

REACH FOR THE STARS LEADERSHIP ACADEMY – BIG SHANTY/KENNESAW

Nita M. Lowey 21st Century Community Learning Centers

2022-2023

Parent and Student Handbook

A. Welcome

The staff of the Reach for the Stars Program Leadership Academy is looking forward to a wonderful year. Our staff is dedicated to provide a safe, educational and fun environment for your student. We look forward to working with you to help your child have a successful school year.

1. Reach for the Stars purpose is to provide

- Homework help and academic and culturally enriched activities; and
- Opportunities for literacy and related educational development for families.

Reach for the Stars Leadership Academy goals as measured by the Nita M. Lowey 21st Century Community Learning Center per our grant:

GOALS	MEASURABLE OBJECTIVES:
1) To increase academic performance in core subject areas: Math and Reading/ Language Arts	1.1)75% of the program’s regularly participating students (those attending 30 days or more) will score as basic, proficient, or advanced in Math as indicated by Math Inventory (MI) 1.2) 75% of the program’s regularly participating students (those attending 30 days or more) will score as basic, proficient, or advanced in Reading/Language Arts as indicated by Reading Inventory (RI)
2) To improve classroom behavior, homework completion, and to reduce inappropriate behavior by offering a broad array of services such as youth development and social and cultural awareness	2.1) 75% of regularly participating students will demonstrate improvement in learning behaviors and rules and procedures 2.2) 75% of regularly participating students will meet or exceed the Cobb County School District’s average school day attendance 2.3) 75% of regularly participating students will demonstrate improvement in the basic foundation areas for academic achievement and emotional well-being 2.4) 75% of regularly participating students will demonstrate improvement or maintain satisfactory homework completion and learning skills by the end of the school year
3) To provide literacy and related educational development for student and parents/guardians To enhance family involvement	3.1) 50% of families of regularly participating students will attend at least two Family Learning Nights or activities during the program year 3.2) 60% of families of regularly participating students will report increased involvement /participation in student’s academics 3.3) 60% of families of regularly participating students will report a better understanding of how to help their child with their educational needs



1. **Virtual Programming:** Due to COVID-19, the Reach for the Stars Leadership Academy may operate virtual programming. Therefore, clubs/classes will be offered in ZOOM, Microsoft Teams or CTLS platform. Orientation and Registration will also be conducted via ZOOM, Microsoft Teams, or CTLS. Educational family events are scheduled to be held at the site, however that is subject to change based on CCSD guidance. If these events have to be virtual, they will be conducted via ZOOM, Microsoft Teams, or CTLS. Students and enrolling adult will sign up for clubs and students will continue in those initial clubs until programming changes to new clubs, tutoring, or activities. Days and times may vary in virtual programming compared to the Face-to-Face schedule noted below.

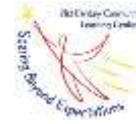
However, RSP is returning face-to-face Monday through Thursday as regularly scheduled. Students will be placed in pods for each club. This is in place for program staff to better contact trace. During this time, parents, siblings, and other visitors are allowed in the building, but that is subject to change based on information received from CCSD, CDC, and administration.

2. Student Recruitment

The Recruitment Plan that targets the student population and their families to enroll and to attend the Reach for the Stars Program Leadership Academy has proven successful as we have exceeded the total amount of students served indicated in our grant application. Our overall Recruitment plan is to partner with each site before the new school year begins to host an Orientation and Registration day. This event targets all Kindergarten through 5th grade students. In addition, the Program Director meets with school counselors, principals, Special Needs Teachers to notify students with special needs who can benefit from the Reach for the Stars Program. Private Schools located in our zoning area are notified about our program from the Cobb County School District Title I Department.

Enrollment Requirements

- At least one guardian must attend our Mandatory Parent and Student Orientation
- Kindergarten, 1st, 2nd, 3rd, 4th, or 5th grade student
- Able to attend our site: Big Shanty or Kennesaw Elementary (depending on grade)
- Students are referred based on free or reduced lunch, Standardized Test scores, social or enrichment needs, grades or school referral form
- Demonstrate a desire to participate in the program and be willing to abide by all Reach for the Stars program policies and procedures
- Be able to obtain parental/guardian permission and ongoing support for participation in the program
- Agree to a one-year commitment to the program
- Commit to attending a minimum of same two days per week in the program



- Be willing to communicate with the program staff as needed
- Complete screening procedure
- Be willing to communicate regularly with the program director and/or site coordinators

a. Students with Special Needs Policy

It is the policy of the Reach for the Stars Program Leadership Academy that the program director, site coordinators, teachers and administrators will follow the needs of the student to

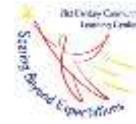
determine what activities are assigned to the student. The program is not a mandatory service that is provided for students. Therefore, at the discretion of the program director and administrators, students may not be eligible to attend the program if the special needs of a student can't be met to ensure quality and safety of the program.

Eligibility will be determined based on the following criteria:

- Preferences of the teacher, student and parent/guardian
- Special needs services recommendation and IEP implementation
- Standardized test scores and report cards
- Behavior issues
- Life Experiences, social issues and/or academic issues
- Needs and Common interests
- Personality
- RSP staff member assign to student
- Logistics: best time to meet during the school week, transportation needs

b. Private School Notification

The Cobb County School District Title I and Accountability Departments will notify the administrators of each private school in the zoning area within the boundaries of the Reach for the Stars Leadership Academy located at Big Shanty Intermediate or Kennesaw Elementary. These Departments will provide meaningful and timely consultation with private school officials. Title I will contact officials of eligible private schools to learn about equitable services and will provide adequate notice, at least three weeks prior, of such consultation to ensure meaningful consultation and the likelihood that those involved will be well prepared with the necessary information and data for decision-making. Students who attend these private schools and meet 21st CCLC criteria will be offered an opportunity to attend the Reach for the Stars Program. The Title I Department along with the Cobb County School District's Grant and Accountability Manager will set a meeting each Fall to invite all private schools in the Cobb County School District to the Initial Consultation Meeting. Private schools are invited via GADOE GS4PS. We are no longer required to mail invites through postal service.



c. Family Requirements:

- Must attend at least two family events per school year
- Complete Adult and Student Registration Forms
- Complete surveys upon request
- Support the student as according to the Adult and Student Registration forms
- Complete and adhere to the policies of the Cobb County School District and the Reach for the Stars Leadership Academy and discuss student progress and activity information

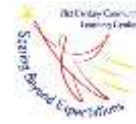
3. How 21st Century Community Learning Center Reach for the Stars Leadership Academy is different from the student's school day: Nita M. Lowey 21st Century Community Learning Centers' Reach for the Stars Leadership Academy is different from the student's school day. Our program compliments what is taught during the school day. However, we are able to offer a variety of academic and enrichment activities. Our programs offer engaging and interactive projects and experiments. Our classes are set in small groups, usually a minimum of 10-18 students with one instructor and one assistant. Parents are always welcome to visit our classes.

4. Communication with Day school Staff:

Our Nita M. Lowey 21st CCLC Reach for the Stars Leadership Academy supports and communicates with the school day staff to ensure students' success. The RSP Leadership Academy staff will meet with your child's teacher, as needed, to ensure a smooth transition from the school day to the program in the after-school hours. Our academic support teachers will contact day-school teachers on a weekly basis to keep them updated on any homework (if given), learning behaviors, or academic concerns.

5. Confidentiality of student information: Parents/Guardians of participating students will complete an application. Parents/Guardians are requested to authorize RSP Leadership Academy to publish student photos and/or work on the school website, submit for publication, and the like to share and inform the community about our afterschool program. However, the 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 Statues or developed for CCSD related to the personal information of the participants at the Community Learning Center without the prior written authorization of the student's parent/guardian. Staff will not use, publish or disseminate any information 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 21st Century Community Learning Center activities in the future.

6. Confidential Nature of Work: Student and employee files, records, documentation and other information are private and confidential. Disclosure of such information is limited by applicable federal and state laws.



7. Program Duration:

Program operates a minimum of 12 hours per week:

Elementary School operates Monday through Thursday 2:15 p.m.-5:45 p.m.

8. Schedules:

The weekly schedules will be given to each student at the beginning of each session. Each session is approximately 8-9 weeks. Students will have the opportunity to attend all clubs offered throughout the program year. However, students will only be allowed to attend the more popular clubs one session in order for all students to have the opportunity to attend those particular clubs. (e.g.: cooking, archery) The Site Coordinator will assist the students in registering for clubs each session. ALL Students will attend one hour per day of academic support.

9. School Holidays, early release, and inclement weather procedures:

The Nita M. Lowey 21st CCLC RSP Leadership Academy will follow the CCSD hours of operation for school holidays, early release days and inclement weather. Please note the Cobb County School District announcements via email, text, website and WSBTV for school closings or delays. RSP Leadership Academy will follow the Cobb County School District's calendar for holidays and early release.

B. Student Health and Safety-Code Of Conduct

- a) **Behavior Policy**: Students will follow the CCSD and 21st CCLC RSP Leadership Academy Policy and Procedures. Parents will be informed about areas of concern and successes through email, phone calls, or when the parent picks their student up from RSP Leadership Academy. Instances with bullying, fighting, profanity, etc. will be addressed on the Discipline Form. In addition, The Student Contract will be put in place based on the areas that need to be addressed.

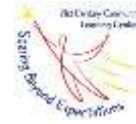
Behavior Procedure: Students who get three write-ups throughout the school year could face termination from RSP Leadership Academy. **Steps In Behavior Management**

Plan:

If students are having difficulties with behavior, staff should follow these steps.

- 1) Re-engage or redirect student
- 2) Time-out (no more than 10 minutes)
- 3) Contact Site Coordinator
- 4) If the behavior hasn't improved, parents will be notified by using the following discipline form.

The Discipline Form: Use this form when changes in behavior and academics have not improved. This form will indicate three warnings. If student reaches the three warnings, this could lead to termination or suspension from the program.



To encourage positive student behavior, staff will recognize students who portray model behavior, such as kindness to peers, respect to staff and students, cleanliness (pickup after themselves and others), and listening and participating skills during program activities. Staff may recognize positive behavior by providing a special treat, informing parents/guardians of exemplary behavior, giving extra time for students to participate in a special activity. E.g. extra computer time, attending club with a friend, etc.

- b) **Internet:** Students have their day school password for the CCSD computers. The rules from the CCSD regarding internet safety will be **strictly enforced. Students must adhere to the policies of the Cobb County School District for internet and computer usage. Abuse of the internet, going to inappropriate websites, bullying online, going to websites not approved by the CCSD or RSP Leadership Academy, and the like could result in termination from the RSP Leadership Academy and suspension from school as directed by the CCSD.**

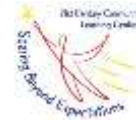
- c) **Copyright Laws:** a. Adherence to fair use guidelines and other relevant copyright stipulations shall be assured. In no instance shall library media materials and/or equipment be used in such a manner as to violate Board Policy, District Administrative Rules or state and federal law. b. The library media specialist shall be responsible for ensuring the availability of copyright information, dealing with copyright and clearance questions (Administrative Rule GBT-R [Professional Publishing] and Administrative Rule IFBG-R [Internet Acceptable Use]). Provisions for copyright clearance are outlined on Form IFBG-2 (Permission to Use a Third Party Work Copyright Permission Request).

- d) **Dress Code:** The RSP Leadership Academy follows the Cobb County School District's dress code. Tennis shoes and play clothes are recommended for our activities. Shorts must be finger-tip length. (No tank tops, spaghetti straps)

3. Wellness

- a) Snacks are available daily and access to water filtration systems throughout the school building. Students must bring their own water bottle.
- b) Our program will provide several special events and activities that will discuss proper nutrition, physical activities, social issues, hygiene, dental health, bullying, and drug prevention programs.
- c) Parents must keep us informed about student's illness, medicine changes and any other health issues. Any medicine changes must be submitted in writing to the school nurse, program director or site coordinator.

Mandated Reporters Policy (Child Abuse Reporting): All RSP Leadership Academy staff and volunteers have been trained and authorized to be a mandated reporter. It is the policy of the Reach for the Stars Leadership Academy that all staff, volunteers, and other representatives of the program must report any *suspected* child abuse and/or neglect of a child or program



participants immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the mandatory reporting of child abuse and neglect procedure.

Mandatory Reporting Procedure: All employees and volunteers of the RSP Leadership Academy are required to undergo training as to what constitutes child abuse and neglect, what the state statutes are, and how to properly report such cases. The RSP Leadership Academy staff will also follow the Cobb County School District guidelines. Note: Mandated Reporting Protecting Our Students: All employees will watch this video and take the assessment and submit to CCSD. Video access will be provided during the mandatory staff training at the beginning of each year.

Any staff or volunteers accused of child abuse or neglect will be investigated by the agency. Contact with program youth will be restricted or constrained and/or the person in question suspended from employment or program participation per the decision of the program director until such investigation is concluded.

3. Transportation and Pick-Up and Drop-off Policy:

RSP Leadership Academy does not provide daily bus transportation. If transportation is needed for a particular activity, field trip permission forms will be completed. Transportation for these activities will be provided by approved staff. If other transportation is used for special events, students and staff must abide by the Cobb County School District transportation safety action rules. Permission forms must be completed by parent/guardian for student to participate in any off campus activity. If other transportation is required, the following transportation safety procedures will be enforced.

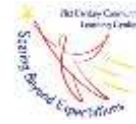
PICK-UP Procedures: Parents must check out their child no later than 6:00 p.m. at Big Shanty/Kennesaw Elementary. If pick-up is later than 6:00 p.m. at Big Shanty/Kennesaw Elementary, this could lead to suspension or termination from the program. All staff members must check ID for anyone who picks up a student and confirm that the person is an appropriate contact on the student's registration form.

- a) Parents or approved contacts must come into the building and sign their child out on the check-out list. Parents must ensure that the student registration form is up to date and include current pick-up contacts. Staff will check ID on anyone not known and confirm that this person is allowed to pick up your child. Registration forms are kept on file in the RSP Leadership Academy office.

If and When Transportation is utilized, the following is the **Graduated Discipline Plan for Bus Transportation**

CCSD Student J-Policies take precedence over SRP (Safe Rider Program)

- ◆ **1st Offense** – Driver Student Conference & Parent Contacted (Courtesy Notice.)



- ◆ **2nd Offense** – Driver Student Conference & Parent Contacted.
(Courtesy Notice.) Student on probation and re-assigned toward the front of Bus for 1 week.
- ◆ **3rd Offense** – Referral submitted, **1 Day Bus Suspension**. Conference with student, parent notified. Upon return, student placed on probation and re-assigned toward the front of the Bus for 1 week.
- ◆ **4th Offense** – Referral submitted, **3 Day Bus Suspension**. Conference with student, parent notified. Upon return student placed on probation and re-assigned toward the front of the Bus for 2 weeks. Safe Rider Class and Behavior Contract
- ◆ **5th Offense** - Referral submitted, **5 Day Bus Suspension**. Conference with Parent, Student, Transportation Staff and School Administrator to discuss bus suspension the remainder of the year and placed on probation and re-assigned toward the front of the bus for the remainder of the year.
- ◆ **6th Offense** - Bus Suspension for remainder of the school year.

Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of “The Safe Rider Program.” Serious Offenses are administered through Student J-Policies.

4. Emergency Procedures

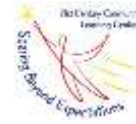
- a) All participating students will engage in fire drills, inclement weather drills, and code red/lockdown drills. A minimum of three drills will be conducted each school semester during the hours of the Reach for the Stars Leadership Academy (2:15-5:45 p.m.) However, there will be a fire drill once a month as per the CCSD. All RSP Leadership Academy staff are trained on procedures and are given an emergency preparedness kit.
- b) All employees who work in the afterschool time are required to attend CPR training and earn CPR certification. In addition, staff will be trained on the following.
Epi-Pen, Diabetes, Mandated Reporting, Emergency Drills (Code Red, Weather, Fire).

1. **Emergency plan, evacuation routes, and practice drills** for during afterschool hours.

Emergency: Each classroom has the emergency information near the doorway of his/her room. This information consists of the closest exit from the classroom you are occupying. All instructors must keep a student roster/class list and a walkie. The Site Coordinator will carry the Student Registration Binder during an emergency. During severe weather, the main hallways without windows are the safe areas during severe weather conditions. Site Coordinator will monitor the weather radio for updated information.

During a Fire Drill, a teacher should:

- Carry Class roll
- Instructor should 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:

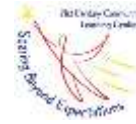
- Severe Thunderstorm Watch - severe thunderstorm may develop.
- Severe Thunderstorm Warning - a severe thunderstorm has developed and will probably effect areas staled in the weather bulletin.
- Tornado Watch - tornado may develop.

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 or Real Emergency, 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 unable to 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.



Code Red Drills-Lock Down Procedures, front desk personnel will lock down the school and call 911

Watch mandatory Shooter Prevention Video provided by the CCSD

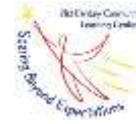
Below is a list of actions that can be utilized. The main take-away is to remain calm, avoid, deny and deter. The main goal is to keep students and staff safe.

- Remain Calm
- Teachers must turn off bells, tones, etc. that initiate student movement
- All outside activities will cease and students will be moved into classrooms, gym, cafeteria, unless directed otherwise.
- IF the intruder(s) are in the building and you are outside with children, DO NOT go back in the building.
- All students will remain in classrooms. Teachers will close and lock their doors and immediately create a list of students not in class. Any students who are in the hallway must go to the nearest classroom.
- All doors including exit and classrooms will be locked (if possible), use whatever items (chairs, tables, etc.) that are available to block the entrance, cover the windows, and remain so until advised otherwise by principal, designee, or public safety official.
- Communication by radio, intercom, and telephone will be limited to emergency use only.
- Once emergency personnel have surveyed the situation, they will notify the RSP Leadership Academy staff to when the area is safe and secure.
- Once the area is safe and secured, the RSP Leadership Academy staff and students can resume regular activities.

C. Student Progress

1. Goals: To ensure we meet our goals as well as our students' goals, the program director and site coordinators will monitor grades and teacher input so as to make the necessary changes in the student's schedule of activities to ensure academic success.

2. Academic Assistance/Homework: All students will be enrolled in an academic hour daily to help improve Math and Reading. There will be time allotted for students to work on their homework, if applicable. For students who struggle in particular academic areas, the RSP staff will do their best to assist in this area by talking with the child's teacher and parent. Parents are still required to review homework and agendas daily. If students are assigned homework, it is the student's responsibility to get the homework daily and bring the worksheets, books, etc. that are needed to be successful in homework. RSP will provide paper, pencils, pens, glue, and project materials for each student. If students do not have homework, students are asked to have a book with them for quiet reading time, as well as, RSP staff will provide academic alternatives such as Reading, *Dreambox*, *First in Math*, *Legends of Learning*, MyOn, Prodigy, etc.



3. Enrichment Opportunities: Our program provides many enrichment activities, clubs, and community involvement opportunities. All instructors are trained to provide hands-on and engaging lessons. Students have an opportunity to try every club at least once throughout the school year. The RSP Leadership Academy offers many clubs such as crochet, sewing, archery, athletic clubs, Martial Arts, drama, cooking, dance, foreign language, Robotics, STEAM activities/clubs, and many more.

4. Student Progress Report: Parents and teachers will be updated about student's progress, behavior, areas of concern and other items that pertain to the student academic and social needs. This may be communicated in person, email, or a form letter. Student progress will be monitored through teacher conferences, counselor input, report cards, testing, and program staff.

5. Grades and Test Scores: Parents of participating students will give permission to obtain grades, test scores, and teacher input by signing the registration form.

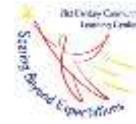
6. Evaluation: Parents, students, and teachers will complete surveys to help us better serve our students. In addition, the RSP Leadership Academy will be evaluated by the Nita M. Lowey 21st Century Community Learning Center, the Cobb County School District, and an outside evaluator throughout the school year.

D. Attendance Policy for Students:

The RSP Leadership Academy will agree to provide a minimum of 12 hours per week Monday through Thursday during the school year at Big Shanty and Kennesaw Elementary.

To be enrolled in the RSP Leadership Academy, it is required that students attend at least two days per week and the same two days per week.

- 1) Transition from school day to RSP Leadership Academy: Afterschool dismissal, students will check in with the RSP Leadership Academy staff. At the end of each day, the instructors will give the attendance log to the site coordinator for input in Cayen/AfterSchool 21.
- 2) Excessive Absenteeism Policy: Students who have more than **5 unexcused absences** could be dismissed from the program for the remainder of the school year.
- 3) Excessive Absenteeism Procedure: To ensure students attend the program on a regular and consistent basis, the Site Coordinator will contact the student's school teacher to discuss if there are any extenuating circumstances that have led to excessive absences. Depending on the circumstance, the Program Director or Site Coordinator will contact the parent to determine the cause of the absenteeism. In addition, during parent and student orientations the Program Director will explain the importance of regular attendance, send parent letters home with students or email parents directly. If a participant misses more than five consecutive days from the program, he/she must submit a doctor's excuse. After five days of consecutive unexcused absences, the following procedures will be followed:
 1. The student will be made inactive in the Cayen/AfterSchool Plus system
 2. Excessive absences may lead to termination or suspension from the program and student will be placed on a waiting list.



3. Students may not receive their first choice of classes if their attendance is in jeopardy.
- 4) Benefits of Regular Attendance: Students who demonstrate regular attendance will gain a better understanding of the clubs offered, including STEAM, Academic Support, and social interactions.

E. Parent Engagement

Family Events: Parents/guardians will agree to attend a minimum of two (2) workshops or family activities throughout the school year. Parents will be notified via email, newsletters, the white board, website and flyers about special events and family nights.

Language Assistance: We have staff personnel who can assist families with translation and assistance with their child's academic and social needs. We have access to the Translation Department with the CCSD who will translate our documents from English to other languages as needed or requested.

Parent Resources: Our program provides resources that are made available at the parent's request.

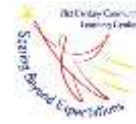
Parent Input: We would love to hear from you. We have an open-door policy and welcome parents to visit our classes any time except during COVID-19 restrictions. If you would like to tell us your concerns or suggestions, please feel free to email or call the Site Coordinator or Program Director.

Communication: The program director will inform parents/enrolling adult at orientations, in newsletters, and at other events about our program funding, sustainability plan and program partnerships. The program director develops an Advisory Council which will meet a minimum of two meetings during the school year with one meeting occurring during the first semester and one occurring during the second semester. This council includes two parents, two partners, two students, two teachers, and the school principal. All stakeholders can view program evaluations, news, sustainability, and other program news and updates on the RSP Leadership Academy website at www.rsp21.com Stakeholders may also follow us on Twitter @RSP21stCCLC

F. Staff Policies:

Background/Fingerprint Checks: All employees, contractors, and volunteers are required to submit and pass a background check through the Cobb County School District and/or Gemalto every 365 days.

Staff Training/Professional Development: The Program Director will provide staff trainings and professional learning and development sessions throughout the year to RSP Leadership Academy teachers and assistants. All employees who work in the before and afterschool time



are required to attend CPR training and earn CPR certification. In addition, staff will be trained on the following. Epi-Pen, Diabetes, Mandated Reporting, Emergency Drills (Code Red, Weather, Fire), positive behavior strategies, emergency planning, and academic lesson planning. In addition, staff will meet periodically and as needed to discuss program successes, challenges, and how to better serve our students.

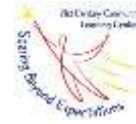
Staff Evaluations: The Program Director and Site Coordinator will conduct walk-throughs on a daily basis. The Program Director will visit each classroom to observe and evaluate teachers, assistants, and contractors after the first 30 days of programming, two formal observations, and walk-throughs throughout the year.

Nepotism Policy: The Program will follow and adhere to the Cobb County School District Nepotism Policy. This policy in part states that program employees may work with family members as long as one is not directly in a supervisory position over the other.

Written Conflict of Interest Policy: All employees are expected to adhere to the highest ethical standards of conduct at all times. While the Cobb County School District recognizes the right of the employees to engage in private activities outside their employment with the school district, business dealings that create a conflict with the interests of the Cobb County School District are not acceptable. Employees should disclose any potential conflicts of interest, including those where the employee's influence could result in personal gain for the employee or an immediate family member. Employees shall not solicit sales from students or their parents or advertise or endorse products or services aimed at students or their parents. For example: charging parents for tutoring services on school grounds. Administrative Rule Reference: GBEA, GBCD

Travel must be approved ahead of time using the FS-125-Authorization for Out of Town/Overnight Travel form. Report all travel expenses after the trip using the FS-100-

Employee Expense Statement for Out of Town/Overnight Travel form. Required receipts must be attached. The RSP Leadership Academy follows the travel policies and procedures of the CCSD. The RSP Leadership Academy Director and Site Specialist are reimbursed for mileage for day to day travel (i.e. site-to-site, shopping for supplies, and county meetings) and 21st CCLC meetings. CCSD Expense Reports must be filed to receive reimbursement for expenditures. (site-to-site mileage is pre-calculated by CCSD)



G. Fiduciary Issues:

Written Cash Management Procedures: The RSP Leadership Academy Program is a **reimbursable grant**. Whereas, the program's bookkeeper submits documentation for expenditures to the CCSD grant's accounting department. In turn, the CCSD grant's accountant will submit paid invoices, payroll, procurement, and other required documentation to the

GADOE for reimbursement to the CCSD. Documentation will be uploaded in CONAPPS monthly for reimbursement. The RSP Leadership Academy follows the Local School Accounting and Local School Accounting and Procedures Manual dated July 1, 2020 and the Bookkeeper Operations Manual dated July 1, 2020 in regards to cash management.

Program Fees: The RSP Leadership Academy is not a fee-based program and does not receive any cash. Prior written approval would be required from the GADOE to implement a fee based program. However, the Reach for the Stars Leadership Academy is not allowed to supplant the preexisting ASP (AfterSchool Program at Big Shanty/Kennesaw. Therefore, any fees charged by the ASP are solely a part of that program and in no way is a part of the Reach for the Stars Leadership Academy.)

Purchasing:

In order to purchase any item, a Local School Check Request (FS-381) for each purchase is completed and approved by the Program Director. Program Director and the Principal will approve in MUNIS. When required, Bids/quotes must be obtained (see CCSD Purchasing Guide).

Once items are purchased, the receipt must be signed by the purchaser and the Program Director and attached to the FS-381 Local School Check Request (include invoices and packing lists). Expenses with required documentation and contracts are uploaded in MUNIS. Reconcile monthly purchases against the Bank of America monthly statements.

Performance Contracts for non-employees are paid for services with local or county funds. These are reviewed and approved by the Program Director and Principal and must be submitted to the Assistant Superintendent for final approvals through MUNIS. The Reach for the Stars Leadership Academy will request information from a vendor regarding their services. A rubric including requirements necessary to fulfill the position or activity will be used to determine the best option for the program.

For instance, in the case of an external evaluator, RSP Leadership Academy uses the External Evaluator Requirements provided from the 21st CCLC Operations Manual.

Contractors are interviewed by the Program Director, Site Specialist, or Site Coordinator. Hiring is dependent upon meeting the needs of our students, staff, and the program, while meeting our financial obligations and maintaining compliance.

Reporting Fraud, Waste & Abuse: The Reach for the Stars Leadership Academy is in

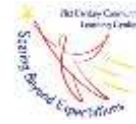


compliance of the CCSD policies and procedures for reporting fraud waste and abuse. Our objective is to provide 21st CCLC School employees and the general public a confidential means for reporting suspected wrongdoing involving fraud, waste and abuse of school assets or resources. Reportable activities 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.
- 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.
- Fraud and Other Corrupt Illegal Conduct: This includes but is not limited to: 1. Any crime defined in Title 16 in the Official Code of Georgia Annotated (O.C.G.A.).
- Inappropriate conduct or the appearance of inappropriate conduct that does not rise to the level of criminal activity including, but not limited to:
 - Conflict of Interest;
 - Omissions or the failure to provide information that could affect a financial decision or cause an undue loss or expense to the District;
 - Other actions prohibited by the Code of Conduct for Educators.

How to report Fraud, Waste and Abuse Complaints

- a. **Complaint Procedures regarding RSP Leadership Academy/Nita M. Lowey 21st CCLC:** Please try to resolve complaints by first contacting the Program Director. If your concern is not resolved, please contact the Cobb County School District’s Grants and Accountability Office before moving forward on a formal



complaint. For complaints about RSP Leadership Academy-21st CCLC please call Karen Scarborough at 770-722-9779. To initiate a formal complaint, a person must submit in writing to the Cobb County School District at 540 Glover Street Marietta, GA 30060 or you may call Kelly Luscre, Principal at Big Shanty at 768-594-8023

- b. You may contact the Cobb County School District during normal business hours at
- c. (770)426-3300 for guidance. The Cobb County School District (District) has a responsibility to uphold the public trust.
- d. Anyone suspecting fraud, waste, or abuse involving US ED funds or programs should call or write:

LEA Administrator(s)

or

Georgia Department of Education

Office of Legal Services

1852 Twin Tower East

205 Jesse Hill Jr. Drive SE Atlanta, GA 30334

Telephone: (404) 232-1066

Email: sdrake@doe.k12.ga.us

or

Office of Inspector General's Hotline (choose the method of contact which best suits you):

Call the OIG Hotline's toll free number 1-800-MIS-USED. The Hotline's operating hours are Monday, Wednesday, and Friday 9:00 am until 11:00 am, Eastern Time; Tuesday and Thursday, 1:00 pm until 3:00 pm, Eastern Time except for holidays.

Complete and submit a Complaint Form (English, Española)

To ensure complete anonymity, download a hardcopy of the special complaint form, complete, and mail to:

Inspector General's Hotline

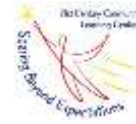
Office of Inspector General

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-1500

Notification:

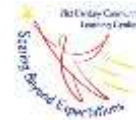
1. Procedures: Internal Audit shall: Internal Audit is an independent appraisal function established to document financial integrity and to promote efficiency, effectiveness and economy in District operations. District employees are subject to the requirements of the Georgia Code of Conduct for Educators (Administrative Rule GBEA Staff Ethics). In addition to the professional requirements, the District sets forth the following actions which are prohibited and guidelines for reporting their occurrence or suspected occurrence
 - a. Be notified of any occurrence or suspected occurrence of any of the above conduct:
 - b. Establish and publicize procedures for the reporting (including the ability to report anonymously) and investigating of any of the above conduct in the District.



2. Reprisals:

No action shall be taken or threatened against any employee for reporting the occurrence or suspected occurrence of any of the above conduct unless the complaint was made with the knowledge the allegation was false. **In person or writing:** The Finance Department is located in the Cobb County Board Office at 514 Glover Street Marietta, GA 30060

- **By phone:** (770) 426-3300.



REACH FOR THE STARS LEADERSHIP ACADEMY – BIG SHANTY/KENNESAW

Nita M. Lowey 21st Century Community Learning Centers

Signed Acknowledgement Page Enrolling Adult/Parent/Guardian Agreement

Student Name: _____

Date: _____

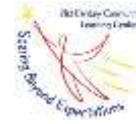
School Name: _____

By allowing my son/daughter to participate in the Reach for the Stars Leadership Academy, I agree to:

- Allow my child to participate in the Reach for the Stars Leadership Academy and to be enrolled in activities that will benefit my child
- Complete and return student RSP registration forms, ASP form (if applicable), and parent agreement
- Provide any additional information or documentation that will be helpful in meeting the needs of my student
- Review homework and agendas daily
- Follow and encourage my child to follow all rules and guidelines as outlined by the Cobb County School District and the Reach for the Stars Leadership Academy Nita M. Lowey 21st Century Community Learning Center Program Handbook
- Attend a minimum of two (2) workshops, family events, or performances throughout the school year through Zoom or other platform
- Agrees that more than three late pick-ups will result in suspension/termination from the program
- Support my child in this program by allowing him/her to attend a minimum of two days per school week and the same two days per week.
- Inform the site coordinator and/or program director if my child is absent more than three consecutive days
- If my child is absent more than five days, I understand I must provide a doctor's excuse
- Inform the site coordinator and/or program director if I have any areas of concern
- Notify the site coordinator and/or program director if I have any changes in address, phone number and emergency contacts
- Provide the site coordinator and/or program director with any updated health information for my child

(Parent Signature)

(Date)



REACH FOR THE STARS LEADERSHIP ACADEMY – BIG SHANTY/KENNESAW

Nita M. Lowey 21st Century Community Learning Centers

Student Agreement

Student Name: _____

Date: _____

School Name: _____

By choosing to participate in the Reach for the Stars Leadership Academy Nita M. Lowey 21st Century Community Learning Centers Program, I agree to:

- Follow all rules and guidelines as outlined by the Cobb County School District and the Reach for the Stars/Nita M. Lowey 21st CCLC Program Handbook
- Have a positive attitude and be respectful
- No cell phone, iPad, Kindle, etc. unless instructor permits for club instruction (if virtual programming then laptop or other applicable device is permitted.)
- Be on time for scheduled activities Bring homework from day school teacher to RSP Homework Assistance/Academic Support every day, if applicable. Student agrees to have a book of their choice to read during Quiet Reading Time (15-20 minutes daily)
- Inform instructors of academic needs and requirements
- Inform the program director and/or site coordinator of any difficulties or areas of concern that may arise

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the program director at this time or in the future.

(Student Signature)

(Date)