

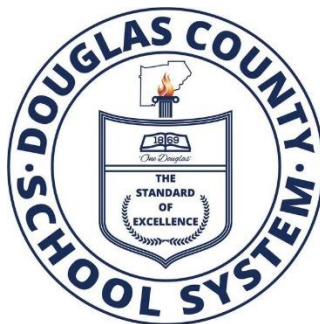
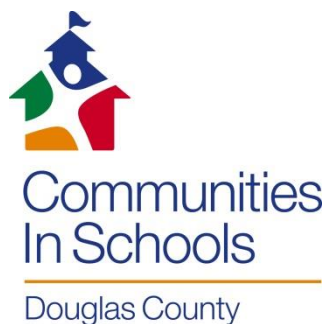


***Douglas County School System***



## **21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS**

***Parent/Student Handbook  
2019-2020***



Dear Families,

Welcome to the Douglas County School System 21st Century Community Learning Centers (CCLC) After School Grant Program.

The Douglas County 21<sup>st</sup> Century After School Program provides a variety of enrichment activities that are not otherwise available to all Douglas County Schools students. The program helps promote academic achievement as well as enrich the overall growth and potential of the whole child. We will offer a variety of engaging activities to increase family engagement and promote a positive culture for learning in the home.

This handbook has been prepared to keep parents and their children informed of our expectations within the Douglas County 21<sup>st</sup> Century After School Program so, please read this handbook carefully. All policies will be administered fairly and every student will be given the opportunity to be heard.

In order for you to become an effective citizen in a democratic society, you need to understand and to practice your rights and responsibilities. You need to be aware of the program policies and procedures, as well as the consequences when you fail to follow the rules and regulations. It is my hope that this handbook will provide you with the valuable information that your child needs to be successful in school.

We are here to give your child the opportunity to achieve academic and personal success in a safe and caring environment. You may contact me with your questions or concerns at 1-770-651-2039.

Sincerely,

Mitzi Teal  
Project Director

**Nondiscrimination Disclaimer:** It is the policy of the Douglas County Board of Education that it does not discriminate on the basis of sex, race, color, religion, national origin, age or handicap in the educational programs or activities which it operates as required by Title IX of the Civil Rights Act. This requirement not to discriminate in educational programs and activities extends to employment therein. Inquiries concerning the application of the Title IX by the Board of Education may be referred to Mr. Trent North, Superintendent of Douglas County Schools, P.O. Box 1077, Douglasville, GA 30133. Individuals concerned about misuse of funds can contact the DCSS Grants Accountant at 770-651-2227.

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## **Introduction**

### **21st Century Community Learning Centers After School Program Grants District Overview**

The Douglas County School System currently operates eight 21<sup>st</sup> Century Community Learning Centers (CCLC) Grant Programs that serve 20 schools. These grants were awarded by the Georgia Department of Education through a competitive grant process. The 21st CCLC Grant provides federal funds to local schools and organizations to operate after school programs for the purpose of:

- Providing opportunities for academic enrichment and tutorial services for students
- Offer students a broad array of additional services, programs, and activities to reinforce and complement the regular academic program; and
- Offer families of 21st CCLC students opportunities for literacy and related educational development

The STAR grant serves 3<sup>rd</sup> – 5<sup>th</sup> graders at Arbor Station Elementary, 2<sup>nd</sup>-5<sup>th</sup> graders at Winston Elementary, and Kindergarten – 5<sup>th</sup> graders at Dorsett Shoals Elementary. The Factory Transition elementary grant serves 1st– 5<sup>th</sup> graders at Factory Shoals Elementary School. The SUCCESS CLUB grant serves students in grades 3<sup>rd</sup>-5<sup>th</sup> at Bright Star and North Douglas Elementary Schools. These grants were newly re-awarded in July of 2020 and are funded for five years. Lithia Cohort serves 3<sup>rd</sup> – 5<sup>th</sup> graders at Annette Winn and Beulah Elementary, and 1st through 5<sup>th</sup> graders at Lithia Springs Elementary Schools.

The FOCUS grant serves students at Chapel Hill, Turner and Chestnut Log Middle Schools. Factory Transition middle grant serves students at Factory Middle Schools. All six of these sites serve qualifying students in grades 6<sup>th</sup> – 8<sup>th</sup>. These grants include a 6<sup>th</sup> grade transition component for students during the school year and summer.

The CHAMPS grant was awarded July 2017 and serves students at Douglas County High School and Mason Creek Elementary School. The SOAR grant was also awarded in July 2017 and serves students at Lithia Springs High School, Mount Carmel and Sweetwater Elementary Schools. The SMART grant was awarded July 2019 and serves students at Stewart Middle School, Burnett and Eastside Elementary Schools.

All eight programs target students who are in need of additional academic assistance. Each grant site provides students with a wide variety of after school activities such as academic tutoring, homework assistance, academic enrichment sessions, and cultural/fine arts, technological and character education. The program also provides students with opportunities to participate in summer camp and field trips and to listen to speakers on topics such as life skills, academic motivation, college and career prospects, drug awareness, conflict resolution, and violence/gang prevention. All students receive a daily snack and are provided with transportation home each day. Strong emphasis is placed on intensive academic tutoring, remediation, acceleration, and enrichment activities. All activities correlate with the Common Core Georgia Performance Standards (CCGPS) to ensure program activities correlate with the school day and meet the individual needs of each participant.

All after school programs in Douglas County School System are registered with Bright from the Start, Georgia Department of Early Care and Learning. We are exempt from licensure and a letter of exemption is posted in the school office or after school room.

## **Section 1: Douglas County School System Mission and Goals**

### **Mission Statement**

The mission of the Douglas County School System is to provide a quality education for all students in a safe, supportive environment.

### **Vision**

Our vision is to build a community of lifelong learners that become responsible individuals, independent thinkers, and productive citizens.

### **Goals**

The goals of the Douglas County School System are:

- To provide a challenging, comprehensive instructional and curricular program for all learners
- To provide a school environment that is safe, supportive, and enhances the learning process
- To improve communication throughout the school community

### **21st CCLC Grant Desired Outcomes**

- Show increased achievement in math, reading, and other academic subjects.
- Demonstrate enhanced reading ability and motivation.
- Complete more homework and increase the quality of homework.
- Increase confidence and self-esteem of students.
- Decrease truancy and drop-out rates
- Decrease grade retention.

## **SECTION 2: Expectations**

### **Parents' Expectation of the Program**

Parents may expect that:

- Their children are cared for in a safe, nurturing environment at a teacher/student ratio of 1:12 or better depending on the scheduled activities.
- They will be regularly informed about the 21<sup>st</sup> CLCC activities.
- They may visit with the Site Coordinator about concerns related to their child or the program.

- They will be informed about any misbehavior on the part of their child and meet with the Site Coordinator improve the situation.
- They will be informed promptly if their child is in jeopardy of being dismissed from the program.

## Student Recruitment Plan

The 21<sup>st</sup> CCLC grant program is an invitation and qualification program. The program uses a qualification rubric for each potential student. Parents, teachers, counselors, and administration may make the referral to the site coordinator. The site coordinator will then complete the qualification rubric to determine eligibility. Students who meet eligibility are then invited to attend the parent orientation seminar. Students who meet eligibility are then **invited** to attend the parent orientation. This information session is mandatory for students to begin in the 21<sup>st</sup> CCLC program. The grant has limited slots and is considered an invitation program. We do not distribute applications. The program recruits special education, homeless, and ELL students at each school through the same qualification process. We also consult with all private schools in our district within the first 60 days of grant award and annually in collaboration with our Title I Private School Notification meeting. Each private school is given a description of our program and an option to participate.

- ☆ ***Parents must attend orientation before their child can attend.***
- ☆ ***Parents will receive a copy of the parent orientation PowerPoint.***
- ☆ ***Parents will receive a copy of the “Parent Agreement, Guidelines and Procedures” for signature***
- ☆ ***Parents will be asked to complete a “Parent Education Session Interest Inventory” to help us plan evening sessions***
- ☆ ***Parents will need to complete a “Program Registration Form” and CISDC Release Form at the time of orientation for each child enrolling in the program.***
  - This form captures all of basic information, which includes name, grade, address, demographics, etc.
  - This form only needs to be completed for a child once a (school) year and requires a parent/guardian signature.

## Program’s Collaboration with Parents

The 21<sup>st</sup> CCLC asks that the parent please provide new information to the Site Coordinator regarding emergency contacts, authorized sign-out persons, address or telephone number changes, and change of employers.

The Program asks that parents:

- Pick up their child(ren) on time if they are not riding the bus.
- Contact the Site Coordinator if the child will not be attending the 21<sup>st</sup> CCLC for 2 or more consecutive days.
- Be attentive of correspondence that comes from the 21<sup>st</sup> CCLC program.
- Provide input on desired parent education topics
- Complete end of year survey
- Attend required parent orientation and at least two additional education events each year
- Volunteer if available

## Student’s Expectations of the Program

Students may expect:

- To have a safe and nurturing environment.

- To receive respectful treatment.
- To have discipline that is fair.
- To have 21<sup>st</sup> CLCC staff that is actively involved with them.

## **Program Expectations of the Children**

The program expects that children will:

- Be responsible for their actions.
- Follow school rules that guide them during the day and while at the 21<sup>st</sup> CLCC program.
- Attend the program at least 2.5 hours per day Monday – Thursday and 2 hours on Friday for Elementary and Middle, High school programs are 3 hours per day Monday – Thursday.
- Remain with the 21<sup>st</sup> CLCC staff at all times until released by the proper authority.

## **The long-term goals for this initiative are as follows**

- Increase the rate of students meeting or exceeding state standards in Reading, English/Language Arts, Math, Social Studies, and Science.
- Increase the rate of youth graduating from high-school **on** time.
- Increase parent engagement at school and at home

## **Quality Standards**

The Douglas County 21<sup>st</sup> CCLC sites will follow and demonstrate elements of scientifically-based research model that are in alignment with Common Core Georgia Performance Standards. Our program aims to provide:

- Strong program management, qualified staff, and career enhancement
- Enriching learning opportunities that complement the school day learning
- Intentional linkages between the school day and after school staff including coordinating and maximizing use of resources and facilities
- Appropriate attention to safety, health and nutrition issues
- Family involvement in participants' learning and development
- Adequate and sustainable funding
- Evaluation for continuous improvement and assessment

## **DCSS 21st CCLC Quality Standards and Expectations**

- Activities will reflect and promote the mission of the program.
- The daily schedule will provide activities that are engaging, varied, and flexible.
- The program provides a mix of well-structured and loosely structured activities that support and promote creativity.
- Program activities will enhance the positive development of youth.
- Program staff will work to influence learning and increase knowledge of participants.
- Participants will experience and learn about diversity.
- The program will build upon community resources.
- The program offers opportunities for age appropriate learning, physical activity, skill building and development.

## **Registration Requirements**

Parents are required to attend an orientation session each year before students are allowed to attend the program. Parents must complete a student registration sheet, sign a parent agreement, and complete a survey during the orientation session.

## **Student Attendance Plan**

Good attendance is critical for all participating 21<sup>st</sup> CCLC students! If students are not at school, they are missing critical instruction. Please strive for perfect attendance this year! The more days your child is in school, the more they are learning. The 21<sup>st</sup> CCLC program requires all participating students to attend a minimum of 2.5 hours per day Monday – Thursday and 2 hours per day on Friday for elementary and middle school. High School programs operate 3 hours per day Monday – Thursday.

The following procedures must be followed each day 21<sup>st</sup> CCLC program is operated:

- If a student is absent 2 consecutive days, the site coordinator will call the parent to check on the student.
- Students not riding bus home from program must be checked out in the office each day.
- It is essential for students to attend each day. It is recommended that programs monitor student attendance each week. If students are absent frequently, checking out early or not attending, phone calls are necessary. If attendance continues to be a problem, site coordinator must schedule a parent conference to review program goals, objectives & attendance requirements.
- Failure to attend can result in suspension from program until conference is held. An Attendance contract may be necessary. All attendance issues, conferences & suspensions will be discussed and cleared by school administrators.

## **Withdrawal Requirements**

If a student is changing schools and needs to withdraw from the program, a written request or phone call from parents to the Site Coordinator at school is required. If a parent elects for the child not to participate, the parent or guardian must provide written notification with the child's name, date of exit, and reason they wish to be removed from the program. The site coordinator will follow up with the parent to discuss their wishes and follow up to see if anything can be done to prevent the exiting of the student. If the program needs to remove a student, they should have a file of frequent documentation showing parent communication, conference minutes, and documentation to prove parent was given adequate notification and consequences prior to being removed. The site coordinator must also show evidence that a meeting took place with the school administrator about the concern and seek their written approval for removal before notification can be sent to the parent.

## **SECTION 3: Arrival and Departure**

The 21<sup>st</sup> CCLC program hours are Monday through Friday for Elementary and Middle, Monday through Thursday for High School, beginning immediately after school and ending at 5:30 p.m. for elementary sites and 6:15 p.m. at middle school site, and 6:45 at high schools. Elementary and Middle school programs dismiss thirty minutes early on Friday. The program does not operate during weekends (except for planned Saturday sessions), school holidays, teacher conference days, early release days, and the day before Thanksgiving, Winter and Spring Breaks. Parents are required to check their child out from the designated place and drop them off as indicated in the parent orientation sessions. Students who are not riding the bus home must be picked up by the program end time.

### **Arrival**



Upon arrival to the 21<sup>st</sup> CLCC, children will go to the designated area where attendance will be called. If it is necessary for a child to stay late with their regular classroom teacher, the child must report to the 21<sup>st</sup> CLCC program with a note from his/her teacher requesting that the student return to the classroom. Only after permission has been granted from the Site Coordinator can the child return to his/her classroom. The classroom teacher will accompany the child back to the program when their session is finished.

## **Student Checkout**

Students will be released only to persons who are authorized to pick them up as indicated on the registration form. Prior written permission with person's name and telephone number is required if someone other than the authorized persons will be picking up the child. Proper identification will be requested upon checkout. Students will not be permitted to sign themselves out, walk home unaccompanied, or walk home with an unauthorized adult.

## **Transportation**

Free transportation will be provided by the Douglas County School System transportation department. Transportation assignments are determined by parent notification on the student registration sheet. Transportation is only provided if students lives in the attendance zone of the school they attend. Students at the school on a transfer are not provided transportation. The average route each evening is approximately one hour or less. The school bus is an extension of the school building. Students must adhere to the Douglas County School System discipline policies and procedures at all times. All bus incidents will be addressed by the school administration the following day or that night depending on the infraction.

Our program transportation will be in conformance with the policies and procedures established by the State Board of Education and Douglas County Board of Education. Our plan is to safely transport children to and from the after school activities by utilizing the Douglas County School System busses only. Neither the grant nor district will use any private source for transportation. The Douglas County school bus fleet meets all national and state safety specifications.

All district transportation policies are adhered to for our program. Each bus undergoes an annual safety inspection by the Georgia Department of Motor Vehicle, as well as monthly inspections conducted by our own transportation fleet mechanics. We carry liability insurance at the school district level; all drivers must have a Commercial Driver's License (CDL) and a safe driving record. Drivers are required to go through 31 units of various training modules including: safety, first aid, evacuation, and student management.

Drivers are required to have a background check annually for the grant, a minimum of 12 classroom hours, 6 hours driving time without students, 6 hours with students, yearly recertification physicals and random drug testing. All drivers have yearly motor vehicle record checks to maintain CDL status and continuing education workshops. Each driver receives a transportation handbook, policy and procedure review and child abuse protocol training. School bus drivers also receive employee evaluations annually conducted by the transportation department.

To provide sufficient transportation for our program, routes are determined by the number of students and route times. Safety of bus riders is always our greatest concern. Buses will be added as necessary to ensure that children are home within thirty – fifty minutes after dismissal from the afterschool program. Route times are in line with recommended state guidelines and adjusted as necessary to make sure routes are effective and efficient for our program.

## **Bus Stops**

- Drivers are not permitted to deviate from their route without permission from a route supervisor.
- State regulations require bus stops to be spaced at least one-tenth (.1) mile or more apart. Exceptions are allowed only in response to a safety hazard.
- Buses are not permitted to travel on closed or flooded roads. Bus stops served by such a road will be temporarily relocated to the closest safe location. Service will be restored once conditions permit.
- Bus stops on the routes are not always the same as the previous year. Buses are not to be routed on private property (this includes most mobile home parks and apartment complexes).
- A student will be returned to school if it is obvious there is no one home and the norm is for someone to be at home.
- If a student has no key, objects to disembarking the bus, or if the stop/home looks different than usual, the driver will radio for instructions from the school administrator.
- Students in grades Kindergarten through 3<sup>rd</sup> grade are required to have an adult or designated guardian at the bus stop. If the driver cannot determine if a parent or guardian is home, the will bring the child back to the school.
- If the normal routine is for no one to be at home or at the stop, the student will be allowed to disembark alone.

## **Severe Weather/Emergency Closing of School**

The Superintendent is authorized to close schools in cases of emergencies or severe weather. WSB Radio, TV and school system website are the first notifications of emergency announcements for the Douglas County School System. Students will practice drills often as a precaution and measure of preparedness.

## **Emergency Suspension of School Activities**

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply, and breakdown of heating system.

Some situations affect only one school while in other cases several or all Douglas County Schools may be involved. In all instances the safety, welfare, and health of students and employees are the basic factors considered in making a decision as to whether or not to suspend temporarily the normal activities of a school day.

The Superintendent has the responsibility of making decisions on suspension of school activities. If the Superintendent is not available, a person designated by the Superintendent will assume this responsibility. School principals will be notified of such action by the most expedient direct means, either by telephone or personal contact. We encourage parents to sign up for the “Notify Me” link on the school website. This will ensure you have immediate notice of school weather decisions.

## **SECTION 4: Snacks**

The school system food services department will provide students with a light snack each day. Examples of snacks may include: crackers, milk or juice, popcorn, sandwiches, yogurt, vegetables/dip, applesauce or fruit. Snacks schedules can be found on the food service website or available upon request.

## **SECTION 5: Daily Schedule**

Students may be divided according to appropriate grade levels and/or areas of academic need. Classes will rotate to each activity daily. The daily schedule may vary slightly based on attendance.

A typical daily schedule will be as follows:

1. Attendance, snack, restroom
2. Homework assistance (Monday – Thursday)
3. Academic tutoring and remediation
4. Academic enrichment
5. Physical or cultural enrichment activity
6. Character Education, Project Based learning, Service Learning Projects

Students will be asked periodically throughout the year to give suggestions of activities that will reflect their personal interests.

## **SECTION 6: Homework**

The 21<sup>st</sup> CCLC staff will provide time for homework assistance. The grant program is not a homework completion program. During this time, students will receive study skill and time management strategies. It is the student's responsibility to make sure the agenda is completely filled out each day and comes prepared with the necessary materials.

The program staff will check each agenda for his/her assignments. Program staff will not sign the agendas in place of the parent. Please make sure to review your child's homework assignments and sign necessary paperwork. 21<sup>st</sup> CCLC staff will work with school day teachers to modify homework as needed to help the student with academic areas or concerns.

## **SECTION 7: Field Trips**

The 21<sup>st</sup> CCLC program is enriched by occasional field trips during the program hours or on Saturdays. Parent permission is required for participation. The school system and the Georgia Department of Education must approve all field trips.

Code of Conduct for Field Trips: Students who are on a field trip as designated above must adhere to the Douglas County Code of Conduct.

The Douglas County School District, its officers, officials and employees are not responsible for injury or other loss which might occur to a student or a student's property while traveling on approved school field trips or activities.

## **SECTION 8: Personal Property**

Personal property such as coats, clothing, school bags, etc., must be taken home daily. Any personal property left at the program will be placed in a "Lost and Found" box. Although the staff attempts to help children stay organized, the 21<sup>st</sup> CCLC cannot be responsible for lost personal property. It is recommended that children not bring money, toys, food, electronics, or other items not necessary for program activities without permission from the Site Coordinator. Please make sure to label clothing with student's name.

## **SECTION 9: Health and Safety, Emergency Plans**

Parents are encouraged to purchase school insurance if needed. Parents are required to complete a medical form on any child that has a chronic or temporary medical condition, or allergies. The completed form will state the medical condition, medications taken, directions for administering medications, how to treat/handle the medical condition and any additional information needed to ensure the safety of the child.

If students are injured during the program hours, parents will be notified by phone and a student injury report will be completed.

### **Safety and Emergency Drills**

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

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

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

All school exterior doors will remain locked during program hours, and all employees must have an employee identification badge. These badges allow for badge entry into the building. Each school is on a buzz in intercom/camera system. All visitors must enter at front office area and will be required to ring a bell. Grant staff will use the camera to visually see the guest and ask the guest who they are and the reason for the visit. Once this information is received and verified with student information on hand, the guest will be buzzed into the building. Once admitted, all visitors are required to sign in at the office. All students must be checked out on a sign out sheet where the individuals will sign their name, date, and time. Each individual will be verified as an authorized contact based on what the parent/guardian submitted at time of registration.

Parents will be required to send in a note, fax, or email if someone not on the approved list will pick up their child. Students who ride the bus home each day will be called at dismissal to the bus loading area. A staff member will check off that each child was placed on the bus. Each school has a transportation radio, and a grant staff member will monitor bus routes each evening. The bus driver must radio the school once all students are dropped off. All after school transportation changes are required to be sent to the coordinator or school office in writing from the parent or guardian.

All program facilities are equipped and suitable for after school activities. Facilities are easily accessible and in compliance with American Disabilities Act (ADA) regulations. Schools with multi levels have elevators for students or individuals with physical disabilities and are accessible during program hours. According to Georgia Department of Human Resources, our schools are exempt from state childcare

licensing; the exemption letter is housed in the school office. Activities will be held in regular school classrooms, media center, technology labs, gymnasium, and cafeteria. In addition to the weekly schedule, each site will have specific monthly enrichment calendars based on student needs and benchmark data.

## **EMERGENCY DRILLS**

**Fire Drills** are necessary for the safety of the students and faculty. One drill per semester will be held. The specific directions for reaching a point of safety from all areas of the building are posted in each room. Misconduct can endanger lives.

**Tornado, lockdown and bus evacuation drills** will be practiced once a semester to be prepared. Follow instructions given by teachers to assume safe positions during drills.

## **SECTION 10: Acceptable/Unacceptable Use of Internet and Technology Resources**

Students are expected to follow the Douglas County School System's internet use policy found in the Student Handbook. The policy is also listed on the DCSS website: DCSS Policy IFBG and IFBG-R(1). The Douglas County Board of Education is committed to providing access to advanced technology and increased opportunities for learning by providing Internet access. Use of this network offers the opportunity for students to utilize information resources not generally available within the school or local community. Parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. It is understood that some materials on the Internet may be objectionable, but parents accept responsibility for guidance and conveying standards for their son/daughter to follow when selecting, sharing or using this media.

The primary purpose of using the Internet is educational--that is, to support learning and enhance classroom instruction. As parents, we understand that inappropriate use of the Internet may result in the termination of access and possible disciplinary action. Parents may also be responsible for compensation to the school or school system for any expenses or costs incurred as a result of my child's violation of Internet policy. While we understand that it is impossible to control all materials on a global network and that an industrious student may discover inappropriate material. Information obtained from the Internet is at the user's own risk. The school cannot be responsible for accuracy or quality of the information. Parents will be asked to sign an acceptable use of internet and use of technology resources upon registration into the 21<sup>st</sup> CCLC Grant program. This signed acceptance releases the school, 21<sup>st</sup> CCLC grant and the Douglas County School System from any liability relating to consequences resulting from your son/daughter's use of the Internet.

## **SECTION 11: Student Discipline**

The program strives to provide students with a pleasant and harmonious environment. Reasonable efforts will be made using positive reinforcement and management methods to assist children in adjusting to the program setting.

If using positive reinforcement and management methods are ineffective, the 21<sup>st</sup> CCLC staff will send the child to the Site Coordinator who will counsel the student. The program will follow the Douglas County School System student discipline policies and procedures. This document can be found inside the student handbook and on the school system website.

Each program is required to establish discipline expectations for their program site in accordance to the school and district discipline guidelines. Staff must be trained and directed as to the procedures and expectations. Parents must receive written documentation outlining expectation and procedures at orientation.

## **PROGRAM RULES**

1. Respect self and others. Fighting will **Not** be tolerated.
2. Use positive language. Foul language or other inappropriate language will Not be tolerated.
3. Follow all staff instructions. Remain in activity area designated by staff.
4. Students must remain with staff members during program.
5. Students shall abide by the District's student code of conduct and all rules in the Student/Parent Handbook. The Regular campus and classroom rules apply to the after school program.
6. Students are expected to attend the program every day, as attendance plays an important role in your child's success. A child may be dropped due to excessive unexcused absences or tardies.
7. Bus transportation is provided free of charge. Parents who choose to pick their child up need to be here no later than program ending time as documented under hours of operation. A late fee of \$1.00 per minute will be charged after that time. Payment is expected on arrival. A child may be dropped from the program due to late pickup by parents.

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

1. Failure to meet appropriate behavior standards.
2. Refusal to follow program procedures and rules.
3. Verbal abuse, physical abuse or sexual harassment of student or staff member by student or their parents.
4. Being in the wrong place or unauthorized departure from a bus or activity site.
5. Consistent late pick-up. (Up to 3, without prior arrangements with Site Coordinator)
6. Child's needs cannot be met by the program.

The 21<sup>st</sup> CCLC grant will work with students and parents to address any issues that arise. Student consequences during program hours will include the following Discipline Notices. Each time your child receives an official Discipline Notice there will be a parental conference. Depending on the nature of the infraction, students may be suspended from the program for a few days. Discipline consequences will be appropriate for the child's age and infraction. Additionally, the school will follow the school system discipline code. Continual discipline may result in being withdrawn from the program.

- **1st offense (verbal warning)** —Site Coordinator talks with the student, documents incident and notify parent.
- **2nd offense (written warning)** - Site Coordinator talks with the student, parents will be notified and written notification will go home to parents. A copy of the letter will be placed in the student's file.
- **3rd offense (parent conference)** - Site Coordinator talks with the student and holds a parent conference. A student behavior contract will be created during this conference. A copy of this notice is placed in the student's file and monitoring will take place.
- **4th offense (suspension)** - Site Coordinator talks with the student and holds a conference with the parent & school administration. The student may be suspended from the 21<sup>st</sup> CCLC program for several days. Length of suspension will be based on nature of infraction. A copy of this notice is placed in the student's file.

- **5th offense (dismissal)** - Site Coordinator schedules a meeting with the parent and the school administrator to discuss possibility of the student being dismissed from the program for the remainder of the year.

## **SECTION 12: Evaluation**

The goal of the 21st CCLC grant is to help struggling students. The program staff will review student's grades, attendance, and discipline records each nine weeks to evaluate student progress. Parents, students and teachers will be asked to complete surveys in order to evaluate program success, challenges, and improvements needed.

## **SECTION 13: Other**

### **Reporting of Fraud, Waste, Abuse or Non-Compliance of Goods and Services Purchased with 21st CCLC Program Funds**

Any individual has the right to anonymously report concerns or suspected fraud, waste, abuse or non-compliance of goods and services purchased with 21<sup>st</sup> CCLC program funds. Examples are personal use of supplies or equipment, falsification of timesheet documents, and unallowable grant expenditures. All reports can be made to the DCSS Grants Accountant (770-651-2227) or Holly Timms, Accounting Director at the Central Office who will conduct an investigation. Individuals can also send notice in school mail, or place in suggestion boxes at Central Office mailroom. Per DCSS Board Policy DIE, any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption will be investigated.

### **Mandatory Reporting of Child Abuse or Neglect Policy**

Refer to Descriptor Code JGI-R for the full policy in the DCSS Policies.

The purpose of this policy is to provide protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses to protect and enhance the welfare of these children, and to preserve family life wherever possible. The policy shall be liberally construed to carry out the purposes thereof.