



2022 - 2023

STAFF POLICIES AND PROCEDURES

THE REACH FOR THE STARS PROGRAM

- **Innovation Academy serving Baker Elementary**
- **Leadership Academy serving Big Shanty Intermediate and Kennesaw Elementary**

07/25/2022



The Reach for the Stars Program
Nita M. Lowey 21st Century Community Learning Center
Innovation Academy and Leadership Academy

STAFF POLICIES AND PROCEDURES
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2022-2023 STAFF POLICIES AND PROCEDURES

Staff,

Thank you for working with the Nita M. Lowey 21st Century Community Learning Centers' Reach for the Stars Program (RSP Innovation Academy and Leadership Academy). This is intended to communicate the policies and procedures of the RSP/21st CCLC program.

A. Student Achievement and Expectations

1. Program Goals and Objectives

Reach for the Stars Innovation Academy and Leadership Academy Goals are to provide

- homework help and academic and culturally enriched activities; and
- opportunities for literacy and related educational development for families.

RSP goals as measured by the 21st Century Community Learning Center per our grant:

<u>GOALS</u>	<u>MEASURABLE OBJECTIVES:</u>
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



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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
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2. Private School Notification: The Title I Department along with the District’s Grant Manager will mail letters to all private schools in Cobb County School District inviting them to the Initial Consultation Meeting. The CCSD Department of Accountability will submit Form A-Private School Initial Consultation and Notification of Intent for Provision of Services. This form is used for private schools to notify LEAs of their interest for Equitable Services. (ES4PS) Requested consultation will be granted as requested by the Private Schools indicated in the zoning of CCSD schools.

3. Student Recruitment, Registration, and Enrollment Guidelines:

- a. At least one guardian must attend our Mandatory Parent and Student Orientation
- b. Kindergarten, 1st or 2nd at Kennesaw or 2nd, 3rd, 4th, or 5th grade student at Big Shanty and Baker
- c. Able to attend one of our sites: Baker Elementary, Big Shanty, or Kennesaw Elementary
- d. Students are referred based on free or reduced lunch, Standardized Test Scores, social needs, grades or school referral form
- e. Demonstrate a desire to participate in the program and be willing to abide by all Reach for the Stars program policies and procedures
- f. Be able to obtain parental/guardian permission and ongoing support for participation in the program
- g. Agree to a one-year commitment to the program
- h. Commit to attend a minimum of the same two days per week
- i. Be willing to communicate with the program staff as needed
- j. Complete screening procedure
- k. Be willing to communicate regularly with the program director and/or site specialists

Family Requirements:

- l. Must attend at least two family events per school year
- m. Complete Adult and Student Registration Forms



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- n. Complete surveys upon request
- o. Support the student as according to the Adult and Student Registration forms
- p. Complete and adhere to the policies of the Cobb County School District and the Reach for the Stars Program and discuss student progress and activity information

4. Attendance Policy for Students:

The RSP Innovation Academy/RSP Leadership Academy will agree to provide a minimum of 12 hours per week Monday through Thursday during the school year at Baker Elementary. To be enrolled in the RSP Innovation Academy, it is required that students attend at least two days per week and the same two days per week.

- a) Transition from school day to RSP Innovation Academy/Leadership Academy: After school dismissal, students will check in with the RSP Innovation Academy/Leadership Academy staff. At the end of each day, the instructors will give the attendance log to the site coordinator for input in Cayen/After School 21.
- b) Excessive Absenteeism Policy: Students who have more than **5 unexcused absences** could be dismissed from the program for the remainder of the school year.
- c) Excessive Absenteeism Procedure: To ensure students attend the program on a regular and consistent basis, the Site Coordinator will contact the student's day 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 A/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.
- d) 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.

- 5. **Students with Special Needs Policy:** It is the policy of the Reach for the Stars Program that the program director, site coordinators, teachers and administrators will follow the



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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

Also eligibility will be determined based on the following criteria:

- Preferences of the teacher, student and parent/guardian
 - a. Special needs services recommendation and IEP implementation
 - b. Standardized Test Scores and report cards
 - c. Behavior issues
 - d. Life Experiences, social issues and/or academic issues
 - e. Needs and Common interests
 - f. Personality
 - g. RSP staff member assign to student
 - h. Logistics: best time to meet during the school week, transportation needs

6. Lesson Planning: All academic and enrichment instructors will discuss lesson plans and projects to confirm that they meet the program's academic standards with the program director. Teachers will provide a copy of hand-out, worksheet, or other documentation being used in lesson. These lessons will complement the school day curriculum and include the Georgia Academic Standards of Excellence. Math and Literacy teachers will confer with day school teachers on specifics. **To utilize a website for instruction, please clear that website with the program director.**

7. Schedules, Early Release and Holidays: The Reach for the Stars Program will follow the holiday and early release schedule of the Cobb County School District. Reach for the Stars Program will not operate on early release days. For scheduling, the Site Coordinator will communicate the employee's weekly schedule as applicable.

8. Enrichment Activities that support the GSE: The program will provide an array of enrichment activities that will include academic components. The activities offered will be engaging, hands-on, and project based. Students will be encouraged to become a well-rounded student. Activities will include Archery, Team Building, Athletics, Music, Art, STEAM, Literacy, Science and Math. **Academic Correlation:** Activities are correlated to current Georgia Standards of Excellence in Math and Language Arts. All academic classes will be interactive, engaging and project based when applicable. Teachers are responsible for planning lessons that correlate to these standards and day school lessons.



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- 9. How progress toward goals and objectives will be measured through continuous assessment and evaluation:** Data will be collected through the CCSD Academic Portal. This will include absenteeism, grades, special needs information, and discipline. The Reach for the Stars Program will be evaluated by the ERES at 21st CCLC, the CCSD's Department of Accountability, and the 3rd party evaluator. Surveys will be disseminated to students, parents, and staff at the beginning and end of the program year.
- 10. Student Assessment and Student/Teacher Instruction:** The Program Director will forward progress reports, report cards, and behavior information to the Site Coordinator and Instructors where applicable. Lead instructors and Site Coordinators will meet with day school teachers on an as needed basis to ensure collaboration and successful communication to improve students' academics and behavior. **Student progress:** Student progress will be monitored through teacher conferences, counselor input, Academic Portal, and program staff.

Our program maximizes student-teacher interactions by having a 10/1 ratio in academic classes and an 18/1 ratio in enrichment classes. Teachers are specialized in their areas of instruction which maximizes the exposure for students in those content areas.

- 11. Virtual Programming:** Due to COVID-19, the Reach for the Stars Innovation Academy (RSP) 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 are required 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. All lead instructors will be prepared to virtually teach lessons, if or when our program needs to return to virtual programming. Assistant instructors will be available to distribute supplies, assist virtual teaching, and the general support of virtual programming. Currently, staff trainings and meetings will be face to face. However, trainings could change to online via ZOOM or Microsoft Teams.



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12. Communication of student progress with students, parents, regular school day teachers, school administration, and ELL.

- a) **School Day Staff:** RSP staff can communicate to the school day staff by visiting them during the school day, sending an email, or attending the team meetings. All RSP staff needs to forward any written/electronic communication to the Program Director.
- b) **School Administration:** Program Director, Site Specialist, and Site Coordinators may communicate with the school secretary for room use, utility service and other facility usage requirements. Site Coordinators may need to communicate with the School Nurse, Custodians, Media Center, Technology Department, and the like to ensure quality programming and student safety. In addition, key personnel will report to the site principals on an as needed basis.
- c) **Parents and Guardians:** All RSP teachers and site coordinators are encouraged to talk with parents during dismissal time. RSP will offer immediate feedback on particular issues. (great day-successes, behavior issues, potential problems/challenges)
- d) **English Language Learners:** 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. If you have a student/family, that needs this service, please contact the program director for assistance.

13. Academic Assistance and Homework Assistance: All students will be enrolled in an academic hour daily called Hero Academy. Teachers will assist students to ensure that homework, if given, is successfully completed. 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, the following procedure is in place. Students will complete and sign-off on our homework log. 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 to assist with homework. If students do not have homework, RSP staff will provide academic alternatives such as Reading, *First in Math*, *Legends of Learning*, MyOn, Prodigy, etc. **All instructors must walk around and assist children. Employees who are not engaged with students could lead to dismissal.**

14. 21st CCLC partners and Advisory Council: The program director meets with the School Advisory Committee every other month (at least every 90 days and/or during scheduled meetings) A minimum of two meetings will occur during the school year with one meeting occurring during the first semester. This council includes two parents, two partners, two students, two teachers and the school principal. The program director will



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communicate the goals and needs of the Reach for the Stars/21st CCLC Program. The results of the needs assessment and evaluation is communicated during these meetings as well.

15. Required documentation

- a) **Communications with regular school day staff (formal and informal contacts):** RSP staff will communicate with day school staff via email. RSP staff are also allowed to visit day school staff before the start of RSP or after dismissal to discuss any methods that assist us to provide the needs for our students.
- b) **Parent contacts:** Site Coordinators will meet with parents during student pick-up to discuss any concerns, questions or to give parents the opportunity to visit our clubs or talk with program instructors.
- c) **Parent involvement activities:** Per the grant application, program will host a minimum of three events per year.
- d) **Attendance Policy for Students:** The Reach for the Stars Program will agree to provide a minimum of 12 hours per week during the school year at the three designated sites. To be enrolled in RSP, 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: After school dismissal, students will check in with the RSP staff. At the end of each day, the instructors will give the attendance log to the site coordinator for input in Cayen/After School 21.
 - 2) Excessive Absenteeism Policy: Students who miss 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 day 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:
 - The student will be made inactive in the Cayen A/Plus system
 - Excessive absences may lead to termination or suspension from the program and student will be placed on a waiting list.
 - Students may not receive their first choice of classes if their attendance is in jeopardy.



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B. Expectations of Staff:

1. Application Process for Employment/Employment Eligibility: The Program Director will post jobs through the Cobb County School District's website. All interested applicants will apply online through the Applicant Tracking application process. The CCSD Human Resource Department will review all applicants and approve for the Program Director to review for interviews. The Program Director will notify the applicants for an interview. After interview(s), the Program Director will select the best candidates for the position. The Program Director will submit an EAF to HR to select applicants for employment. HR will contact the applicant directly to schedule new hire paperwork session.

Terms and Conditions of Employment- Application Process of Employment: School day teachers who work for RSP will be required to complete a Staff Application and apply for the position on the CCSD website. All other interested candidates will submit an on-line application with the Cobb County School District Applicant Tracking. Positions with the 21st Century Community Learning Center will be based on funding availability, teacher to student ratios, and program needs. These positions are temporary. **Employees of the RSP are not guaranteed a position the following school year.**

Annual national criminal background checks, including fingerprinting: Criminal Background Checks: All personnel will have a criminal background check every 365 days conducted with the Cobb County School District. Fingerprint processing will be conducted at the Human Resources Department at the CCSD for all new hires. For contractors, volunteers and employees will have their fingerprint background check processed through Gemalto. Employees, volunteers, contractors are unable to work until the background check is completed and cleared.

In the event the criminal record check reflects the employee has been charged with, pleaded to or been convicted of an offense other than a minor traffic violation, the CCSD HR Department contacts the program director and gives their recommendation or denial of hiring this employee. If the CCSD HR Department elects, the employee may continue in the employment of the school district pending final CCSD Board decision. All offenses not previously cleared by the Professional Standards Commission will be reported to the Professional Standards Commission. The employee will be required to provide documentation of all offenses previously cleared by the Professional Standards Commission.

2. Lesson Plans: All academic and enrichment instructors will submit lesson plans and sample worksheets where applicable to the Program Director and Site Specialist. (See attachments for sample Lesson Plan & Supply Form and the 21st CCLC Activities Description form)

3. Criteria for formal and informal observations, Walk-throughs, and performance evaluation: The Program Director, Site Specialist, Site Coordinator, 21stCCLC Personnel and CCSD Personnel will conduct walk-throughs and visits during RSP classroom instruction throughout the school year. The Program Director will conduct a formal mid-year



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observation for each instructor within the first 90 days of the program start date. If instructors are not performing satisfactorily, the Program Director meets with the instructor outlining what needs to be improved and how to make those improvements. The instructor is reevaluated within 20 days. If the instructor has not improved, they are dismissed from the program. The Program Director will conduct an end of the year observation within 60 days of the program end date. Employees will be given a copy of their evaluation form within 5 business days of the observation. All employees are encouraged to give input to help with the success of the program.

4. **Evaluations/feedback/results of poor performance and/or employee disciplinary action:** Program will follow district/organization's human resource procedures. Employee evaluations will be reviewed with the employee. If poor performance is evident, then training and guidance will be provided. If performance does not improve within 10 business days, the employee could face termination. In addition, employees are hired on a temporary basis, there is no guarantee that an employee will be asked to return the following program year.
5. **Staff dress code:** Employees should maintain an appropriate level of personal hygiene, and dress appropriately for the school or workplace situation and level of formality. Employees who do not follow the dress code will be asked to change immediately or will be asked to leave the site. Employees should follow safety regulations concerning equipment. Administrative Rule Reference: GBEBA
6. **Reporting staff absences:** Staff is expected to attend each day as scheduled, unless he/she has an excused absence. The following are excused absences. Personal illness, serious illness or family emergency /Conditions making attendance impossible or hazardous.

Employees who will be late to work or absent should personally notify their site coordinator and program director in advance or as quickly as possible so that their responsibilities can be covered appropriately. Absences for reasons that are not approved by the Cobb County Board of Education may be considered job abandonment.

Employees must contact their **Site Coordinator and the Program Director** to notify of tardiness, absences, and any information that is pertinent to the success of the program. Note each site's contact information below.

Site Coordinators, Site Specialist, and Program Director Contact Information:

Baker Site Coordinator: Melanie Wright 678-488-9930 or
Karen Scarborough 770-722-9779



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Big Shanty Site Coordinator: Karen Scarborough 770-722-9779

Kennesaw Elementary: Destiny Broughton 470-235-9357 or Emily Belinfante 770-713-1416 or Karen Scarborough 770-722-9779

Program Director: Karen Scarborough 770-722-9779

Bookkeeper/Site Specialist: Iris Mendralla 404-394-0408

7. Professional learning requirements and additional opportunities: The program director will schedule staff trainings, professional learning and development sessions throughout the program year. The program will provide, at a minimum, new year training and specialized training (e.g.: CPR, CPI, Epi Pen, Diabetes, Active Shooter, etc.) during the program year. Staff meetings will be scheduled at least every 90 days or on an as needed basis.

Training/Professional Development Dates: (all dates are subject to change)

July 26- August 6, 2022	Cobb County School District- MUNIS & Bookkeeping Training
July 19-July 21, 2022	21 st CCLC National Summer Symposium-Virtual
August 2-3, 2022	21 st CCLC Regional Training Virtual
July 26, 27, 2022 9:00-12:00, 1:30-4:30	Staff Training for all three sites at Baker Elementary Policies/Procedures- to include, but not limited to the Mandated Reporter, Active Shooter, Diabetes, Suicide Prevention, Weather drills, Summative Report-Academic and Enrichment revisions.
August 11, 2022	Staff Training
September 7-9, 2022	ASYD Conference
October 2022	Staff Professional Development – Student Behavior Management Ideas, Project Based Learning using Creative Writing Ideas, and Mission Statement Redefined to Ensure Student Success Socially and Academically through enrichment activities.
TBD	Second Step Training
TBD	Grant Accountability Training (CCSD)
December 2022	Staff Training – End of the Year recap and new ideas
February 2023	Beyond School Hours Conference
March 2, 2023	Staff Professional Development (Topic TBD-based on staff input)



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(Other trainings and meetings will be scheduled throughout the year as needed)

8. **Stipends:** The Reach for the Stars Program does not pay Stipends to staff members, volunteers, or contractors. The before-mentioned entities who attend any professional development, trainings, workshops, or program events will be compensated based on their hourly rate as assigned by the Cobb County School District Human Resources Department.

9. **Required documentation of time and effort to meet 21st CCLC grant guidelines:**
Timesheets/Time and Effort Documentation: All employees must sign-in and sign-out daily the time worked on CCSD timesheet and the PAR form/Periodic Certification. All timesheets must be completed correctly and submitted by the bi-weekly pay date. If timesheets are not submitted by the due date, timesheets will NOT be processed until the following pay period.

10. **Code of Ethics: Unacceptable Behavior Policy:** It is the policy of the Reach for the Stars Program that unacceptable behaviors will not be tolerated on the part of volunteers or students while participating in the program. This policy is in addition to behavioral requirements stipulated in other policies or procedures within this manual. This policy in no way is intended to replace or take precedence over other policies or procedures including, but not limited to, the following:
 - a. Confidentiality Policy
 - b. Cobb County School District Behavior Policy
 - c. Transportation Policy
 - d. Mandatory Reporting of Child Abuse and Neglect Policy
 - e. Use of Alcohol, Drugs, Tobacco, and Firearms Policy

A number of behaviors are regarded as incompatible with Reach for the Stars Program goals, values, and program standards and therefore are considered unacceptable and prohibited while participants are engaged in activities:

- Unwelcome physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault
- Unwelcome physical, verbal, visual, or behavioral mannerisms or conduct that denigrates, shows hostility, or aversion toward any individual



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- Demeaning or exploitive behavior of either a sexual or nonsexual nature, including threats of such behavior
- Display of demeaning, suggestive, or pornographic material
- Known sexual abuse or neglect of a child
- Denigration, public or private, of any student parent/guardian or family member
- Denigration, public or private, of political or religious institutions or their leaders
- Intentional violation of any local, state, or federal law □ Drinking while driving under the influence of alcohol
- Possession of illegal substances

Any unacceptable behavior, as specified but not limited to the above, will result in a warning and/or disciplinary action including suspension or termination from participation in the program.

Use of Alcohol, Drugs, Tobacco, and Firearms Policy

It is the policy of the Reach for the Stars Program to prohibit and discourage the use of drugs, alcohol, and firearms. Students, staff and volunteers are prohibited from using drugs or alcohol or possessing firearms while engaged in program activities or when on school site. Any suspected violations should be reported to the program director.

Alcoholic Beverages: No participant of the Reach for the Stars Program will possess or consume beer, wine, or other alcoholic beverages while actively engaged or prior to actively engaging in program activities, on school campus or before/during any student activity.

Drugs: No participant of the Reach for the Stars Program will manufacture, possess, distribute, or use any illegal substance while engaged in program activities or otherwise.

Tobacco: The intent of Reach for the Stars Program is to create a smoke- and tobacco-free environment. To that end, smoking and the use of all tobacco products is prohibited on the premises of Reach for the Stars Program and those involved with the program must refrain from the use of such products while engaged during program hours. The use of tobacco products includes but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, or other matters or substances that contain tobacco.

Weapons, Firearms, and Other Dangerous Materials: The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material while participating in activities is strictly prohibited.

Any violation of this policy will result in the immediate suspension and/or termination of student, staff, or volunteer participation. In addition, violations of this policy may result in notification being given to legal authorities that may result in arrest or legal action, and may be punishable by fine and/or imprisonment.



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11. Role in Parent Engagement: RSP/21st CCLC maintains an open door policy: Our program is always open to parents. If a parent has questions or concerns, please feel free to assist them; however, always give the program director and/or site coordinator the parent's concern so that the concern can be addressed. Try to communicate with parents frequently.

12. Program Policies and Procedures:

- a. **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. Administrative Rule Reference: GBEA, GBCD
- b. **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.
- c. **Written Travel Policy:** The Reach For The Stars Program follows the travel policies and procedures of the CCSD. The RSP 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)
- d. **Written Procurement Policy and Procedures:** The Reach for the Stars Program adheres to the CCSD policies and procedures in the General Financial Procedures Manual in regards to procurement including hiring contractors. Pre-approval by the Program Director and the Principal are obtained before purchases are made. Purchases are made using a Pcard or using a purchase order and the CCSD MUNIS system. A CCSD Contract is required for all contractors hired by the Reach For The Stars Program.
- e. **Written Cash Management Procedures:** The Reach for the Stars 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



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CCSD. Documentation will be uploaded in CONAPPS monthly for reimbursement. The Reach for the Stars Program follows the Local School Accounting and Local School Accounting and Procedures Manual dated July 1, 2019 and the Bookkeeper Operations Manual dated July 1, 2019 in regards to cash management. The Reach for the Stars Program **is not a fee based program and does not receive any cash.**

f. Use of Funds- Written Allowability Procedures:

The Reach for the Stars Program (RSP) uses 21st follows the basic guidelines when determining the allowability of charges to a Federal grant. Costs must meet the general criteria (see 2 C.F.R. §200.403)

For purchasing goods the following procedures are followed

All purchases must be necessary and reasonable in accordance to our grant application.

All purchases are made by the bookkeeper by following these procedures:

- 1) Check bid list
- 2) Research the cost from different sources
- 3) Find best price and quality to meet needs of program
- 4) Obtain approval from Program Director and Principal as in accordance to the CCSD Procurement Policies and Procedures, then bookkeeper will make purchase
- 5) Once goods are delivered, bookkeeper will complete the following steps:
 - a. Review order for accuracy
 - b. If applicable, assign number and logged into inventory spreadsheet
 - c. Program director approves invoice for payment and signs receipts.
 - d. Bookkeeper will then post expenses in the CCSD Accounting System through MUNIS. Program Director and Principal will approve in MUNIS.
 - e. Once bank statement is received (monthly), the bookkeeper will validate each purchase on the statement against the receipts of purchase.
 - f. The Grant Accountant retrieves the documents from MUNIS, uploads to CONAPSS for the purpose of reimbursement.

Per CFR §200.403 Factors affecting allowability of costs, except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles. The Cobb County School District (CCSD) ensures that all monies are spent to benefit the 21st Century Community Learning Centers (CCLC) Programs and meet each programs objectives as stated in their grant application.
- (b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items. CCSD uses the guidelines in the Procurement



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Services Vendor Handbook and researches vendors on SAM.gov to ensure that they have not been suspended or debarred.

- (c) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity. CCSD follows consistent policies and procedures related to costs, regardless of funding source, and maintains separation of duties.
- (d) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost. CCSD charges the state negotiated indirect cost rate consistently across grants to the appropriate object code.
- (e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part. Each year, CCSD prepares an independently audited Comprehensive Annual Financial Report in compliance with GAAP.
- (f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also §200.306 Cost sharing or matching paragraph (b). CCSD does not participate in cost sharing or matching. CCSD only incurs cost during the period of performance and reimbursement.
- (g) Be adequately documented. See also §§200.300 Statutory and national policy requirements through 200.309 Period of performance of this part. CCSD applies credit or issues refunds before the closeout of a grant period and completes the report as appropriate.

Technical Evaluations of Proposals and Selecting Participants Policy: The bookkeeper for the CCSD/Reach for the Stars Program will collect bids and complete the Contractor Criteria Log. The criteria that will be evaluated will include, but not limited to, price, work experience, availability, quality of service, references, past performances, and completed background checks. A rubric will be prepared with scores assigned to each criterion and the total score will be tabulated for each quote. The Program Director will review and render a final decision using best practices and adhering to the CCSD financial policies and the objectives of the grant application.

For contractors the following procedures are followed.



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- 1) Program Director or Bookkeeper will complete the Contractor Criteria Log to identify the best candidate/instructor/service to meet the needs of the program
- 2) Once identified, the bookkeeper will initiate the Performance Contract FS213 and the CCSD background check Consent Form, and research vendor on SAM.gov to ensure that they have not been suspended or debarred.
- 3) Once returned the bookkeeper will send the contract and attachments to the Principal, the Program Director, and Budget for CCSD approval.
- 4) Once contract is approved and services are rendered, contractors submit an invoice.
- 5) Invoice is verified by contractor sign in sheets
- 6) Bookkeeper will submit invoice and Contract Remittance FS212A to Program Director and Principal for approval
- 7) Then forms are submitted to CCSD Financial Services for payment to contractor
- 8) Grant Accountant will retrieve contracts and remittance documents from MUNIS for reimbursement. (All service dates will be entered in Cayen)

Time and Effort Documentation Policy--For Payroll the following procedures are followed:

- 1) All employees will sign in on arrival and sign out upon departure on their individual timesheet. All employees will sign and date after-the-fact.
- 2) All timesheets will be reviewed by site coordinator, bookkeeper, and program director
- 3) Program Director will approve and sign timesheets
- 4) Timesheets will be submitted for processing to CCSD school secretary
- 5) CCSD will process and issue payment to each employee
- 6) Employees who work in more than one Federal grant, including more than one 21st CCLC grant, will have to submit a PAR along with their timesheet. The Federal government requires a PAR for employees who work on multiple cost objectives, multiple 21st CCLC subgrants, or have multiple job functions within the same subgrant. All others who solely work for 21st CCLC will complete a Periodic Certification in January and July.
- 7) Payroll report will be submitted to CCSD grant's accountant for reimbursement from 21st CCLC.

g. Equipment Management Purchasing and Inventory:

Procedures and Equipment Policy: All equipment purchased with 21st CCLC funds will only be utilized by the Reach for the Stars Program personnel and program participants.

Equipment Procedures:

Asset Definition: Any item, which meets all of the following criteria, is considered a movable asset: It retains its original shape and appearance with use. It is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit. It will have an estimated usable life expectancy



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of two or more years. It has an original acquisition cost of \$1,000 or more or is one of the following: computers, printers, LCD projectors and whiteboards.

Information Maintained on Physical Assets-The following information will be recorded for all movable assets: Property Decal Number, Program Site Name, Quantity of Item, Description, Serial Number, Model Number, and Model Name.

The Reach for the Stars Program Director and Bookkeeper are the accountability officers. If an employee leaves the Reach for the Stars Program, it becomes the Site Specialist's responsibility to retrieve all equipment assigned to that person. This would include items such as: printers, computers, cameras, cell phones, Blackberry's, etc. **Safeguarding materials, equipment, and supplies:** The Reach for the Stars Program adheres to the 21st CCLC and CCSD policies and procedures for the management and disposition of inventory, property and equipment acquired with 21st CCLC program funds. Property Control User's Guide and CCSD Board Administrative Rule DIC-R)

All equipment purchased with 21st CCLC funds will only be utilized by the Reach for the Stars Program personnel and program. There are many items, particularly technological items, such as digital cameras, computers, iPads, etc., that tend to be easily pilfered items and are especially subject to theft. These items must be tracked and inventoried and proper action taken to safeguard these items (locked cabinets for storage).

All items, equipment and materials, which has a useful life of more than one year should be listed on the inventory. All items purchased with 21st CCLC funds should be labeled with an inventory sticker. The inventory number should have the year of purchase.

The inventory list will have the following: property number, item description, serial number, vendor, location of equipment, acquisition/purchase date, cost, condition, percent allocated to the source, title holder, source of funding, final disposition, and title holder. A sign-out log will be maintained at all sites for tracking purposes.

h. **Observe copyright laws with copying or using materials:**

Copyright Laws: 1. 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. 2. 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).

- i. **Internet and computer usage Computers:** Cobb County School District computer hardware, software and data should be used for assigned responsibilities only, and should be



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protected from damage, destruction, viruses, theft and unauthorized access and use.

Employees should have no expectation of privacy when using CCSD electronic resources.

Administrative Rule Reference: IJNDB **E-mail**: The District's E-mail System is a non-public forum administered by the Technology Services Division and is provided solely for District business and communications.

Employee use, including limited personal use, of the District's e-mail system is governed Administrative Rule IJNDB. Personal use should in no case interfere with the employee's ability to perform his/her job duties or responsibilities.

Internet: Electronic resources should be used to support assigned responsibilities. Employees should have no expectation of privacy when using electronic systems, and should minimize use of the Internet for personal reasons during working hours. Employees should never access pornographic or other sites prohibited by law during working hours or when using CCSD electronic resources. Administrative Rule Reference: IJNDB

The Cobb County Public School System 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 Cobb County Public School System 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 Cobb County Public School System makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Cobb County Public School System shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Cobb 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.

The Cobb County Public School System administration reserves the right to change these rules at any time without notice. The Cobb County Public School System strongly condemns the illegal distribution of software, otherwise known as pirating. Any students or employees caught



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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.

Cell Phones: Cell phones and other electronics are to be turned off or placed in the vibrate mode during RSP and staff trainings. All staff members are expected to refrain from personal cell phone use during the instructional time when students are under their supervision. If you must make or receive a call, you must inform another instructor and step out of the room. This is for emergency situations, checking on child care, and the like. Staff members will not be called to the telephone except in cases of emergency. In cases less urgent, the RSP staff will be happy to relay a message. **Students are not allowed to use cell phones or any other electronics during RSP. If a staff member is on their phone during supervision of children, that employee will be terminated that day.**

Twitter: Employees are encouraged to take pictures in the classroom to Tweet out to our community. However, all staff must be mindful that the safety of the students' safety comes first.

j. Reporting of suspected child abuse, etc.

Mandatory Reporting Policy

It is the policy of the Reach for the Stars Program 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.

All employees and volunteers of the Reach for the Stars Program 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 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.



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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. (Form Attachment A)

- k. **Reporting of Sexual Harassment:** Sexual harassment is unlawful and specifically prohibited. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated. Examples of prohibited conduct include, but are not limited to, unwelcome intentional touching of intimate body areas; employees dating students; graphic or degrading comments about an individual or his/her appearance; the display of sexually suggestive objects, pictures, cards or letters; lewd or suggestive comments or gestures; and off-color language or jokes of a sexual nature. *Individuals who believe they are being sexually harassed should immediately notify a building or department administrator or Human Resources.* Retaliation against a complainant for making a complaint is strictly forbidden. Also see Administrative Regulations, Superintendent's Statements, EEO Procedures, and Complaint Resolution.

Administrative rule reference: GAEB-R

- l. **Process for reporting fraud, waste, and abuse:** The Reach for the Stars Program 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:
- a. Neglect of duty – Noncompliance with applicable rules, laws and regulations; misuse or abuse of time during work hours.
 - b. 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.
 - c. Falsification of Information – Falsification of personnel records, time records, or any other and employee record or report.
- m. **Complaint procedure How to report Fraud, Waste and Abuse Complaints: Complaint Procedures regarding 21st CCLC:** Please try to resolve complaints for 21st CCLC with RSP or the school district before moving forward on a formal complaint. For complaints about 21st CCLC please call Karen Scarborough at 770-722-9779. To initiate a formal complaint, a person



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must submit in writing to the Cobb County School District at 460 Glover Street Marietta, GA 30066 or you may call the Principal at Baker Elementary at 770-975-6629.

If you would like to contact the GADOE directly in regards to 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, Español)
 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

If you are unsure how to proceed with a concern, you may contact the Cobb County School District during normal business hours at (770)426-3300 for guidance. The Cobb County School District (District) has a responsibility to uphold the public trust.

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:

Fraud and Other Corrupt Illegal Conduct:

This includes but is not limited to:



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1. Any crime defined in Title 16 in the Official Code of Georgia Annotated (O.C.G.A.).
2. Inappropriate conduct or the appearance of inappropriate conduct that does not rise to the level of criminal activity including but not limited to:
 - a. Conflict of Interest;
 - b. Omissions or the failure to provide information that could affect a financial decision or cause an undue loss or expense to the District;
 - c. Other actions prohibited by the Code of Conduct for Educators.

Notification:

1. Procedures:

Internal Audit shall:

 - 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 30066 □ **By phone:** (770) 426-3300.

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



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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.

n. **Non-discriminatory expectations- GAA Personnel Goals and Objectives**

7/19/12 The Cobb County Board of Education (Board) recognizes that it requires each employee and the job he/she performs each day for the Cobb County School District (District) to operate effectively, safely and efficiently. Specifically, the Board acknowledges the following: • All staff of the Cobb County School District (District) are essential link between curriculum and student achievement;

- A positive relationship between teacher and student is key to the student's success in school, including academic achievement, and his/her pursuit of future learning;
- The support of all professional, paraprofessional, and classified staff members is essential for the smooth operation of individual schools and the District and is likewise important to students' academic, intellectual, social, psychological and ethical development.

Therefore, the Board expects the Superintendent to develop personnel rules and guidelines which provide for the non-discriminatory fair, dignified, consistent, clear, and professional treatment of all employees (Board Policy GA [Treatment of Staff]) which create a work environment that enables the District to recruit, employ and retain a qualified staff committed to:

- Providing excellence in education through meeting the needs of all students, ensuring that every student is encouraged to reach his/her potential, and providing for continuous improvement in curriculum, instruction and learning.
- Providing and maintaining efficient and effective support necessary to meet the operational needs of individual schools and the District.

Finally, the Board recognizes the impact its decisions regarding Policy, Rules, District planning, budget, goals and objectives have on the delivery of instruction by teachers, the instructional environment in the school, and the level of support other employees are able to contribute to the delivery of instruction.

Adopted: 10/18/07

Revised and recoded: 7/19/12 (Previously coded)

- o. **Confidentiality requirements:** 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



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Statues or developed for WCSD related to the personal information of the participants at the Community Learning Center without the prior written authorization of the 21st Century Community Learning Center Project Director. 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.

- p. 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.
- q. Compliance with ADA, IDEA, other Federal regulations/laws Civil Rights Policy:** The Cobb County School District 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 Cobb 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 Cobb County School District will not discriminate against any qualified employee because of a disability, as long as the employee can perform the essential functions of the job. Reasonable accommodations for qualified individuals with a disability will be provided, following the ADA guidelines.

C. Student Safety

1. **Emergency plan, evacuation routes, and practice drills during after school hours of programming. (2:15-5:45 p.m.)**

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)



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- 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



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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. Take the children to the following locations. If at Baker, go to Summit Church on Moon Station. If at Big Shanty, go next door to St. Catherine's. If at Kennesaw Elementary, go to the neighborhood across the street.
- 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.
- Per CCSD, ADD is the procedure to follow. **Avoid** the intruder where possible. **Deny** access to the building, room, Cafeteria, Learning Commons, etc. **Defend**: you have the inalienable right to defend yourself against an attacker.
- Once emergency personnel have surveyed the situation, they will notify RSP staff to when the area is safe and secure.
- Once the area is safe and secured, RSP staff and students can resume regular activities.

2. **Student Behavior Management Plan:** All students will be required to follow the same rules of the Cobb County School District during the school day, as well as, during our after school program. In addition, all participating students will follow the rules of the Reach for the Stars 21st Century Community Learning Center Program. All site coordinators will have the Student Progress Log Book, Discipline Form or the Contract Form. Depending on the student issue, instructors will discuss the issue with the program director to determine the best course of action.

Steps In Discipline 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)



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- 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.

3. Social skill instruction, anti-bullying strategies, and relationship building with students and parents: Our program will provide several special events and activities that will discuss proper nutrition, physical activities, social issues, hygiene, bullying, and drug prevention programs.

4. Transportation procedures, drop off and pick up procedures: Parents are required to pick their child up no later than 6:00pm. If pick-up is later than 6:00pm on more than one occasion, 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.

Transportation and Pick-Up Policy:

- a) RSP 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.
 - b) Parents must check out their child no later than 6:00 p.m. and sign 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 office.
- 5. Internet access for Students:** All Cobb County School District students are given a computer access code. They are forbidden to access the internet without adult supervision. Only CCSD approved websites are allowed to be accessed. Please see Program Director or Media Center specialist for approved websites.



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- 6. Fieldtrip Procedures:** All fieldtrips must be approved by the program director and school principal. After program director approval, the request is then sent to the GADOE 21st CCLC ERES for approval. Any field trip must coincide with the lesson plans for that particular academic subject or class. Parental permission forms are required.
- 7. Injury/Accident Reports:** When an accident and/or injury occurs, the involved RSP employee needs to inform the Site Coordinator and provide the specific details. The Site Coordinator will complete a CCSD Injury Report Form and give to the school principal to sign, make a copy to put in student file, and notify the Program Director.



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Appendix A

Innovation Academy and Leadership Academy

Nita M. Lowey 21st Century Community Learning Center (21st CCLC)

Receipt of Employee Rules and Regulations

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 Cobb County School District's policies and procedures, but this a summary guide only, and not meant to be a contract of employment between Cobb County School District and any of its employees. Moreover, changing circumstances may require modifications to this handbook or the benefits it summarizes, and 21st CCLC and Cobb County School District reserves the right to modify, delete or improve any of the benefits or policies at any time without notice.

I have on this date received my copy of the employee handbook at the Reach for the Stars Program staff training. By signing this document, I agree to follow the policies and procedures outlined in this handbook.

Employee's Name (Print)

Date

Employee's Signature

School/Location