement is defined as the participation of parents in regular, 2-way, meaningful communication involving learning. Site Coordinators engage in ongoing 2-way communication with parents about their child's experiences, successes, and challenges within the program. Parent events are designed to help parents who need literacy services themselves and also to help parents participate in their child's learning. Additionally, parents are always encouraged to drop-in or volunteer during the program. The goal is to ensure that parents and families receive extraordinary services and experiences that will lead to improved academic achievement.

### **Civil Rights**

The Walton County Board of Education and 21st Century Community Learning Center does not discriminate on the basis of race, color, religion, national origin, age, disability, or in its employment practices, student programs and dealings with the public. It is the policy of the Walton County Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), IDEA and all accompanying regulations. The Walton County Board of Education will not tolerate discrimination or harassment on the basis of race, color, religion, national origin, age, disability or by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

**Partners and Advisory Council:** 21<sup>st</sup> CCLC is partnered with co-applicant Communities in Schools. Staff must become familiar with the organization and its goals. 21<sup>st</sup> CCLC and CIS work hand-in-hand. Other numerous community partners such as FISH and The Partnership for Families, Children, and Youth can provide resources to assist staff in serving students. Contact you Site Coordinator. The Partnership will list the 21<sup>st</sup> CCLC centers as a resource in

all their publications and on their website, and a monthly update will be given at the Partnership meetings where members are made aware of the program and asked to encourage families to participate. Newspaper articles will keep the community informed about activities and successes. A formative evaluation will be presented in January to the site coordinators and a summative evaluation developed by the outside evaluator will be presented to the Advisory Council within a month of the end of the fourth quarter. The Advisory Council will make recommendations and the final report will be released to the stakeholders; school personnel, 21<sup>st</sup> CCLC staff, parents and partners. Copies of reports will be made available to the public at each school office. The Project Director is responsible for ensuring information is disseminated. The Parent Involvement Coordinator will have materials translated for families where a language barrier exists. All attempts will be made to communicate with families in students' primary language

**Needs Assessment:** The Site Coordinator and the External Evaluator will conduct a needs assessment to help determine the best programming possible for students. All staff are expected to participate in this assessment. Formal and informal methods will be used to gather systematic feedback from all participants to guide staff development and training needs. **All staff** must attend an **initial 21<sup>st</sup> CCLC orientation** covering the following items:

1. 21<sup>st</sup> CCLC goals and objectives;
2. responsibilities and guidelines for 21<sup>ST</sup> CCLC staff;
3. techniques for behavior management;
4. techniques for effective instruction; and
5. 21<sup>st</sup> CCLC Policy and Procedures.

A staff needs assessment will be conducted. A plan will be developed around this assessment and on file with the regional consultant. Monthly staff meetings will be held. One of the purposes of meetings is to survey staff for development needs, evaluate needs, and organize needed professional development.

Training for staff, partners, and parents will be organized by the Project Director and Site Coordinators. Project personnel will be encouraged to participate in school district professional development opportunities that are relevant to their needs. The district's Staff Development Coordinator will work closely with the Project Director to meet the needs of the staff. Project Director and/or Site Coordinators will attend at least **state and regional 21<sup>st</sup> CCLC meetings**. The training and professional development will be developed around the needs and regulations.

**Documentation:** As a staff member with 21<sup>st</sup> CCLC, you are required to assist the Site Coordinator with compliance items they must collect for grant compliance. These items may include things such as formal and informal communication with day staff, parent contacts, parent involvement activities, student attendance, and student behavior. Work closely with your Site Coordinator who serves as the administrator on duty during the program.

**Hiring Policies and Procedures:** Staff must be at least 18 years old. Education & experience requirements are listed in job postings on WCSD website. Written Job Descriptions will be given to all hired staff. Site Coordinators serve as Administrator on Duty during program hours & Site Coordinators are responsible for interviewing & hiring site staff. Site Coordinators may also recruit prospective applicants per program needs. Applications are reviewed by and filtered through 21<sup>ST</sup> CCLC management. All applicants, including current certified teachers, are required to fill out application & submit necessary paperwork for hiring. **All applicants must pass a national background check before being hired** and also annually each year if returning. **Internal (current Walton County School District) applicants** complete an internal hire packet which includes application, 21<sup>st</sup>CCLC policy documents, and the annual

background check form.

**Background Checks:** All applicants, contractors, bus drivers, and volunteers have a **NATIONAL BACKGROUND CHECK on an annual basis** and receive HR training before working with students. Only eligible applicants with **clear checks** or passed BOE approval are employed. **21<sup>st</sup> Century Criminal Background Checks:** All personnel and volunteers will have a national criminal background check every 365 days. In the event the criminal record check reflects the employee or volunteer has been charged with, pleaded to or been convicted of an offense other than a minor traffic violation: item will be reviewed by HR Officer. During the appointment, the finding will be reviewed with the applicant. Applicant will be given the opportunity to explain/write an explanation regarding the finding. The applicant is provided sufficient time to secure and/or present documentation related to arrest and/or court decision, and to contact the arresting agency should there be errors in the report. The Superintendent shall bring the matter to the Board of Education at its next meeting or sooner, if warranted, for a decision on hiring or continued employment. Applicant will be notified with results, along with any information shared which may have resulted in a negative decision. If desired, the applicant will have the opportunity to challenge the record with further documentation. Offenses which are reportable and have not been previously cleared by the Professional Standards Commission will be reported for employees holding a Georgia certificate. The employee will be required to provide documentation of all offenses previously cleared by the Professional Standards Commission.

**Terms of Employment:** Staffing for each school site is done on a year-by-year basis. Employment is considered temporary / intermittent. Employment is not a part of your regular day job if already employed by the school system. ALL persons working within the program understand that employment is not guaranteed each year. The positions are funded with money the district receives from the 21stCCLC Community Learning Center grant and flows from the U.S. Department of Education to the GA Department of Education. Employment within WCSD 21stCCLC afterschool program is subject to the following:

1. Available 21stCCLC grant funding;
2. Available 21stCCLC afterschool staffing vacancies;
3. Student enrollment within the 21stCCLC program; and
4. Satisfactory job performance from previous employment within the 21stCCLC program
5. Variations in program design and schedule

**Staff Attendance:** Staff is expected to attend each day, unless he/she has an excused absence.

- Personal illness
- Serious illness or death in immediate family
- Conditions making attendance impossible or hazardous

You are expected to arrive on time for your shift. Do not clock in more than 7 minutes before/after your scheduled work time. Immediately after clocking in, you are expected to be with your class or assigned location. If you have a miss-punch on the time clock, report it to your Site Coordinator. Failure to do so or excessive missed punches are not acceptable. Understandably, situations arise that are out of our control. However, everyone must show courtesy and professionalism for fellow staff members and the 21stCCLC program. The following procedures are to be followed regarding employee absence or tardiness: If you need to be out for any reason, even in an emergency situation, you are expected to contact your Site Coordinator directly. Do not contact another staff member (day or after school staff

member). If you use email or text messaging, you are still responsible for your shift until you receive a confirmation from your Site Coordinator. Outside of an emergency, a minimum of 1 hour notice is expected for tardiness. A minimum of 2 day written (email) notice is expected for absences. Employees are expected to demonstrate respect for the program and may not cancel their own class or contact students/parents to cancel their class.

**Professional Development:** Staff is expected to attend employee meetings and required Professional Development. Employee Attendance Policy also pertains to staff meetings and Professional Development as they are also considered part of job duties. Professional Development is established each year based on survey of staff needs. Needs may also be determined by program management. Staff are expected to attend professional development related to successful after school and summer programming. A professional development schedule is created and communicated to staff. The schedule can also be obtained from the Site Coordinator or Project Director's office. **A 2017-2018 Schedule is also included with this Handbook (see Appendix A)**. Numerous professional development resources can also be found through videos and webinars. The Project Director and Site Coordinator will communicate opportunities throughout the year; staff are also encouraged to seek out similar resources. Professional Development also includes mandatory annual Child Abuse and Neglect, Bullying, Sexual Harassment, Blood-borne Pathogens and professional practices.

**Professionalism and Code of Ethics:** Professionalism is expected at all times. Staff members are to dress in a professional manner; one that is reasonable and not distracting to other staff or the students. Clothing should fit appropriately. No tops with spaghetti straps, exposed midriff, exposed back, etc. No yoga pants, see-through garments, or flip-flops. Shorts and skirts should be longer than the length of the end of the middle finger when arms are extended by the side, no body piercing other than earlobes, no jewelry or ornamental articles that pose a potential safety hazard. Athletic type shoes should be worn during PE and/or sports related activities. Each supervisor, in his or her discretion, may periodically designate particular days on which the dress code may be modified. See *Board Policy GBRL/GDRJ* and site specific guidelines on professional dress. Participating in activities that create an unwanted and/or unhealthy atmosphere for other staff and 21<sup>st</sup> CCLC students is prohibited. It is the responsibility of the staff member to report concerns to the supervisor without openly sharing or "gossiping" with fellow staff members. Matters of pay rates and titles are a private matter and should only be discussed with the supervisor, not fellow employees. The use of cell phones is prohibited unless there is an emergency that needs immediate attention. Staff is to give ample notice in regard to absences. Calling in excessively or without adequate notice creates a hardship on other staff members, takes away from the quality of instruction for our students, and is unacceptable. It is expected that best efforts are practiced at all times within the program so that students receive a top quality experience.

Additionally:

1. 21<sup>st</sup> CCLC staff members and volunteers may not "friend" or connect with students or parents of the 21<sup>st</sup> CCLC After-School Program on any social media outlet.
2. 21<sup>st</sup> CCLC staff are never to share their WCSD log-in or password information with other staff, students, or family members.
3. Children of employees are not to be on premises during the program for any reason.
4. Cell phones are prohibited during work hours unless there is an emergency requiring immediate attention.
5. Employees are not to call parents unless the Site Coordinator has directed that staff member to make contact.



6. Volunteers may not work with students until the WCSD volunteer training has taken place and the volunteer has been cleared to assist in the program.
7. Students are never to be left unsupervised in the classrooms, hallways, or any (internal / external) areas of the school premises. An employee is required to escort students to another area of the building.
8. Staff members are prohibited from clocking in prior to the scheduled shift without approval from the Project Director.
9. Employees are required to follow their assigned schedule. Frequent absences or failure to give ample notice are unacceptable and can be grounds for termination from program employment.
10. Employees and volunteers must be familiar with and strictly adhere to the policies described in the 21<sup>st</sup> CCLC Staff Handbook, WCSD policies and code of conduct.
11. Staff attire is to conform to the school day staff and student dress code. Staff members are expected to be a role model for the students and are not to model anything that contradicts the student dress code at their school.
12. All staff members are expected to behave in a professional manner with students, parents, peers, and other school staff at all times.
13. Occasionally, employees may be sent home early during a shift due to low attendance or changes in staff to student ratios during program hours.
14. Working within the program is considered intermittent and temporary; is subject to available grant funds, job vacancies, changes in program schedules, changes in program design, student registration, satisfactory job performance, or other related reasons – all of which can fluctuate throughout the year.
15. Staff are expected to leave their work areas and classrooms in excellent order and cleanliness – respectful to the day staff and administration. If anything is damaged by students or another staff member, it is expected that the Site Coordinator be informed before the end of shift.
16. Staffing is done on an annual basis, staff are not guaranteed employment each year. Pay rates are subject to change from year to year.
17. Employment with 21<sup>st</sup> CCLC is **\*at-will employment\*** and is not a part of your regular day school employment. (An “at-will employee” can be dismissed by an employer for any reason without having to establish just cause for termination and without warning.)

**Defiance of instruction or failure to comply with professionalism procedures can result in disciplinary action, including termination.** Site Coordinators are tasked with training new staff members and assuring that the site specific expectations are communicated and followed. If a staff member does not follow the expectations which have been communicated, the site coordinator may handle issues in a progressively formal manner or terminate the employee. Each time an issue is handled, the site coordinator is expected to document the steps taken to improve the staff member’s behavior.

**Staff Infractions:** The following process guides general employee infraction behaviors. However, **ANY offense is subject to** immediate dismissal at discretion of the Site Coordinator, Principal, or Program Director.

1. First offense-verbal warning
2. Second offense- verbal warning with documentation to be kept on file for the remainder of the school year. At this point, contact should be made with the Program Director or Program Coordinator regarding the issue. Subject to dismissal from employment.

3. Third offense-written reprimand with documentation to remain on file in permanent personnel record. Dismissal from program.

The Program Director is available to sit in on any of these meetings with the site coordinator and the staff member. Please note: Offenses may result in a formal investigation by Walton County Schools Human Resources Department.

**Evaluation of Employee Performance:** Staff will be evaluated through formal and informal means. Staff should be prepared for **unannounced walk-throughs** by the Site Coordinator, Project Director, Grant Coordinator, Data Specialist, External Evaluator, and various 21<sup>st</sup> Century State Representatives. Formal **Classroom Teacher Observations** followed by written summaries will be conducted by the Site Coordinator at minimum twice per year. Over-all performance will be also evaluated formally for ALL staff twice per year by means of **Mid and End Year Evaluations**. These evaluations will be conducted by the staff member's direct supervisor (Site Coordinator, or Project Director). Adverse performance observed as described in this manual could result in disciplinary or other action – including probation, written professional development plan, or termination.

**Time and Effort:** The term “cost objective” is defined in 2 C.F.R. §200.28 and means, for 21<sup>st</sup> CCLC purposes, a single program function or award. The 21<sup>st</sup> CCLC program is considered a cost objective. 2 C.F.R. §200.430(i) provides guidance regarding standards for documentation of personnel expenses. The requirement for maintaining time distribution records are in addition to those for payroll documentation. If an employee works solely on a 21<sup>st</sup> CCLC program (which is a single cost objective), then a semi-annual certification needs to be completed to document the employee's work on the 21<sup>st</sup> CCLC program. A semi-annual certification certifies that the employee has worked 100 percent of his/her time on the 21<sup>st</sup> CCLC program and specifies the time period worked. These certifications need to be prepared at least semi-annually, (i.e., cover a six-month period) and need to be signed after the identified time period has ended by the employee or by the employee's supervisor who has firsthand knowledge of the work performed by the employee.

**Conflict of Interest:** See *Board Policy GAG*. Unless otherwise specifically approved by the Board of Education, employees of WCSD 21<sup>st</sup> CCLC shall not accept any gift from any vendor, booster club, parent organization or group, student, or parent of a student. In addition, employees shall not accept payment from booster clubs, parent organizations or groups, students, or parents of students for moving or other relocation expenses without the express prior approval of the Board of Education. Employees may not charge 21<sup>st</sup> CCLC participants for tutoring. Finally, employees shall not conduct clinics, camps, or perform other activities for payment from students or their families without the express prior approval of the board of education. Unless a clinic, camp, or similar activity is officially sponsored by the school district and approved by the Board of Education, employees who have prior approval of the board to conduct clinics, camps, etc., and wish to use school district property must lease such property from the Board of Education. Employees shall not solicit sales from students or their parents or advertise or endorse products or services aimed at students or their parents.

**Procurement:** Title to all school property is held by the Walton County School District. Operations related to the normal acquisition of materials and services shall reside in the Department of Budget & Finance unless further delegated. When spending School District funds - including Pupil Activity Funds and Grant Funds - employees who have been delegated the responsibility for the purchase of goods and services shall utilize the highest standards for proper and ethical purchasing procedures. The same standards which apply to outright purchases

shall be utilized in accepting donated goods or services in order to protect the integrity of the process. Competitive purchasing shall be used whenever possible, and prospective vendors shall be given equal consideration to compete for the provision of goods and services to the Walton County School District. The right of any vendor to compete shall not be unreasonably withheld. Guidelines of the National Institute of Governmental Purchasing (NIGP), the Institute for Supply Management (ISM) or similar national organizations shall be followed, and a detailed internal written procedure covering day-to-day methods is kept current and maintained in WCSD Policy & Procedures and 21<sup>st</sup> CCLC Operations Manual.

**Process for Inventory Tracking and Periodic Monitoring:** All purchases will be coordinated with the district office and campus principals to reduce redundancy and inefficiencies, and to increase validity of purchases. All shipments will be delivered to the BOE and processed by the Grants Administrative Coordinator, along with School Media Specialist, and Walton County Technology Department using the following procedures: •Shipping tickets will be removed and packages will be opened for sign-off of content; •The Grants Administrative Coordinator will maintain shipping tickets; •Each item will be barcoded with information required by federal program purchase procedures. Equipment is checked into the district's inventory system - InTrack. A Site Coordinator's signature on the final inventory printout at the end of the year will be a part of the ending process. Site Coordinator's will be held accountable for inventory that has been lost, stolen, or removed from the classroom in exactly the same manner as teachers are held accountable for textbooks checked out to their classroom. The Grants Administrative Coordinator will send copies of the inventory printouts so that the District Inventory Coordinator may maintain them. These inventory printouts will be used for auditing purposes and for district planning. Items that have apparently been stolen from a classroom should be documented and reported to the campus principal immediately. Failure to report lost or stolen items may result in the inability of property to be reclaimed. Classrooms that experience theft will need to have classroom and facilities management procedures analyzed and an improvement plan created and implemented. **Program staff who fail to report lost or stolen items may be held accountable for loss of inventory.** An entry must be made whenever property is disposed of or acquired.

**Acceptable Usage - Internet Guidelines for Use:** See *Board Policy IFBD(2), IFDB-R, IFBGA, IFBGA-R*. The Walton County School District takes no responsibility for any information or materials that are transferred through the Internet. Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using his or her Walton County School District Internet account, he or she shall refrain from downloading this material and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence. The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Anyone using the Internet connection for non-educational purposes shall immediately log off should any significant system slow-down occur. Failure to abide by these regulations shall result in suspension of their Internet account, pending administrative review. The Walton County Public School System makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Walton County Public School System shall not be liable for any loss or corruption of data resulting while using the Internet connection. The Walton County Public School System reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network. Staff are strictly prohibited from sharing their log-in credentials with other staff or

students. Such action could result in formal discipline of the employee, including possible termination. Employees are never to leave their passwords visible to others. Employees should log off of their computer when away from their work station. The Walton County Public School System administration reserves the right to change these rules at any time without notice. The Walton County Public School System strongly condemns the illegal distribution of software, otherwise known as pirating. Any students or employees caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment. Finally, all users should keep in mind that when they use the Internet they are entering a global community and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner. Preapproved sites are the only sites the students are allowed to use during tutoring.

**Cell Phones:** Cell phones and pagers are to be turned off or placed in the vibrate mode during the afterschool program. All staff members are expected to refrain from personal cell phone use during the instructional time and recreation time - whenever students are under their supervision. Staff members will not be called to the telephone except in cases of emergency. In cases less urgent, the office staff will be happy to relay a message. Please keep all calls as brief as possible.

**Emergency:** A minimum of six emergency drills (fire, weather, lock-down) are conducted during the school year during 21<sup>st</sup> Century after school hours. Drills are taken seriously; all staff and students must participate. Each teacher is to have an emergency envelope near the doorway of his/her room. Keep a copy of the School Safety Plan, a current class roll, class schedule. This folder should also include a copy of the emergency communication information (who contacts whom if there is no intercom available) and a copy of the chain of command specific to various emergencies. Update this information regularly and take the envelope with you anytime you leave your classroom with your class. Each classroom must have a copy of the Walton County Safety codes flip chart. Review these safety codes and place the flip chart with your emergency folder. Each classroom must have a fire drill evacuation route map posted near the classroom door and one in the emergency envelope. A fire or emergency drill will be held twice a semester. Teachers are required to teach evacuation procedures on the first day of school. When the fire alarm sounds, take your emergency folder and your safety codes flip chart with you. The all clear signal to return to the building will be announced via the intercom system. Every classroom also must have a copy of the Safe Areas for Severe Weather locations posted near the door and in the emergency envelope. This is the location used in case of a severe weather announcement. Be sure students follow proper procedures. If a fire alarm occurs during your non-instructional time, you are expected to proceed to the location of your students.

**During a FIRE DRILL, a teacher should:**

- Carry class roll
- Maintain orderly line (Appoint dependable student to lead line to the designated area)
- Check the room, close the classroom door
- Call the roll when you have cleared the building
- Report missing children immediately
- Wait for "all clear" signal before returning to the building

- Keep students calm

The signal to re-enter the building will be an announcement from the office. Fire drills must be taken seriously. Be sure students follow proper procedures. If a fire alarm occurs during your non-instructional time, you are expected to proceed to the location of your students.

**Emergency/Severe Weather Conditions:** In order to follow correct procedures for responding to severe weather conditions, it is important to understand exactly what is meant by the following storm warnings:

- Severe Thunderstorm Watch - severe thunderstorm may develop.
- Severe Thunderstorm Warning - a severe thunderstorm has developed and will probably affect areas stated in the weather bulletin.
- Tornado Watch - tornado may develop. The following actions are recommended as general guidelines for dealing with the various severe weather warnings:
- Severe Thunderstorm Warning - ensure that all students are in the building.
- Tornado Watch - review tornado plans and notify teachers of impending weather.
- Tornado Warning - in the event of a tornado warning, verbal instructions will be given over the PA system.

**During a SEVERE WEATHER DRILL, a teacher should:**

- Carry Agenda book (class roll)
- Carry something to read aloud (may be there for extended period)
- Maintain a quiet, quick moving line
- Direct students to kneel on the floor facing the wall with their hands over their heads
- If outside and can not get to the designated area, have students lie down in the lowest surrounding area, cover head with arms, book, jacket, coat, etc.
- If there is no time to move to the designated area, students and staff should assume the "protective position" under desks and furniture
- Be calm at all times.

**Field Trips and Field Trip Emergencies** - Pre-approval is required for field trip expenses. The Site Coordinator shall work with the Project Director on the approval process. Permission Slips with parent contact numbers are to be collected. Prior to leaving campus for a field trip, cell phone numbers are to be shared between the field trip staff/chaperones, the Site Coordinator, an administrator and the Project Director. Staff shall follow the procedures below if ANY field trip emergency arises.

1. Call the Police or an Ambulance;
2. Call the School or if it is after school hours, contact an administrator and Project Director immediately;
3. Call parent(s) - Refer to permission slip for contact numbers;
4. Stay with the child at all times. One teacher should be designated to accompany the student to a hospital if necessary;
5. The teacher should stay until a parent arrives
6. If returning to school with the student, a teacher should escort the student to the parent with a brief and factual explanation of the occurrence.
7. Any hostile parents should be directed to an administrator or Project Director.
8. Documentation of the incident should be made with the school administrator

21<sup>st</sup> Century staff are also trained on other possible emergency situations: playground supervision, CPR/AED, first aid,

Epi-pen, seizures. Report concerns about a child's safety immediately to the Site Coordinator. ***Become familiar with Board Policy E regarding WCBOE emergency procedures***

**Staff Observations, Evaluations and Actions:** All classroom instructors shall be observed and evaluated through with the 21<sup>st</sup> CCLC observation or evaluation form and procedures contained on the form, a locally developed instrument. Administrative and service area personnel will be evaluated using the appropriate procedures and instruments developed by the Walton County School District Human Resources by their direct supervisor. There is a minimum of mid-year and end-year observations and evaluations of staff. If instructors are not performing satisfactorily the Site Coordinator meets with the instructor outlining what needs to be improved and how to make those improvements. The instructor is reevaluated within 20 days.

**Confidentiality:** Staff will not disclose, publish or disseminate any information in any form (electronic, printed, verbal, written, etc.) that is obtained under the provisions of the Family Educational Rights and Privacy Act (FERPA) and Georgia State Statutes or developed for WCSD related to the personal information of the participants at the Community Learning Center without the prior written authorization of the 21<sup>st</sup> Century Community Learning Center Project Director. Staff will not use, publish or disseminate any information, pictures or work product available for personal use, nor will provide it to a third party for their use. Staff further agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication or dissemination of any materials as stated above. In addition, failure to comply with this policy shall result in suspension or termination from employment and/or access to any and all 21<sup>st</sup> Century Community Learning Center activities in the future. All staff sign a confidentiality agreement upon hiring.

**Civil Rights Policy:** See *Board Policy GAAA/JAA*. The Walton County Board of Education does not discriminate on the basis of race, color, religion, national origin, age, disability, or in its employment practices, student programs and dealings with the public. It is the policy of the Walton County Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), IDEA and all accompanying regulations. The Walton County Board of Education will not tolerate discrimination or harassment on the basis or race, color, religion, national origin, age, disability or by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

**Drug Free Workplace:** See *Board Policy GAMA*. This policy will be provided to all employees every year through trainings led by Human Resources. It is the responsibility of the Site Coordinators to make sure that all their staff members are provided the opportunity to receive this training every year.

**Smoking and Use of Tobacco Products:** See *Board Policy GAMAB/JCDAA*. This policy will be provided to all employees every year through trainings led by Human Resources. It is the responsibility of the Site Coordinators to make sure that all their staff members are provided the opportunity to receive this training every year.

**Reporting Child Abuse, Neglect, or Dependency:** See *Board Policy JGI*. All employees are trained on reporting child abuse, neglect, and sexual harassment. As Mandated Reporters, staff required to report known or suspected cases of child abuse, neglect, or dependency and, to the extent possible all acts alleged to have been committed by

any adult against a child that would constitute abuse, neglect or dependency if they were perpetrated by a child's parent, guardian, custodian or caretaker. The report should be made immediately at the time the employee becomes aware of or suspects that a child has been abused or neglected or is a dependent child. The employee must make the report to the school counselor or to an administrator. If the school counselor and administrators are not in the building, the report should be made to the 21<sup>st</sup> CCLC Site Coordinator or to employee in charge of afterschool. After the report is made verbally, the employee should follow up the verbal report in writing. The Site Coordinator should also report the information to the principal. Information regarding suspected cases of abuse, neglect, or dependency is confidential; therefore, employees must use discretion in discussing suspected cases with other employees. Such information should be discussed with other employees only when necessary to promote the best interests of the student. The employee must not discuss the information with non-21<sup>st</sup> CCLC personnel except as required by law or authorized by the employee's immediate supervisor. The new child abuse referral form is on the Counselor's Drive. DFCS is required to obtain more information from mandated reporters. General questions are contained on the Child Abuse Referral Form. It is imperative that you obtain as much information as possible in regard to the Six Family Functioning Questions. You are not investigating - you are gathering enough information for DFCS to make a response determination. The questions regarding the day to day functioning of the child may be one that the school would have a lot of information. From the educational standpoint, we may include whether the child can communicate verbally with others, whether attendance regular, etc. Please make sure all cases are reported immediately and no child leaves the school until cleared to leave by Site Coordinator, Counselor, Administrator or School Social Worker.

**Sexual Harassment:** See *Board Policy GAEB/JCAC*. It is the policy of Walton County Public Schools to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. This policy applies to all members of the school system, including employees and students, who are encouraged to promptly report complaints about sexual harassment. It should also be clear that Walton County Schools will not tolerate sexual harassment of its students or employees by non-school personnel in programs sponsored or supported by the system. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action which may include for employees, but is not limited to, written warning, demotion, transfer, suspension or dismissal, and for students' appropriate forms of discipline as found in the Code of Conduct. Complaints against non-school personnel shall be forwarded to the appropriate law enforcement agencies. This policy will be provided to all employees every year through trainings led by Human Resources. It is the responsibility of the Site Coordinators to make sure that all their staff members are provided the opportunity to receive this training every year.

**Each 21<sup>st</sup> Century Site Coordinator has a copy of the Social Worker Assignments for our schools. As a Mandated Reporter, report any suspicion of child abuse, neglect or sexual abuse immediately to your Site Coordinator.**

**Student Behavior:** WCSO 21<sup>st</sup> Century Community Learning Centers generally follow Policies and Procedures as described per the WCSO **Student Code of Conduct**. 21<sup>st</sup> CCLC (LEAP) is a voluntary program intended to create a healthy, safe, and upbeat learning environment and allow for robust academic enrichment activities and enjoyment for enrolled students within smaller groups. Staff are formally trained in Positive Behavioral Interventions and

Supports (PBIS): PBIS standards encompass (1) clear expectations for students, (2) staff understanding of social and behavioral dynamics, and (3) a collaborative approach (student, staff and parent) to reward good behavior. 21<sup>st</sup> Century programs are designed to serve students primarily in smaller groups. Therefore, behavior that does not support or interferes with this environment is unacceptable. Violations of the Student Code of Conduct levels I, II, and III are subject to discipline which could include removal from the program for a determined period of time or permanently. Students are expected to participate fully in the program learning process; show respect for the knowledge and authority of site coordinators, teachers, and all program personnel; and show concern for and encouragement of educational achievements and efforts of others. Therefore, it is stressed that behavior problems that disrupt a positive learning environment are not tolerated. Behavior incidents are documented and kept in the student's 21<sup>st</sup> Century file. Parents will be notified by phone calls, emails, and/or by means of a letter. Discipline referrals may be utilized. School administrators will be notified. Re-entrance into the program is not guaranteed. Application of disciplinary measures will at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent applicable in any particular situation, will be afforded all students prior to imposition of punishment. Discipline records are a part of student's confidential record and are protected by FERPA guidelines.

**Bullying Policy:** See *Board Policy JCDA*. All students have a right to a safe and healthy school environment. All schools within the WCSD have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Student behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. WCSD Student Code of Conduct prohibits bullying, harassment, and intimidation and is printed in the student/parent handbook and made available to students, parents, and staff at the beginning of the school year.

**The term "bullying"** as used in this policy and in the Student Code of Conduct means:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - o Causes another person substantial physical or visible bodily harm;
  - o Has the effect of substantially interfering with a student's education;
  - o Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - o Has the effect of substantially disrupting the orderly operation of the school.
4. Retaliation by a student against another who made a bullying report is strictly prohibited. The retaliating student will be subject to a disciplinary hearing with possible Law Enforcement charges filed.

**The term "cyberbullying"** as used in this policy and in the Student Code of Conduct means: A student shall not transmit any electronic communication that has the effect of bullying another student or member of the faculty or staff, including but not limited to sending e-mail or text messages or making website postings (e.g., postings on Facebook, Twitter or YouTube). This prohibition applies to cyberbullying that occurs on campus and, if one of the



following conditions is met, to cyberbullying that occurs off campus: (1) the electronic communication causes, or reasonably threatens to cause, a material and substantial disruption to the safety of students, staff, and to the orderly operation of the school; or (2) while on school property or at a school-sponsored event, the student engages in conduct which is intended to promote or increase the circulation of the electronic communication within the school community. Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

**Consequences for Students** found to have engaged in an incident of bullying can be subject to any disciplinary action or combinations of disciplinary action listed in the Student Code of Conduct. Examples of consequences are listed by are not limited to the following: loss of privilege(s); exclusion from participation in extracurricular activities; reassignment of seats in a classroom, cafeteria or school bus; reassignment of classes; assignment to school-based training/counseling; detention; in-school suspension; out-of-school suspension; forfeit of parking pass; Administrative Probation; assignment through a due process hearing or by parental waiver to the 6-12 Alternative School under 'option to attend' after three documented incidents of bullying; and/or expulsion from Walton County Schools through a due process hearing. The school district is not required to provide transportation for a student assigned to the Alternative School under 'option to attend.'

**Reporting of Incidents:** Students, parents, and school district staff are expected to immediately report incidents of bullying to the Principal or designee using each school's reporting process. Bullying can also be reported anonymously by calling the Georgia Department of Education's School Safety Hotline at 1-877-SAY-STOP (1-877-729-7867). The reporting process is available in the school's administrative, counseling, and nurse's offices, in the media center, and on the school's website. The school level reporting process can also be posted in the cafeteria, gym locker rooms, and on information boards. Walton School District employees are expected to immediately intervene when they see a bullying incident occur.

- Administrative staff will promptly and appropriately investigate each complaint of bullying in a timely, thorough, and confidential manner. The time frame for conducting an investigation and the nature of the investigation will depend on the complexity of the facts, the circumstances, and the severity and extent of the bullying. The investigation can also focus on whether the bullying constituted discriminatory harassment on the basis of race, color, national origin, religion, sex, sexual orientation or disability status and can be addressed in accordance with policy JAA (Equal Educational Opportunity)
- At an appropriate time during or after the investigation, both parents of the victim and the student found to have bullied must be notified by the Principal or designee in a documented telephone conference or through written notice which may be sent electronically.
- The Principal or designee will assign discipline consequences according to the previously discussed consequences stated in this policy to the student found to have bullied.
- The Principal or designee will notify the disciplined student and victim of prohibited retaliation and consequences for retaliation previously stated in this policy.
- If the complainant student or the parent/guardian of the student believes that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal or designee, the student or the parent/guardian of the student should follow the school district's chain-of-command for grievances concerning discipline matters.

- Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.

**Nepotism:** See *Board Policy GBE*. When two employees live in the same household or are from the same immediate family, it is the policy of this board that no employee may be the direct supervisor of a member of his or her household or immediate family. For the purpose of this policy, immediate family shall include spouse, mother, father, brother, sister, children nieces, nephews, aunts, uncles, grandparents, grandchildren, or in-law equivalents of any of the foregoing relatives or any other relative living in the household. The Project Director will have the right to recommend a transfer for a 21<sup>st</sup> CCLC employee should concerns arise from the employees working in the same location.

**Program Evaluation** Reports are generated from various sources: Student, parent and staff surveys, interviews, site visits, annual stakeholder meeting/luncheon, Advisory Council meetings, Infinite Campus, Cayen. Utilizing these sources, hard and antidotal data - Evaluation Reports are generated summer, end, and mid –year. Outside Program Evaluators provide program evaluations to the Project Director. The Project Director reviews for accuracy and approves the report. The completed reports are forwarded on to grant staff, principals and stakeholders. A copy is available at all times in the Site Coordinators Office, at school open house and orientations or posted on the school websites. The financial report is produced by the Grant’s Finance Coordinator. The Project Director reviews the report with the Grant’s Finance Coordinator and approves the report. The Project Director and Superintendent sign the report when satisfied with the accuracy of the report.

**Sustainability Plan:** Through the efforts of the co-applicant, Communities In Schools of Walton County (CIS) and the Walton County School District (WCSD) data collection and evaluation efforts now more than ever have evidence that well thought out collaborative strategies are making a difference in the families of Walton County. Therefore, CIS has made a priority to fund raise to help maintain 21<sup>st</sup> CCLC programs in Walton County. See full WCSD 21<sup>st</sup> CCLC Sustainability Plan. Also, the Partnership for Families, Children and Youth is a quasi-governmental collaborative that has been convening and coordinating efforts designed to improve the well-being of the families of Walton County since 1994. The goal is to build partnerships among organizations that advance the quality of life for families and to communicate to the community the value and potential of the combined services of the partners. Through this effort the Partnership hopes to achieve a continuum of services that address gaps in services and redirect efforts in a focused and responsive manner. Sustainability is established through system changes in service integration and delivery, partnership development, and support from partners and the community at large. In the present economic environment the Partnership recognizes it will be hard to produce new funding so the collaborative members’ charge is to identify present resources and funds and to explore avenues of redirecting funds or modifying current job descriptions to better meet the needs of the community.

**Cash Management:** Presently, there are no fees or other income for 21<sup>st</sup> CCLC. The Walton County Board of Education requires that funds collected from students and from other sources for student activities shall be expended for the purpose of the project, including school related incidental expenses incurred by teachers and other school personnel. All purchases and/or contracts for or on behalf of students shall be made in accordance with the procedures set forth in this policy.

**Allowability Procedures:** Any purchases made with federal funds must follow the guidelines for allowable costs. WCSD follows guidelines as detailed in EDGAR, OMB Circulars, and applicable memos, letters, handbooks and/or other communication regarded allowable/unallowable purchases provided by the Georgia Department of Education. All costs must be necessary, reasonable, and allocable and must be adequately documented. To determine whether a cost is reasonable, the following questions should be answered: 1) Do we really need this? 2) Is this directly related to the program need? 3) Do we have the capacity to use it? 4) Is the price fair? The Program Director has the responsibility of determining allowability of purchases. Considerations when making allowability determinations include:

- Does the purchase align with prioritized need?
- Does the purchase align with the program purpose?
- Does the purchase meet the “supplement not supplant” requirements?
- Is the purchase necessary and reasonable?
- Can the purchase be adequately documented?

WCSD 21<sup>st</sup> Century funds will only be used to pay for authorized items and activities to meet the needs of participating students and families. Purchases must be openly negotiated and/or researched so as to provide the best quality, price, and service for the students, including contracts with organizations to provide services. All purchases must be approved by the Program Director prior to purchase, and be purchased through the purchase order process underneath the fiscal agent’s internal controls. Costs will conform with federal law and grant terms, and be incurred in accordance of the pre-approved budgets. Costs will be tracked The Project Director will contact the Fiscal Analyst or consult EDGAR if there is question about whether or not a purchase is allowable. WCSD will conform to any exclusions or limitations as set forth by the 21<sup>st</sup> Century Grant.

**Supplanting:** 21<sup>st</sup> CCLC funds will be used to provide services not being provided by Title I or any other Federal, State or local funds that the Walton County School District (WCSD) or the contributing partners might receive. Funds will **supplement** (increase) current funding not supplant (replace).

WCSD cannot use these funds to supplant funds that would, in the absence of 21<sup>st</sup> CCLC funds, have been spent on participating students.

**Matching funds:** Matching funds are placed in a fund with a separate number than 21<sup>st</sup> Century fund number. Volunteer time is tracked by the Site Coordinator. The time is calculated by what we would pay the same person if they were paid. Partners that teach classes appear on the schedule and calendars.

Accepted industry standards for donations are used to determine cash match. For instance, if facility use is the approved cash match WCPS has a published cost for use schedule. The schedule and the calculations are maintained in the cash match notebook if appropriate. In-Kind services and materials also qualify for Cash Match. Project Director maintains all cash matching information.

### **Information and Communication**

The Project Director attends all Federal, State, Local and 21<sup>st</sup> Century grant meetings. The Project Director is responsible for keeping the Superintendent and Curriculum and Instruction Department informed about goals, services and overall student progress and evaluation of the program. Principals receive information from the Project Director at called meetings and at principal meetings. Informally emails are sent from the Project Director to all Site

Coordinators and Principals to relay information about services, monitoring and compliance. The Project Director and Site Coordinators communicate regularly about 21st Century Community Learning Center issues and information via email, visits and meetings. Attendance at these meetings is maintained by the Projects Director.

Information about the goals, services, policies and procedures, student progress and evaluation of the program plus location, times and dates of operation will be disseminated to students and parents in a number of ways accounting for language and literacy barriers. The Site Coordinator sets up a booth at school open house prior to school opening and at parent activities after school opens. Program information such as schedule and previous year evaluation summary is dispersed, applications are available for prospective students and registration is provided for returning students. The schools, district and community will receive information about progress, successes and evaluation. 21<sup>st</sup> Century Community Learning Center information (including the Operations Handbook, Staff Handbook, Student / Parent Handbook, Sustainability Plan, and Program Evaluation Reports) are posted on the WCSD website.

All 21st Century Community Learning Center Site Coordinators have access to Infinite Campus where specific information about student's attendance and test scores, all grades, behavior issues, Pyramid of Intervention (POI) status, Special Education (IEP) and Educational Intervention (EIP) status are recorded. Students are marked as a participant in 21st Century Community Learning Center so the regular teacher can see a child's participation. That way a teacher knows to contact the Site Coordinator if there are specific academic or behavior issues. The Contracted Data Specialist keeps the Site Coordinator informed on specific 21st Century Community Learning Center data such as numbers, attendance and compliance on a regular basis. The external evaluator conducts regular site visits, focus groups, formal and informal surveys, and stakeholder interviews. She/he then provides results within 2 weeks. He/she provides a formative and summative evaluation report to the Project Director. These reports are submitted to the GaDOE 21<sup>st</sup> Century Department. The Project Director and Site Coordinators utilize all data collected through the above described means to make ongoing necessary revisions and/or adjustments to the program for student success.

### **Community Outreach**

Grant award announcements and program information are made at the Walton County Partnership for Families, Children and Youth monthly meeting and the WCSD Board meeting. The Walton County Community Partnership Collaborative (Family Connections) will list the 21st Century Community Learning Center centers as a resource in all their publications and on their website, and a monthly update will be given at the Partnership meetings where members are made aware of the program and asked to encourage families to participate. This meeting has parents, community stakeholders, approximately 40 community organizations and all 21<sup>st</sup> Century Community Learning Center partners as participating members. The Project Director also reports results to the Advisory Council and school board. Newspaper articles will keep the community informed about activities and successes. The Advisory Council will make recommendations and the final report will be released to the stakeholders; school personnel, 21st Century Community Learning Center staff, parents and partners. Copies of reports will be made available to the public at each school office. The Project Director is responsible for ensuring information is disseminated. All attempts will be made to communicate with families in students' primary language. Students and parents and other stakeholders will be informed about program services through newsletters (in students' primary language), fliers, school marquees, special mailings, the school's phone tree, district and school web pages, and other communications from the Project Director, Site Coordinators, and school administrations.

**Partners and Advisory Council:** 21st Century Community Learning Center is partnered with co-applicant Communities in Schools. The CIS Advisory Board serves as the 21st Century Community Learning Center Advisory Board overarching with 21st Century Community Learning Center Site Team Subcommittees underneath. Other numerous community partners such as FISH and The Partnership for Families, Children, and Youth can provide resources to assist staff in serving students.

### **Sustainability Plan**

Through the efforts of the co-applicant, Communities In Schools of Walton County (CIS), The Partnership, and the Walton County School District (WCSD) data collection and evaluation efforts now more than ever have evidence that well thought out collaborative strategies make a difference in the families of Walton County and that afterschool programming is valuable to our students and families. See full WCSD 21st Century Community Learning Center Sustainability Plan. Also, the Partnership for Families, Children and Youth is a quasi-governmental collaborative that has been convening and coordinating efforts designed to improve the well-being of the families of Walton County since 1994. The goal is to build partnerships among organizations that advance the quality of life for families and to communicate to the community the value and potential of the combined services of the partners. Through this effort the Partnership hopes to achieve a continuum of services that address gaps in services and redirect efforts in a focused and responsive manner. Sustainability is established through system changes in service integration and delivery, partnership development, and support from partners and the community at large. In the present economic environment the Partnership recognizes it will be hard to produce new funding so the collaborative members' charge is to identify present resources and funds and to explore avenues of redirecting funds or modifying current job descriptions to better meet the needs of the community.

### **Reporting Fraud, Waste, Abuse & Noncompliance**

21st Century Community Learning Centers provide a confidential means for reporting suspected wrongdoing involving fraud, waste & abuse of and school assets or resources. Reportable activities may include, but are not limited to:

- Neglect of duty - Noncompliance with applicable rules, laws and regulations; misuse or abuse of time during work hours.
- Misuse of Property - Negligence in the care and handling of property, unauthorized or inappropriate use of property or equipment, intentional abuse or destruction of property, theft of property, or of another employee's property.
- Falsification of Information - Falsification of personnel records, time records, or any other and employee record or report.

### **How to report Fraud, Waste, Abuse & Noncompliance Complaints**

If unsure how to proceed with a concern, contact Robin Bryant, Director of Finance during normal business hours at (770) 266-4439 for guidance prior to completing the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#)

- **In person or writing:** The Finance Department is located in the Walton County Board Office at 200 Double Springs Church Road, Monroe, GA 30656
- **By phone:** (770) 266-4439.
- **Online:** Complete and submit the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#).

We define abuse, fraud and waste as:

- "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.
- "Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to local government 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.
- "Noncompliance" means not following guidelines set forth by local, state and federal regulations and grant requirements.

**Complaint Procedures Regarding the 21st Century Community Learning Center program:** Please try to resolve complaints for WCSD 21st Century Community Learning Center with WCSD 21st Century Community Learning Center or the school district before moving forward on a formal complaint. For complaints about 21st Century Community Learning Center please call Anne Mitchell at 770-207-3173 for county resolution or for a copy of the complaint form. To initiate a formal complaint, a person must submit the 21st Century Community Learning Center Complaint Form to the Walton County School District. This complaint form may be obtained by contacting Anne Mitchell, Walton County School District at (770) 207-3173, or 200 Double Springs Church Road, Monroe, GA 30656. You may also contact Nathan Schult, Program Manager, 21st Century Community Learning Centers, Office: (404) 232-1197, Cell: (404) 326-3107, [ncshult@doe.k12.ga.us](mailto:ncshult@doe.k12.ga.us).

**Receipt of Employee Handbook**

I have this day received my copy of the employee handbook. I recognize that all members of management are dedicated to ensuring that the policies are administered fairly and uniformly. However, I also understand that this handbook is not a complete statement of the Walton County School District's policies and procedures, but this a summary guide only, and not meant to be a contract of employment between Walton County School District and any of its employees. Moreover, changing circumstances may require modifications to this handbook or the benefits it summarizes, and 21<sup>st</sup> CCLC and Walton County School District reserves the right to modify, delete or improve any of the benefits or policies at any time without notice.

\_\_\_\_\_

**Employee's Name (Print)**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Employee's Signature**

\_\_\_\_\_

**School/Location**

\_\_\_\_\_

**Social Security # (last four digits)**