



Employee Handbook

Welcome to Pulaski County 21st Century Community Learning Center!

Our Mission:

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

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21st CCLC Staff

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The 21st CCLC Program is in operation at the following 3 sites:

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Goals and Objectives for the **21st Century Community Learning Center (CCLC)** **Program**



Goal 1: Participating students will reach high standards at a minimum attaining proficiency or better in Mathematics.

Objective 1.1: 45% of regularly participating 1st and 2nd graders (those attending 30 days or more) will meet their individual growth target on the District Assessment for Math.

Objective 1.2 50% of regularly participating students (attending 30 days or more) in grades 3-8 will score at the Developing Learner Level or higher on the Georgia Milestones Assessment for Math.

Objective 1.3: 70% of the regularly participating students (attending 30 days or more) will maintain or increase their grades in Math during the academic year.

Goal 2: Participating students will reach high standards at a minimum attaining proficiency or better in Reading/ELA.

Objective 2.1: 45% of the regularly participating 1st and 2nd graders (those attending 30 days or more) will meet their individual growth target on the District Assessment for Reading/ELA.

Objective 2.2: 50% of regularly participating students (attending 30 days or more) in grades 3-8 will score at the Developing Learner Level or higher on the Georgia Milestones Assessment for Reading/ELA. on Reading and ELA portion of the state mandated testing.

Objective 2.3): 70% of the regularly participating students (attending 30 days or more) will maintain or increase their grades in Reading and ELA during the academic year.

Goal 3: School involvement of adult family members of participating students will increase.

Objective 3.1: A minimum of 25% of regularly participating students' (attending 30 days or more) parents will participate in family involvement activities at least one time during the program year.

Objective 3.2: A minimum of 25% of regularly participating students' (attending 30 days or more) parents will participate in literacy or educational activities at least once during the program year.

Goal 4: Increase the Graduation Rate.

Objective 4.1: 50% of the regularly attending students (those attending 30 days or more) in Credit Recovery will earn at least one unit of credit.

Objective 4.2: 50% of the regularly participating high school students (those 9th-12th graders attending 30 days or more) will pass their Math and ELA classes having state mandated tests.

Goal 5: Participating students will increase in positive behavior.

Objective 5.1: 85% of the regularly attending students (those attending 30 days or more) will not miss more than 10 regular school days in any of their academic classes.

Objective 5.2: 65% of regularly participating students (attending 30 days or more) will have one or less discipline referrals for the year during the regular school day hours.

What is different about the 21st CCLC program?

The 21st Century Community Learning Center program provides academic enrichment opportunities during non-school hours for students. The focus is on fun and engaging activities that students will enjoy doing yet still be learning and mastering skills that give them trouble during the regular school day. We want to improve academic achievement, but we also want students to be successful in enrichment opportunities. Enrichment activities are often real-world activities that require students to apply skills they have learned during the regular school day. Enrichment activities will also be offered to broaden students' experiences including the arts, recreation, and culture. The following classes/topics are available during the after school program: (the list will vary among the sites based on availability and age appropriateness of content)

- Graffiti Wall – Engaging academic puzzles and games
- 2 Good 4 Drugs and Violence
- GeoMotion
- Flocabulary – Vocabulary words put to music and story.
- Life Skills – communication, decision-making, stress, etc.
- Rocketry—Assembling and Launching Rockets
- Science Explorer – hands-on science projects
- Speed Stacks – Cup stacking with a purpose
- SPARKS – Sports, Play and Active Recreation for Kids!
- The Giraffe Project
- Solving Mysteries using Forensics/Science (The Cookie Jar Case, etc)

The class sizes for the 21st CCLC program are much smaller giving the teacher the greater freedom to tailor his/her instruction to the needs of the small group.

Parents will be given many opportunities throughout the school year to attend educational and personal development events, particularly in the area of literacy.

Some examples are: Parent Orientation, Teen Maze, Reality Check, Math/Science Fair, Family Health & Wellness Fair, Enhanced Food and Nutrition Education Program, Computer/Technology Classes, Parent 2 Parent Workshop, Meet and Treat

Eligibility: Eligibility for the program is based on past academic performance and recommendations from administrators, teachers, and school counselors.

Recruitment Plan:

1. At the beginning of the school year, administrators, instructional coordinators, and counselors from the elementary and middle schools supply the director with a list of students who are in need of academic assistance. Daytime teachers are also asked to submit recommendations of students whom they feel could benefit from the academic reinforcement of the after school program. Letters and forms are sent to parents to be completed and returned to the school. Parents of students with the greatest needs will be contacted first and given the opportunity to enroll their students.
2. Letters will also be sent home to parents of students who have previously attended the program. If the classes are filled to capacity at this time, no others will be contacted. If, however, slots in the classes are still available, the next students on the list will be contacted. Throughout the year, whenever a slot becomes available in a classroom, the next student on the waiting list will be contacted and offered the opportunity to start attending the after school program.
3. After the parent orientation, those parents not attending are contacted by phone or email to determine whether or not they want their student to take advantage of the after school opportunity. Parent contacts will continue to be made until all class slots are filled or until all students on the prospective list have been contacted.
4. Special Education students will be included in the target population for each site.
5. In some cases, parents contact after school staff members or program director directly if they are interested in their child attending the program. These students are also considered for enrollment and sent a registration form. If there are no slots available, the students are placed on the waiting list. The director and site coordinators try to include siblings of students who are enrolled in the program.
6. There are tables set up at the front doors of PCES and PCMS at Open House. Parents are able to talk with the Program Director, or her designee, and ask questions about the program or complete registration forms.
7. Registration forms may also be found at the front office or counselor's office of each site for any parent who might want to enroll a child in the program. There are no private schools within Pulaski County.

Registration: Parents receiving recommendation letters can register their students for this program before or during Parent Orientation. Students and parents are to attend this orientation to become acquainted with the goals of this program as well as other important information. A parent handbook will also be distributed at this meeting.

ATTENDANCE PLAN

Regular attendance on the part of the student is essential for him/her to be successful in this program. There may be certain activities which cause a student to miss some days, and these activities will be taken into consideration. Students with Special Needs are also expected to attend regularly to receive the benefits of the program; however, certain case-by-case accommodations will be made if necessary. It is important that parents communicate with the Site Coordinator when a student needs to miss after school for such reasons. If a student is absent for more than **two (2)** consecutive days, the Site Coordinator will contact parents to find out the reason. If a student misses 10 days without a doctor's excuse, that student will be dismissed from the program. Parents should not pick up students early on a regular basis unless it is approved by the site coordinator.

ATTENDANCE is **very** important in our program. We have a Waiting List of students who desire our services; therefore, if attendance is a problem it will be addressed by the Program Director. Some leniency will be given to those students involved in school sports. We support all school activities by our students.

Schedule

The after school program will begin on September 12, 2016 and end on March 31, 2017 (110 days). At the end of the regular school day, all after school students will report to their after school classroom as designated by site coordinators. After attendance is taken by the teacher, the students will be given a snack and approximately 30-45 minutes of homework time. Then students will report by grade level according to a pre-determined schedule at each site. The Site Coordinator will inform teachers and students of individual site daily, weekly, and monthly schedules.

After school Days in Operation

The after school program will begin September 12, 2016 and be in session every Monday- Friday until March 31, 2017 **EXCEPT** for the following days: (110 total days in session)

October 10, 11, 12-- Holiday (Monday), Parent/Teacher Conferences (Tuesday, Wednesday),
November 18 – No after school program
November 21-25-- Thanksgiving Holidays
December 5-January 2-- No After School, Christmas Holidays, Student Holiday
January 16 – Martin Luther King Holiday
February 17 & 20– President's Day Holidays
March 10- Student Holiday
March 14- Parent/Teacher Conferences

Schedules at each site

Pulaski County Elementary School Schedule

	Monday through Thursday		Friday
3:20 - 3:50 30 minutes	Snack/Homework	3:20 – 4:05 45 minutes	Snack/Tutoring
3:50 – 4:35 45 minutes	Small Group Tutoring	4:05 – 4:50 45 minutes	Recreation
4:35 - 5:05 30 minutes	Recreation	4:50 – 5:20 30 minutes	Recreation
5:05 – 5:50 45 minutes	Enrichment		

Pulaski County Middle School Schedule

	Monday through Thursday		Friday
3:30 – 4:00 30 minutes	Snack/Enrichment	3:30 – 4:15 45 minutes	Snack/Enrichment
4:00 – 4:45 45 minutes	Homework Assistance	4:15 – 5:00 45 minutes	Individualized/Small Group Tutoring
4:45 – 5:15 30 minutes	Recreation	5:00 – 5:30 30 minutes	Recreation
5:15 – 6:00 45 minutes	Individualized/Small Group Tutoring		

Hawkinsville High School Schedule

	Monday through Thursday		Friday
3:30 – 4:00 30 minutes	Snack/Enrichment	3:30 – 4:15 45 minutes	Snack/Enrichment
4:00 – 4:45 45 minutes	Homework Assistance	4:15 – 5:00 45 minutes	Individualized/Small Group Tutoring
4:45 – 5:15 30 minutes	Recreation	5:00 – 5:30 30 minutes	Recreation
5:15 – 6:00 45 minutes	Individualized/Small Group Tutoring		

Behavior Management Plan/CODE OF CONDUCT

It is the purpose of the Pulaski County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy (a Student Code of Conduct) which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district. The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from school events;
- On vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

CODE OF STUDENT CONDUCT AND DISCIPLINE

Rule 1 Disruption and interference with schools

Rule 2 Damage, destruction, or theft of school property

Rule 3 Damage, destruction, theft, or extortion of private property

Rule 4 Assault on a person employed by the school

Rule 5 Physical Violence against a teacher, school bus driver, or other school official or employee

Rule 6 Assault and/or battery on a person not employed by the school

Rule 7 Weapons and dangerous instruments

Rule 8 Possession of potentially dangerous objects or replicas

Rule 9 Narcotics, alcoholic beverages, and stimulant drugs or any other controlled substance Rule 10 Use or possession of tobacco

Rule 11 Disregard of directions or commands

Rule 12 Truancy and tardiness

Rule 13 Dress and grooming

Rule 14 Parking and traffic violations on campus

Rule 15 Use of profane, vulgar, or obscene words, gestures, or other actions which disrupt school system operations

Rule 16 Gambling

Rule 17 Misbehavior on bus

Rule 18 Criminal law violations

Rule 19 Sexual misconduct or offense

Rule 20 Rude and disrespectful behavior

Rule 21 Cheating

Rule 22 Possession of pocket pagers or electronic paging device

Rule 23 Harassment

Rule 24 Chronic disciplinary problem student

Rule 25 Cumulative offenses

Rule 26 Violation of probation

Rule 27 Violation of rules and regulations of extra-curricular activities

Rule 28 Secret societies/gang activities

Rule 29 Bullying

Rule 30 Falsifying, Misrepresenting, Omitting, or Erroneously reporting information of alleged inappropriate behavior by a school employee toward a student

AUTHORITY OF THE PROGRAM DIRECTOR AND SITE COORDINATORS

The Program Director is the designated leader of the after school program, and the site coordinators are the designated leaders at their prospective sites. In concert with their staff, the site coordinators are responsible for the orderly operation of the after school session. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the site coordinators may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

AUTHORITY OF THE TEACHER

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the site coordinator or his/her designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the site coordinator or his/her designee. The teacher shall have the authority to remove a student from the class consistent with O.C.C.A. 20-2-738, board policy and procedures set forth by the district.

AUTHORITY OF THE BUS DRIVER

The bus driver is responsible for each student while the student is on the bus. Therefore, each student is expected to cooperate with the bus driver. The bus driver has complete charge of all students on the bus. The driver has the authority to enforce the rules and regulations of the school system. Disrespect to any school personnel, including the bus driver, is a major offense. Any student in violation of bus rules who has been reported to the site coordinator risks losing their bus riding privileges.

EXPECTED BEHAVIOR STANDARDS

Expected behavior is behavior that promotes learning and encourages maturity during the after school program. Students and their parents need to know and understand this code in order to achieve these goals. Students **SHOULD**: Participate fully in the learning process. Students need to report to the after school classroom on time, attend regularly, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed. Avoid behavior that impairs their or other students' education achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others. Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures, as well as recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others. In all cases, the rights of individuals will be ensured and protected. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's **discipline history**, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. The following disciplinary actions may be imposed for any violation of this Code of Conduct during the after school program:

- 1st Offense:** Written warning and conference with student
- 2nd Offense:** Written warning and conference/call to parent or guardian
- 3rd Offense:** Written warning and conference between parent and Program Director
Student may not return to ASP until this conference occurs
- 4th Offense:** Removal from program

Grounds for Immediate Dismissal due to Behavior:

Any behavior that threatens the physical or emotional safety of any child or is considered dangerous (physically, verbally, or emotionally) to any student or staff member

Electronic Devices

Sound producing and communicative devices (cell phones/ipods) are only to be used during the after school program by students with **PRIOR** teacher approval. If a student fails to comply, the electronic device will be taken up by the teacher or site coordinator and kept until the end of the after school day.

ISS

If a student is assigned to ISS during the school day, he/she cannot attend the after school program for as long as they are in ISS.

Wellness

Every child will be given a snack by their teacher or site coordinator. Snack time and routines will be determined by site coordinator.

Medication

The administration of medication by after school staff shall be permitted if it is not possible for the medication to be taken at home or if the prescribing physician specifically states a time during the day at which the medication is to be given. See the school website www.pulaski.k12.ga.us ("Forms and Documents" tab on the left hand side of the page) or the site coordinator for the guidelines and appropriate form to be completed.

Transportation:

- a. Checkout – Procedures - Requirements for students to be released while attending



the program will be the same as during regular school, which requires a parent to sign-out a student. Any time a student arrives at or leaves the after school program after the 3:30 start time, that student and his parents need to sign in or out with the site coordinator.

Pick up at the Elementary school site is the front of the Elementary School building.

Pick up at the Middle or High school is the driveway next to the Middle School office.

Students will only be released to individuals/bus as indicated on the registration form unless the site coordinator has been notified that day of a change by phone or written letter.

b. Parent drop-off and pick-up procedures/Student arrival and departure - Students will arrive at the after school program by going to the specified location after the regular school day is dismissed (classrooms on 5th grade hall for the elementary school students, assigned classrooms for middle and high school students). Departure from the after school program is made at the designated pick-up or bus transportation sites.

Elementary School

Parents may pick students up in the front of the building.

Students being transported home by bus should report to the back of the building.

Pulaski County Middle School and Hawkinsville High School

Parents may pick students up in the driveway next to the Middle School office. However, parents picking students up need to park in the small parking lot to the left of the driveway. The main driveway needs to be left open for the buses.



Bus transportation is available for the after school program. On the registration form, the parent/guardian must designate an address where the bus driver should take the student at the end of the day. Should you need to change your student's transportation home at any time, please call the appropriate site coordinator or school office by 1:00 p.m. on the day the change should take place.

c. Bus safety – Students will remain seated while the school bus is in motion. Eating and drinking will not be allowed on the school buses. A student shall not exhibit any behavior that will distract a bus driver's attention or disrupt or interfere with the safe operation of a school bus.

The students must abide by the Code of Conduct as described in the student handbook as long as they are on school property. A bus is school property.

Emergency Procedures:

Practice drills - There will be regularly scheduled emergency drills (fire, tornado, and lockdown drills) conducted throughout the after school year.

Emergency Preparedness Plans for the after school program are basically the same as they are for the daytime school. The major differences will be:

- how the doors are locked and unlocked because after school teachers (for the most part) are not in their daytime classroom and may not have keys for the rooms they are using for after school.

- how the teachers and students are notified will be different at the HHS site. Site Coordinator will first look at the daily schedule to ascertain where students are located. The schedule of the students determines what steps need to be taken such as which teachers need to be called and to what location students will be reporting. Site Coordinator will sound the alarm for students and faculty at PCMS site. Teachers and students at the High School will be called at 478-230-7857. A list of after school teachers' cell phone numbers is on file with the site coordinator. If the students are scheduled to have Art on the day of the drill, the Site Coordinator will also call the Art room at 478-783-7458.
- Site coordinators for both sites will notify the Pulaski County Fire Department that the after school program is going to conduct a fire or tornado drill.
- Locations where the classes are to meet outside the building at PCMS and HHS are different than what is posted on the wall in the classrooms. These classes will meet by the PCMS flagpole or in front of the PCMS gym.

Fire

- Evacuation routes are posted on wall next to door in every room at student's eye level. Fire evacuation route is highlighted to aid in visual identification.
- Fire department is automatically alerted and responds when fire alarm sounds.
- When fire alarm is sounded, exit building as quickly and orderly as possible to a location at least 300 feet from the building and out of the path of roadways and emergency vehicles.
- Leave classrooms doors closed and unlocked.
- Teachers take roll books and emergency packet when they leave the building.
- Students line up in an orderly manner. Head counts are taken and attendance runners are sent.
- Teachers nearest outside doors disengage locks on exit doors to make reentry possible.

Lockdown

- When making the announcement to place the school in a lockdown, do NOT use "codes": It is best to state in plain speech that the school is in a level ____ lockdown until further notice. If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation but do NOT announce the reason for the lockdown.
- The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

Levels of lockdowns:

- Level 1
 - Lock all exterior doors, lock and monitor main access door.
 - Site coordinator will go to each ASP classroom to lock classroom doors. (Site coordinator will lock doors because teachers may not have classroom key)
 - Monitor movement of students particularly between classes.
 - Students and staff remain in building.
 - Movement is limited.
 - Block visibility into classrooms from exterior windows and doors*.

- Example: Threat is exterior to school. Armed suspect feeling police. Criminal activity in area of school.
- Level 2
 - Close and lock all exterior doors as well as classroom doors. (Site coordinator will lock doors because teachers may not have classroom key.)
 - Open exterior window blinds or curtains to allow exterior visibility into classroom*.
 - Conduct accountability procedures.
 - Staff and students do not leave classroom.
 - Continue classroom instruction or normal activities within the classroom.
 - Do not contact office unless you have pertinent information or an emergency.
 - Announce for all visitors/vendors inside the building to return to the office.
 - Example: Threat is inside school. Angry parent or student that is verbally upset and agitated but not physically threatening at current time.
- Level 3
 - Close and lock classroom doors immediately. (Site coordinator will lock doors because teachers may not have classroom key.)
 - All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables.). Turn off lights if visibility is possible from interior windows and doors.
 - Open exterior window blinds or curtains to allow exterior visibility into classroom*.
 - Remain silent.
 - School officials get into lockdown position also.
 - Example: Threat is inside. Threatening person is at school, possible weapon involved/active shooter (student/parent/staff).

*Consult local responding law enforcement to determine their preference based upon their tactical capabilities.

Tornado

Tornado watch – A tornado watch is issued by the National Weather Service when tornadoes are possible in our area. Remain alert for approaching storms. This is time to remind students of safety procedures and listen for further instructions.

Tornado warning – A tornado warning is issued when a tornado has been sighted or indicated by weather radar. This is the time to activate safety procedures.

- If warning is issued, everyone in main building moves into hallways and sits with back against the wall, head down between legs and arms folded over head until danger passes and an all clear signal is given.
- Everyone in outside buildings moves into main building by nearest door and into safe areas in hallways. Teachers remain with students in the hallway.
- Other persons in the building will move into the hallway and remain in the tornado position until danger has passed and the all clear signal has been given.
- Special needs students will be monitored by teacher to determine any physical or emotional problems.
- Be prepared for alarm systems to activate if facility is damaged.
- If in route, bus drivers and students evacuate bus and seek shelter in ditches or low-lying areas away from power lines.
- Students will not be released or school buses allowed to leave campus during a severe weather warning.

Inclement weather procedures - In the event that the school closes for inclement weather, the after school program will also be cancelled. If there is cause for early closure or early departure during the after school program, parents will be notified by the after school staff.

MAINTAINING EMERGENCY CONTACT INFORMATION

It is **extremely** important that the After School Program has the correct contact information for each student. It is also very important that we have **alternate contacts** to call if a parent cannot be reached when a student needs to go home because of illness or in case of an emergency. These contacts, as well as the correct phone numbers, need to be on the students' registration form. If the phone numbers that you provide on this form **change** at any time during the school year, please call the Site Coordinator and give them the new number.

Program Evaluation – In order to provide students with an excellent after school program, we will constantly be evaluating ourselves and the students to see how we are doing and what we could do better. The following methods will be used:

- Number of Discipline referrals related to respect per grading period
- Attendance records
- Parent attendance at events
- Documentation of teacher communication with students
- Classroom observations by site coordinators, GADoe staff, and external evaluator (Appendix B)
- Surveys (parent, student, staff, day time teacher)
- Student report cards and progress reports

Staff Expectations

Job Descriptions -

Teacher

Performance Responsibilities:

1. Directly instruct students during remediation and tutoring, using curriculum based on the Georgia Performance Standards and best practices
2. Supervise volunteers within the classrooms
3. Develop creative and interactive lesson plans and activities
4. Provide encouragement and support to students
5. Supervise students during transition between activities
6. Other duties as assigned by the Program Director

Teacher Pay Scale for After School

Uncertified Teachers – those who may have retired, but let their certification expire
or those individuals with a four year degree - \$20 an hour

Level 4 - \$25 an hour
Level 5 - \$28 an hour
Levels 6 & 7 - \$30 an hour

Hiring Policy for 21st CCLC employees

Teachers:

During the Professional Development meeting at the end of a school year or beginning of the upcoming school year, 21st CCLC employees are given the opportunity to apply for a position with the after school program for the next session. Most of the teaching slots are filled in this manner. For those slots not filled, an email is sent out to all teachers announcing employment opportunities for the upcoming session. The dates and hours of the program as well as the salary information and the required background check information is outlined in the email. Individuals interested are then required to submit the following information to the designated points of contact:

Name

Contact Information

Days of the week available to work (M-F)

Area/Grade Level of Interest

If all teaching slots needed for the session are not filled from the pool of experienced workers, an email is sent out to all Pulaski County staff.

Bus Drivers:

Larry Daniels, Transportation Supervisor, polls his daytime bus drivers to see who would be interested in driving the buses for the summer and after school session.

Contracted Personnel:

Retired teachers are recruited by the Project Director from time to time to work in the after school program. These teachers hear about the 21st CCLC employment opportunity through various stake holders' meetings, word of mouth from other retired teachers working in the program, daytime staff, or the Project Director.

Various enrichment personnel are contacted by the site coordinators or Program Director to teach various subjects throughout the after school and summer school sessions such as music, drama, Zumba, TaeKwonDo, etc. The Program Director and site coordinators are always on the lookout for engaging enrichment activities for the students.

Site Coordinators:

Prior to the beginning of a grant year, an email is sent out to site coordinators from previous sessions announcing employment opportunities for the 21st CCLC site coordinator positions. If these individuals are interested in serving in this position again, no other administrative personnel are contacted. If, however, a slot is available after contacting the experienced site coordinators; then an email is sent out to all Pulaski County administrative staff announcing employment opportunities for the 21st CCLC site coordinator position.

Annual National Criminal Background Checks – 21st CCLC requires that all personnel working with students have an annual background check. Those individuals that have worked in the 21st CCLC program before and that have a fingerprint check on file can simply sign a quick check consent form to authorize the school to pull a check



on them. If, however, an individual has never worked with the 21st CCLC program and it has been more than a year since they have received a fingerprint background check for the school system, they must pay to get a national background check to go into the 21st CCLC files. If there are more than ten employees that have never worked in the after school program before, the Project Director will coordinate with RESA to come and perform these checks in Hawkinsville at the beginning of the after school year. However, each individual is responsible for paying for this check.

If you are unable to attend the fingerprinting session that takes place at the beginning of the school year, you may schedule an appointment by calling Dana Sheffield at 478-374-2240 extension 145. Photo identification is required in order to be fingerprinted.

All results from the criminal background checks are sent to the school superintendent, Jane D. Williams, for approval. Participants with negative results shall be addressed in a confidential manner and deemed either satisfactory for participation or not.

Terms of Employment – The 21st CCLC consists of an after school and a summer school program. The after school program starts September 12, 2016 and will be completed March 31, 2017 (except for days off noted earlier in this handbook). The program will be held Monday through Friday. At the elementary school, the hours are 3:30 until 6:00 p.m. Monday through Thursday, and 3:30 until 5:30 on Fridays. At the middle and high schools, the hours are 3:30 until 6:00 Monday through Thursday, and 3:30 until 5:30 on Fridays. The summer school program will begin June 1, 2017 and run through June 28, 2017. The hours for summer school will be 8:00 until 1:00 p.m.

Application Process for Employment: You may apply to work during both the after school and summer school program or you may choose one or the other. An email will be sent out prior to the beginning of both programs requesting teachers apply. Your employment in one of the programs does not ensure you a position in the other program. The number of staff needed is determined by student enrollment.

Professional Development Plan - Periodically throughout the after school and summer school sessions, professional development opportunities will be scheduled for employees and volunteers related to Georgia Performance Standards/Common Core Georgia Performance Standards, best practices, technological and computer programs and software, conflict resolution, classroom management and any other topic as indicated on the Staff Professional Development Needs Assessment Survey taken by employees approximately a month after the start date. Listed below are the professional development dates scheduled for this year:

September 7, 2016	3:45 – 5:00	Topics discussed: FY16 Wrap-Up - Summative Evaluation Results, Success stories, best practices and lessons learned FY 17 Orientation - Program Goals and Objectives, Policies and Procedures, Classroom/Student/Teacher Assignment
December 8, 2016	4 -6 p.m.	Guest Speaker: Lakeysha Hallmon , ERES
May 25, 2017	1-3 p.m.	Recap of FY16 after school session, Lessons Learned, Successes, Classroom/Student/Teacher Assignment, Curriculum/Resources for summer session, Planning

Employee Evaluation –

- Formal Classroom Observations will be conducted twice a year (October and March) by the site coordinator using the Certified Teacher Evaluation Form and the Informal Observation Form. (see Appendix B).
- The external evaluator will visit each classroom once a year during one of her site visits.

- A representative from the Georgia Department of Education 21st CCLC staff will also be visiting the classrooms at least once during the school year.
- From these formal observations and the informal observations made daily by the site coordinator and Project Director throughout the year, a mid-year (January) and a year-end (April) evaluation will be conducted on each member of the teaching staff.

The site coordinator will meet with each teacher after the formal, informal, mid-year and year-end evaluations to go over the results and to get feedback and a signature from that teacher.

Lesson Plans - Please submit your lesson plans to your site coordinator before leaving for Christmas holidays and at the end of the after school program in March. See sample lesson plan on the next page. Provide a fairly detailed description of the activity, Georgia Performance Standards/Common Core GPS covered and the curriculum/materials used. **ONLY GIVE ME LESSON PLANS FOR THE DAYS THAT ARE INDICATED ON YOUR TIME SHEET.** It is fine if you and the teacher you co-teach with want to go together and submit lesson plans together.

Timesheet Procedures - Each 21st CCLC employee will receive a timesheet at the beginning of each pay period via email. Keep up with your hours (**as well as signing in and out daily at the office**) and submit the completed timesheet (signed and dated) to your site coordinator on the 15th of each month. If you are substituting for another teacher, please annotate who you are subbing for on that particular date on your timesheet. **DO NOT PUT HOURS ON YOUR TIME SHEET THAT ARE NOT ALSO ANNOTATED ON THE SIGN-IN AND SIGN-OUT SHEET AT YOUR SITE. ALSO, PLEASE BE SURE THAT SIGN-IN AND SIGN-OUT TIMES ARE THE SAME ON YOUR TIME SHEET AS THEY ARE ON THE ACTUAL SIGN-IN AND SIGN-OUT SHEET.**

On the time sheet, put your start time (working with the students or planning) and stop times along with the total number of hours worked each day. In most cases, teachers will work 2.5 hours each day. If you have to leave the school for any reason, **sign out**. When you return, you must sign back in. If you would like to receive pay for 2.5 hours on Friday, you may stay another 30 minutes and use it for planning.

Planning Time: If you work 2 to 3 days per week, you are allowed 2 hours **per month** for planning. If you work 5 days per week, you are allowed 4 hours **per month** for planning. **You must make sure your planning time is reflected on your sign in/out sheet as well as your time sheet.**

21st CCLC employees that are regular employees of Pulaski County School system will turn in timesheets on the 15th of each month (unless otherwise directed). The pay for the regular employees will be included on their school check. Contracted Teachers will submit a signed invoice at the end of each month reflecting their hours worked and the services delivered. Contractor checks will generally be cut on the Friday of the week the invoices are submitted.

Twenty-first Century Community Learning Center funds are designated only for 21st CCLC work. Any time noted on your time sheet should be spent doing 21st CCLC tasks only.

If you make an error on your time sheet, simply scratch through it and sign your entire name by that correction. Your site coordinator is also required to sign that entry. Do not use white-out on the time sheets.



Teacher Engagement

At all times, you are to be engaged with your students:

The after school program is not a time for adults to sit or stand around and chat. Every moment is to be spent teaching the student, assisting the student and/or building relationship with the students.

Have several assignments/projects available for students should they arrive in your classroom without homework.

Classroom Responsibility – You are responsible for the care and upkeep of the room that you are assigned to during the after school program. It should be left in the same condition or better than you found it. If the classroom is not your daytime classroom, do NOT go through the teacher's desk. Do NOT get on the teacher's computer unless you have prior permission to do so. Do NOT leave your students in a classroom without supervision. You are responsible if something gets damaged or goes missing, so please teach your students to respect the room and equipment.

Supervision of Students/Children at all times -

Students should be supervised at all times. For elementary school students - If your student(s) need to go to the restroom, stand in the hallway so that you can see them enter and exit the restroom or have a specific time where you take all your students and give them a restroom break. Middle and High school students may be allowed to go to the restroom on their own, but please keep up with the time they are gone from the classroom and don't let too many go at the same time. It is our responsibility to keep our students safe.



Any 21st CCLC employee that must bring their own children to the after school program with them must supervise them at all times.

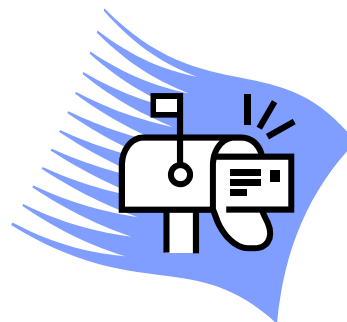
Communication Plan

A. Communication between school day instructional staff and 21st CCLC instructional staff –

After School Staff will communicate with the Regular Day staff on a continual basis for the purpose of sharing information concerning the academic needs and homework assignments of the students enrolled in the after school program. Methods of communication may vary, but should include one or more of the following:

- Verbal
- Email
- Meetings
- Homework sites/Teacher websites
- Agendas/Homework Assignment Sheets
- Phone Calls

Please keep documentation of all communication and turn in two examples when you turn your lesson plans in (2 times a year.)



A special drive (O drive) has been added to the school network to allow daytime teachers to save assignments, worksheets, and other classroom communications for the purpose of assisting after school teachers and students with remediation and instruction.

After school teachers will communicate with day time teachers to ensure that accommodations for students with IEPs, 504 Plans and cultural/linguistic diversity needs are served in a manner most suitable for them. The 21st CCLC Program Director will also have obtain the list of accommodations needed for each student with an IEP or 504 Plan and share this information with the after school teachers.

B. Communication between Program Director/Site Coordinators with School Principals and/or Administrators –

Program Director and/or site coordinators will communicate on a regular basis with school administration (principals, ACI, etc) to coordinate resources and use of school facilities. Methods of communication may vary, but should include one or more of the following:

- Verbal
- Email
- Meetings
- Phone Calls

Please keep documentation of all communication (for monitoring purposes).

C. Communication with parents and students on student progress –

The After School Staff (Teachers and Site Coordinators) will communicate on a weekly basis with the parents of students in the after school program about their students behavior, experiences, successes and achievement. Methods of communication may vary, but should include one or more of the following:

- Verbal (face-to-face)
- Email
- Written Correspondence (mail)
- Meetings
- Phone Calls

Please keep documentation of your communication with parents, and turn in two examples with your lesson plans that are to be submitted in December and April.

A suggestion is listed below and the following page:

Student's Name: _____

Week of: _____

Attendance (how many days this week has the student attended the after school program)	Ready to work (comes to after school program with necessary supplies)	Attitude (listens to teacher and is ready to work hard on assignments)	Respect for others (how the student treats the teacher and other students)	Academic (Is student completing homework? Is student improving in Math and Reading?)

AFTER SCHOOL PROGRAM -HOME NOTE

Name _____ Date _____

Teacher _____ Grade _____

This is a report of the work I did today.

Expectations	YES	NO
Completed assignments within designated time _____ _____ _____		
Followed directions the 1 st time they were given		
Worked well with others		
Contributed positively to the learning environment		
Brought homework to do during the homework assistance session _____ _____ _____		
Participated in group activities _____ _____ _____		
Completed assignments with 80% or more accuracy		

Teacher's Signature

Student's Signature

Parent's Signature



D. Communication in various languages – For those parents/families who do not speak English as their primary language, publications will be provided in their native language. Also an interpreter can be provided at parent events, but the parents must contact the site coordinator prior to the event and let them know they will be attending the event so that an interpreter can be lined up.

Substitute Procedures – Teachers must notify the site coordinator as soon as possible when you need to be absent from your position in the after school program. This will ensure they have time to find a substitute for you. If you wish, you may find a substitute on your own, just be sure the person you ask has been fingerprinted and already works in the program. However you still need to notify your site coordinator so he/she will know of the change.

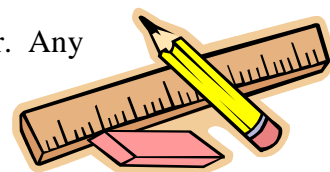
If you know you are going to be absent from the after school program on a specific day and are able to give your site coordinator advance notice, **please do so**. Also, go ahead and prepare lesson plans and materials for the days you are going to be absent. The substitute teacher does not know your students, your schedule, or what you have been working on. Therefore, you are in the best position to make lesson plans for your students. You can leave these plans and materials with the site coordinator, in your classroom (in a location where the substitute can easily find them), or you can go ahead and get them to the substitute teacher (if you know who that will be).

Should you have to be absent for an emergency (and you don't already have plans and materials for your students for that day), please let your site coordinator know as soon as you can:

- (1) Day(s) you will be absent
- (2) You do not have lesson plans to leave with the substitute. Your site Coordinator will then know to provide the substitute with a schedule of activities for your class on that day, and your substitute will know to prepare something for your class to do during your absence.

Equipment, Curriculum, or Recreational Supplies- These supplies can be found at each school site and at the Program Director's office. Be sure to sign out any equipment or curriculum/recreational supplies you would like to use in the after school or summer school session. Once that session is over, be sure to turn the materials back in and log in the date that you returned them. Replacement of lost or missing materials will have to be paid for by the person who last checked them out.

Supplies/Purchasing Procedures - Submit any supply needs to your site coordinator. Any supplies purchased with 21st CCLC funding must go through the Purchase Order process (which requires a week or so for approval before the order can be placed or the purchase can be placed), so be aware of this when making your lesson plans.



Complaint/Grievance Procedures – It is the policy of the Pulaski County Board of Education that employees shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible.

A formal policy and procedure is available where such efforts do not succeed or, where for any reason, the certificated employee desires to pursue this procedure. The formal complaint procedure shall be initiated by presenting the complaint in writing to the Level One Administrator (principal or building administrator within (10) calendar days after the most recent incident upon which the complaint is based.

PULASKI COUNTY SCHOOL DISTRICT

COMPLAINT DISPOSITION FORM
(Certified Employees Only)

POLICY GAE(2)

Name of Administrator who heard complaint/appeal: _____

Title or Position: _____ Department or School _____

Employee who initiated this complaint:

Name: _____ Title: _____

School: _____

1. What are the issues involved in this complaint or appeal?

2. Has a violation, misinterpretation or misapplication of a statute, policy, rule, or regulation occurred? Is so, which statute, policy, rule or regulation?

3. Finding of Fact:

4. Decision and reasons for the decision:

Date

Signature of Administrator

ISSUED: May 14, 2002 PULASKI COUNTY BOARD OF EDUCATION

EXHIBIT
Complaints and Grievances, Certified Employees

Descriptor Code: GAE(2)~E(3)

PULASKI COUNTY SCHOOL DISTRICT
COMPLAINT APPEAL FORM
POLICY GAE(2)

Name of individual filing appeal: _____

Title or Position: _____ Department or School _____

Home Address: _____

Date of Complaint: _____

1. I wish to appeal the decision of:

Name _____ Title _____

(The administrator who conducted the hearing from which the appeal is filed must attach all completed Complaint Initiation Forms, Complaint Disposition Forms, and the record.)

2. Reasons for appeal:

3. Relief Sought:

3. I will/will not (indicate which) be represented at the next hearing.

a. Name of representative _____

Date

Signature of Employee

Date Reviewed

Signature of Administrator

ISSUED: May 14, 2002

PULASKI COUNTY BOARD OF EDUCATION

Teacher Dress Code - Teacher dress and grooming should be appropriate for the classroom. During extracurricular activities, such as coaching or directing a group of students, dress should be modest. Teachers are expected to set an example for the students.

Advisory Council - An Advisory Council consisting of three teachers (one from each school), three parents (one from each school), three students, two business representatives, and two private community members will meet several times a year to focus on operational concerns, evaluation reports, programs needs and suggestions, and sustainability. Your input is very valuable, and you may be called to serve on this council at one time or another during the school year.

Community Partners for the 21st CCLC Program

Archway Partnership
Pulaski-Bleckley Baptist Association
ElderCare Pharmacy,
ECP Distributors,
Source Care Management,
Community Care Pharmacy
Hawkinsville-Pulaski County Chamber of Commerce
Department of Juvenile Justice
Middle Georgia State College
Hawkinsville-Pulaski County Arts Council
Central Georgia Technical College
Pulaski County Department of Family and Children Services
Pulaski County Fire Department
Emergency 911 Center
Pulaski County Health Department
Pulaski County Sheriff's Department
Hawkinsville-Pulaski County Family Connection
Pulaski County School Food Service
Taylor Regional Hospital
UGA Cooperative Extension Service
Department of Natural Resources
Salvation Army SafeHouse
Volunteer Macon
Stepping Stones Recovery Center



Throughout the year, the organizations listed above have agreed to support the 21st CCLC program in various ways. Please feel free to contact your Program Director or site coordinator if you have other suggestions of agencies who may desire to partner with us.

21st CCLC Nepotism Policy

Hiring and promotion preferences will not be given to immediate family members of the 21st CCLC administrative staff (that is, the Project Director and Site Coordinators).

Conflict of Interest Policy

A 21st CCLC employee must conduct business according to the highest ethical standards of conduct. Hours worked by each employee that are charged to 21st CCLC funds will be spent exclusively in the pursuance of the current 21st CCLC goals and objectives. No resources or hours belonging to the 21st CCLC program will be used for personal use or advancement. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

ADA, IDEA, other Federal regulations/laws

Non-Discrimination/ADA/IDEA Policy

Compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act, The Family Educational Rights and Privacy Act, the Hatch Amendment, the Vocational Education Guidelines, and the Gender Equity in Sports Act, and other state and federal requirements.

It is the intent of the Pulaski County School District to comply with the above referenced federal and state statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise employees, parents, and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

Coverage

The final regulations cover all operations of the Pulaski County School District with the exception that the Vocational Education Guidelines cover vocational programs only.

Treatment

All schools must treat students and employees without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

- Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.
- Eligibility for and receipt or enjoyment of benefits and services.

Use of facilities

A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts, Girl Scouts, YWCA, YMCA; and certain voluntary youth services organizations that meet the provisions of Title IX.

Health Education

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussions deal exclusively with human sexuality.

Physical Education

Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

Athletics

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity-comparable facilities, equipment; etc.-but equal aggregate expenditures are not required.

Gender Equity in Sports

State law prohibits discrimination based on gender in athletic programs of school districts (Equity in Sports Act, O.C.G.A. § 20-2-325). Students are hereby notified that the Pulaski County School District does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for the Pulaski County School District is the Assistant Superintendent, 72 Warren Street, Hawkinsville, Georgia 31036, (478)

783-7200. Inquires or complaints concerning sports equity in this school district may be submitted to the Sports Equity Coordinator.

Organizations

The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.

Counseling Materials

Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion, or disability.

Employment

The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically the regulations cover:

Employment criteria;
Recruitment; Compensation;
Job classification and structure;
Fringe benefits;
Marital or parental status;
Effect of state or local law or other requirements;
Advertising;
Pre-employment inquires.

Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Pulaski County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a

person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

The school district has designated the following types of personally identifiable information about students as “Directory Information.” Directory information may be released by the school district without consent of a parent or student.

- Student’s name, address, and telephone listing;
- Date and place of birth
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Photographs;
- Video and audio images and records;
- Diplomas and awards received;
- Major field of study;
- The name of the most recent previous educational agency, institution, or school attended by the student.

A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to the Pulaski County School District, Attention: Superintendent, 72 Warren Street, Hawkinsville, Georgia 31036 by no later than September 1, 2015.

Research and Student Surveys

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school’s conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. These include the right to:

1) Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- a) Political affiliations or beliefs of the student or student’s parent;
- b) Mental or psychological problems of the student or student’s family;
- c) Sex behavior or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of others with whom respondents have close family relationships;
- f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g) Religious practices, affiliations, or beliefs of the student nor parents; or
- h) Income, other than as required by law to determine program eligibility.

- 2) Receive notice and an opportunity to opt a student out of:
 - a) Any other protected information survey, regardless of funding;
 - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information
 - c) Obtained from students for marketing or to sell or otherwise distribute the information to others. 34
- 3) Inspect, upon request and before administration or use:
 - a) Protected information surveys of students;
 - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c) Instructional material used as a part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- c. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated with respect to the Protection of Pupil Rights Amendment may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5901

Employees, students or other persons who believe that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, or have been subjected to sexual harassment should contact the Title VI, VII, IX, Section 504 and Gender Equity in Sports Coordinator.

Assistant Superintendent
Pulaski County School District
72 Warren Street Hawkinsville, Georgia 31036
(478) 783-7200

OR

The Office of Civil Rights
U.S. Department of Education
61 Forsyth Street, S.W., Suite 19T70
Atlanta, Georgia 30303 (404) 562-6350

Contact should be made in writing stating the nature of the complaint and indicating how you may be reached in order to schedule a conference. After an initial contact to the School District, complaints will be handled according to the following procedure:

Equal Opportunity Complaint Procedure

Complaints made to the Pulaski County School District regarding alleged discrimination on the basis of race, color, national origin, sex, or on the basis of handicap, in violation of Title(s) VI, VII, IX or 35 Section 504/ADA, will be processed in accordance with the following procedures:

- a. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated above for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
- b. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, and determine the facts relating to the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
- c. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
- d. The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
- e. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right within five days of the receipt of the written response of the Superintendent to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system take. The complainant shall also include in the written response that the complaint be referred to the Board of Education.
- f. Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- g. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
- h. This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy or the Board of Education, specifically including policy GAE, where appropriate.

This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.

i. This procedure is available to students, employees and the general public. The School District Policy Manuals are available in all media centers and central office facilities at 72 Warren Street, Hawkinsville, Georgia 31036.

Sexual Offender Registry

Georgia law requires individuals convicted of certain crimes against minors and/or sexually violent offenses to register with the Pulaski County Sheriff's Office when they are convicted or released and move into Pulaski County. Information concerning registered sex offenders is located on the Georgia Bureau of Investigation (GBI) website at www.ganet.org/gib/.

Click on the link entitled "Sex Offenders" and follow the instructions to obtain information concerning any sex offenders who have registered in Pulaski County.

Note: This Appendix is a review of federal and state laws and regulations cited above. Only those areas related to the Pulaski County School District are reviewed in this summary. The complete implementation plan includes the Regulations, the Pulaski County School District's Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

Notice of Parent/Student Educational Rights under Section 504

If it is determined that a student has a physical or mental impairment that substantially limits a major life activity and, as a result, requires instructional or other appropriate accommodations within the school environment, that student is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if a student does not have a disability but has a record of a disability or is considered disabled by school personnel, that student is protected from discrimination under Section 504. If a child is disabled or a parent believes that his or her child is disabled or has been discriminated against because of a disability, that parent is entitled to certain rights. This notice is designed to provide Pulaski County School District's parents and students with information about those rights.

While services provided to qualified students are not required to produce identical results or levels of achievement with non-disabled peers, services must be designed to offer an equal opportunity to gain the same benefit within the least restrictive environment with non-disabled peers to the maximum extent appropriate.

Under Section 504, a student has the right to:

1. Participate in all school activities without discrimination solely on the basis of disability;
2. Be educated in facilities and receive services that are comparable to those provided to non-disabled students;
3. Receive an education designed to meet the student's individual educational needs as adequately as the needs of non-disabled students;
4. Receive free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the School District are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student;
5. To participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to the student's needs;
6. To an evaluation prior to a Section 504 determination of eligibility;
7. If the student is eligible for services under Section 504, the right to periodic reevaluations, including prior to any subsequent significant change of placement; and

8. A student with a disability may not be discriminated against based solely on the basis of disability with regard to the opportunity to compete for participation in nonacademic and extracurricular activities offered by the District.

With respect to the provision of educational services under Section 504, a parent has the right to:

1. Notice with respect to actions regarding the identification/eligibility, evaluation or educational placement for your child;
2. Access all records relevant to decisions concerning identification/eligibility, evaluation or educational placement of your child;
3. Have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options;
4. To ensure that the School District will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations;
5. Challenge any action regarding the identification/eligibility, evaluation or educational placement of your child by requesting mediation and/or an impartial hearing;
 - The procedures and forms for the initiation of an impartial hearing regarding the identification, eligibility, evaluation or educational placement of your child may be obtained from the District's Section 504 Coordinator or your child's principal.
6. To receive a copy of this notice and a copy of the School District's impartial hearing procedures upon request.
7. Participate in any hearing requested;
8. Be represented at your expense by counsel at the requested hearing; and
9. Appeal any decision by the impartial hearing officer to the State Board of Education.
10. With regard to disability discrimination or any other disability issue unrelated to the identification/eligibility, evaluation or placement of the student, a parent has the right to file a local grievance with the District in accordance with Board Policy JCE-R. Board Policy JCE-R may be obtained from the School District's website, from the District's Section 504 Coordinator or your child's principal.
11. The District may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding under Section 504 of the Rehabilitation Act of 1973. If a parent contends that he or she is or has been retaliated against because of his or her child's disability or because of asserting any rights under Section 504, that parent should notify the District's Section 504 Coordinator listed below.
12. If a parent believes the School District has not acted in compliance with the law, that parent has the right to file a complaint with the Office of Civil Rights at U.S. Department of Education, 61 Forsyth Street SW, Suite 3B70, Atlanta, GA 30303-8927.

If you think your rights or the rights of your child have been violated, you may contact the Section 504 Coordinator for the Pulaski County School District, Rhonda Black, at 72 Warren Street, Hawkinsville, Georgia 31036, for all complaint procedures and forms or at (478) 783-7200 if you have any questions or concerns.

Section 504 Procedural Safeguards

1 - Overview: Any student or parent or guardian (the "Complainant") may request an impartial hearing due to the School District's actions or inactions regarding the student's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the School District's Section 504 Coordinator; however, a Complainant's failure to request a hearing in writing does not alleviate the School District's obligation to provide an impartial hearing if the Complainant orally requests an impartial hearing through the School District's Section 504 Coordinator. The School District's Section 504 Coordinator will assist the Complainant in completing the written Request for Hearing.

2 - Hearing Request: The written Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision of the School District that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the Complainant.
- g. The name and contact information of the Complainant.

Within 10 business days from receiving the Complainant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the Complainant of the specific information needed and assist in the completion of the Request for Hearing. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3 - Mediation: The School District may offer mediation to resolve the issues detailed by the Complainant in his or her Request for Hearing. Mediation is voluntary and both the Complainant and School District must agree to participate. The Complainant may terminate the mediation at any time. If the mediation is terminated without an agreement, the School District will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4 - Hearing Procedures: The Section 504 Coordinator, with the assistance of the Superintendent, will identify and obtain a Hearing Officer who will conduct a hearing within 45 calendar days from the receipt of the Complainant's Request for Hearing unless agreed to otherwise by the Complainant or a continuance is granted by the Hearing Officer. The Hearing Officer must (i) have knowledge or training in Section 504, (ii) not be an employee of the School District, and (iii) not have a personal or professional interest that would conflict with his/her objectivity in the hearing. It is not required that the Complainant consent to the Hearing Officer who is selected.

Upon a showing of good cause by the Complainant or School District, the Hearing Officer, in his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

The Complainant will have an opportunity to examine the child's educational records prior to the hearing.

The Complainant will have the opportunity to be represented by legal counsel at his or her own expense and participate, speak, examine witnesses, and present information at the hearing. If the Complainant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

The Complainant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the Hearing Officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the School District, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the Complainant's testimony and answer questions posed by the Hearing Officer.

The Hearing Officer shall not have the power to subpoena witnesses or require the parties to conduct any discovery. The strict rules of evidence shall not apply to hearings. The Hearing Officer shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present and testify.

The Hearing Officer shall determine the weight to be given any evidence based on its reliability and probative value.

The hearing shall be closed to the public.

The issues of the hearing will be limited to those raised in the written Request for Hearing. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The Hearing Officer, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses. The Hearing Officer retains the right to set time parameters and restrictions on the hearing and the examination of witnesses and presentation of evidence. Either party may request that the witnesses be sequestered.

Testimony shall be recorded by court reporting or audio recording at the expense of the School District. All documentation related to the hearing shall be retained by the School District.

Unless otherwise required by law, the Hearing Officer shall uphold the action of School District unless the Complainant can prove that a preponderance of the evidence supports his or her claim(s).

Failure of the Complainant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the Hearing Officer or just cause is shown shall constitute a waiver of the right to a personal appearance before the Hearing Officer.

5 - Decision: The Hearing Officer shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the Hearing Officer shall not include any monetary damages or the award of any attorney's fees. The decision of the Hearing Officer is final and binding unless appealed.

6 - Review: If not satisfied with the decision of the Hearing Officer, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Please NOTE the following:

The School District is responsible for costs directly related to providing impartial hearings described in these procedures, including compensation of the Hearing Officer, transcripts, or recordings of the hearing and other related costs.

The School District is not responsible for costs of legal counsel or other representatives of the Complainant, or for the costs of producing or reproducing the evidence presented by the Complainant.

Any timelines specified herein may be extended by agreement between the School District and the Complainant, or by order of the Hearing Officer.

Complaints and Grievances

It is the policy of the Pulaski County Board of Education not to discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and activities of/or admissions to facilities

operated by the Board or in the employment practices of the Pulaski County Education Agency. The Board shall comply with all aspects of Title I, Title II, Title VI, Title IX, Section 504, McKinney-Vento, and ESEA.

Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. The complaint procedure is available to students, employees, and the general public through EBOARD policies on our website at www.pulaski.k12.ga.us.

COORDINATORS:

Title I: Staci Vickers

Title II: Pulaski County Board of Education

72 Warren Street

Hawkinsville, Georgia 31036

Telephone: (478) 783-7255

Title VI: Rhonda Black

Section 504/ Pulaski County Board of Education

ADA: 72 Warren Street

Hawkinsville, Georgia 31036

Telephone: (478) 783-7255

ESEA: Jane D. Williams

Pulaski County Board of Education

72 Warren Street

Hawkinsville, Georgia 31036

Telephone: (478) 783-7255

Reporting Fraud, Waste, or Abuse

Anyone suspecting fraud, waste, or abuse involving US ED funds or programs should call or write:

Pulaski County Board of Education

Jane D. Williams, Superintendent

or

Georgia Department of Education

Office of Legal Services

2052 Twin Tower East

205 Jesse Hill Jr. Drive SE

Atlanta, GA 30334

Telephone: (404) 463-1537

Email: sdrake@doe.k12.ga.us

or

Office of Inspector General's Hotline (choose the method of contact which best suits you): oig.hotline@ed.gov



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

Individuals reporting suspected fraud, waste or abuse of school district resources are protected from retaliation by Georgia Law @ O.C.G.A. 45-01-0004 Whistleblower

Appendices

Appendix A	Discipline Referral Form
Appendix B.....	Teacher Evaluation Forms,
Appendix C.....	Sexual Harassment Policy
Appendix D.....	Child Abuse Policy
Appendix E.....	Employee Technology and Internet Acceptable Use Policy
Appendix F.....	Student Technology and Internet Acceptable Use Policy
Appendix G.....	Allowability Policy, Travel Policy, Financial Procedures
Appendix H.....	Procedures for Conducting Technical Evaluations
Appendix I.....	Acknowledgement Sheet

Appendix A

21st CCLC Discipline Referral

Date: _____

Time: _____

Student's Name _____

First Referral: _____ Second Referral: _____ Third Referral: Remove from program

Description of Behavior Issue: _____

[illegible]

Teacher signature: _____

Site Coordinator signature: _____

Appendix B

Certified Teacher Evaluation Form

Employee Name: _____ Location: _____

Report Period (To/From Dates) _____ Semi Annual ☐ Annual ☐

Please select the appropriate box for the employee's level of proficiency based on the following scale:

S: Satisfactory—Performs tasks satisfactorily and consistently

NI: Needs Improvement--- Requires remediation.

If employee has three (3) or more NI's in the areas below this would constitute an overall unsatisfactory performance rating.

Overall Annual Rating: Satisfactory ☐ Unsatisfactory ☐

	S	NI
Appropriate Instructional Level—Skill focused academics assistance to individuals/small groups with common learning needs		
LESSON CONTENT		
Student Focus--- Provides assistance to individual students/small groups		
Teacher Focus---Conducts teacher-guided group practice on new information/skills		
WORK PRACTICES		
Encourage Student Progress---promotes stimulating presentations, active participation, or techniques which promote student involvement		
Classroom Management---Uses efficient methods for routine matters to provide a safe and orderly environment		
SKILL PERFORMANCE		
Model---demonstrates lessons related to skills taught		
Engage---involves students in collaborative activities		
Comments:		

Site Director

Date

Signature acknowledges receipt of evaluation and discussion with supervisor, not necessarily concurrence. Written comments may be provided and/or attached to this form.

Employee Signature

Date

INFORMAL OBSERVATION FORM

Teacher Name: _____ Grade _____ Subject: _____

Evaluator Name: _____ Time Walkthrough Begins/Ends: ____ PM -- ____ PM

Directions: This form serves as a record of an informal walkthrough by the teacher's evaluator. The evaluator will NOT observe all of the items listed on any one informal observation. This record, along with records of additional observation, will be used to inform the summative evaluation at the end of the year.

What were the students doing?	
What was the teacher doing?	
What I observed today included:	
<input type="checkbox"/> Instruction is developmentally appropriate	<input type="checkbox"/> Active teaching and learning
<input type="checkbox"/> Learning outcomes and goals are clearly communicated to students	<input type="checkbox"/> Classroom environment is safe and conducive to learning
<input type="checkbox"/> Varied instructional tools and strategies reflect student needs and learning objectives (Differentiated instruction)	<input type="checkbox"/> Multiple methods of assessment of student instruction
<input type="checkbox"/> Content presented is accurate and appropriate	<input type="checkbox"/> Instruction time is used effectively
<input type="checkbox"/> Teacher connects lessons to real life applications	<input type="checkbox"/> Questions are posed that promote higher thinking
<input type="checkbox"/> Instruction and activities are accessible and challenging	<input type="checkbox"/> Teacher provides students with positive feedback
Evaluator Summary Comments:	

Evaluator Signature

Teacher Signature

**21st CCLC
Pulaski County
End of Year Evaluation Form (Certified Personnel)**

Teacher's Name: _____

Informal Monthly Observations

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory
Comments:

Punctuality and Attendance

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory
Comments:

Professional Development Participation

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory
Comments:

Adherence to 21st CCLC Policies and Procedures

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory
Comments:

Comments/Feedback from Site coordinator and teacher that support continuous improvement:

Signature of 21st CCLC Teacher

Signature of Site Director

Date

Signature of Program Director

Appendix C

School personnel are required by federal and state to report certain acts to school administrators.

Sexual Harassment – Any member of the school system who believes that he/she has been subjected to sexual harassment or has knowledge that a student under his/her supervision has been subjected to sexual harassment is required to report the incident to any school administrator.

Policy JCAC - Harassment

It is the policy of this School District to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Appendix D

School personnel are required by federal and state law to report certain acts to school administrators.

Child Abuse – Any employee, teacher, or administrator having cause to believe that a child under the age of eighteen has had physical injury or injuries inflicted upon the child other than by accidental means by a parent or caretaker, or has been sexually assaulted, shall report observations to the school principal and/or program director who shall in turn make a report to DFCS within 24 hours.

Policy JGI – Child Abuse and Neglect

Any employee or volunteer who attends to a child pursuant to his or her duties for the school system having cause to believe that a child under the age of eighteen has had physical injury or injuries inflicted upon the child other than by accidental means by a parent or caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted, shall report observations to the school principal immediately, but in no case, later than 24 hours from the time there is reasonable cause to believe suspected child abuse has occurred.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

The principal or designee shall contact the Department of Family and Children Services in accordance with the provisions of Georgia Code 19-7-5. The principal or designee should notify the Superintendent of the referral. School system employees who have contact with students shall receive training in the identification and reporting of child abuse and neglect. Annual updates shall be provided.

Under Georgia law, any employee who suspects abuse or neglect but who knowingly and willfully fails to make a report shall be guilty of a misdemeanor and upon conviction thereof shall be punished as for a misdemeanor.

Under Georgia law, anyone making such a report in good faith is entitled to immunity.

Appendix E

Pulaski County School System

Employee Technology and Internet Acceptable Use Policy

It is the belief of the Pulaski County School System that the integration of technology into daily academic activities is integral to the success of the instructional program of the school. It is, therefore, important that the integrity of the equipment, software and data be maintained for maximum use by every employee. In this regard, the Pulaski County School System requires that all employees who use technology in any form sign the following behavioral contract, acknowledging these guidelines as necessary in order for the schools to maintain productive classrooms and equipment.

Employee use of computers, printers, peripherals and other electronic devices is for job-related / educational use only. The violation of the provisions of this policy may result in the cancellation of computer privileges and in some cases, disciplinary or legal action.

By signing this agreement, the employee agrees to the following conditions:

Employees will not modify the operating system and network preferences of any workstation. This includes adding/deleting files, changing network settings, downloading, installing or running software other than is necessary for classroom instruction or job performance.

Employees are to use portable storage devices including flash drives and external hard drives in the classroom as necessary for job performance and/or backups.

Under NO circumstances will an employee login with any (non student) credentials other than those assigned to him/her from the network administrators.

Employees will not attempt to circumvent the network firewall or internet filtering devices by accessing or attempting to access anonymous proxy sites or anonymous browsing sites.

Employees should report any malfunction of electronic equipment, software, or computers to the technology staff immediately. This reporting should be done via WEBDESK, located under the employee section of the school system's website. Email, phone calls, sticky notes or direct communication should NOT be utilized for reporting technology issues.

Email addresses assigned to Employees through the Pulaski County School System network will be used for professional use only. All emails are archived and can be retrieved and reviewed as deemed necessary by school administration.

The security of a network login account name and password given to each user becomes the user's responsibility. This information should **not shared** with anyone else.

All computers are subject to be re-imaged (erased) at any time. Therefore, it is the responsibility of each employee to backup any files that they do not wish to be erased. The Technology Services department is not responsible for lost files that have not been backed up by the user.

Employees shall release the Pulaski County Schools System from any liability or damages that may result from my use of the Internet, either financially or legally.

An employee who is issued technology equipment (laptops, cameras, etc) and chooses to take said equipment off campus will be responsible for the loss, damage or theft of said equipment.

I have read the Internet Use Policy and agree to enforce this agreement with every student-user accessing the Internet for my class assignments or job related function. As the sponsoring teacher, I agree to instruct the student on acceptable use of the network and proper network etiquette. I further agree to supervise each student-user to the best of my ability. I also realize my responsibility to report any improper use, by any user, to the building principal.

INTERNET USE:

Employee use of the Internet shall be subject to the provisions of Board of Education policy IFBGA-Appropriate use of the Internet. Employees agree to follow all school system guidelines in reference to the Internet.

The Pulaski County School System provides great educational benefits with the use of the Internet. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. While the school network utilizes a content filter and firewall to protect everyone from inappropriate material, no filter or firewall provides 100% protection. Should a user stumble across inappropriate material, the employee should leave the site immediately and notify the technology staff via Webdesk helpdesk software. Access to the Internet is given as a privilege to Employees who agree to act in a considerate and responsible manner. We require that Employees read, accept and sign the following rules for acceptable on-line behavior.

1. Network storage areas will be treated like employee classrooms or offices. School and network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private.

2. The following behaviors are not allowed while using the network, equipment or resources of the Pulaski County School System:

- a. Connection of district computers to any peer to peer networks
- b. Sending or displaying messages that contain offensive content, obscene language, or offensive pictures
- c. Harassing, insulting, cyber bullying or attacking others
- d. Damaging computer hardware, software, other electronic devices or computer networks
- e. Violating copyright laws
- f. Intentionally wasting network resources, including streaming audio and video or downloading large files for non-instructional or job-related purposes
- g. Employing the network for commercial purposes
- h. Entering into a chat room or on-line messaging service for non-instructional or job-related purposes

3. The use of personal laptop or other handheld computing devices is allowed within the Pulaski County School System providing the following guidelines are followed.

- a. The device must be used to support academic goals or job-related functions.
- b. The employee will follow all rules and regulations regarding computer/internet usage.
- c. The Technology Services Staff reserves the right to examine any device that attaches to the PCSS network.
- d. The Technology Services Staff is not responsible for providing technical support to non-school provided hardware, software or peripherals. This includes but is not limited to the removal of virus or malware that could be transmitted from electronic devices, removable storage devices, or through internet access.
- e. Pulaski County School System is not responsible for loss, theft, or damage of said devices.

By signing this Technology and Internet Acceptable Use Policy, the employee is stating that they have read the rules for acceptable use of technology, acceptable on-line behavior, understand the rules, and agree to comply with all of the above stated policies for use of technology in the Pulaski County School System.

Employee's Signature Date

Revised August, 2010

Appendix F

Pulaski County School System - Technology and Internet Acceptable Use Policy

It is the belief of the Pulaski County School System that the integration of technology into daily academic activities is integral to the success of the school's instructional programs. It is, therefore, important that the integrity of the equipment, software and data be maintained for maximum use by every student. In this regard, the Pulaski County School System requires that all students who use technology in any form sign the following behavioral contract, acknowledging these guidelines as necessary in order for the school to maintain productive classrooms and equipment.

Student use of the computers, printers, peripherals and other electronic devices are for educational use only. Each student is assigned a lesson with specific objectives. The teacher will give instructions as to what and how the software is to be used. The violations of the provisions of this policy may result in the cancellation of privileges in the computer lab and in the some cases, disciplinary action.

Before use, all students will be briefed on the aspects of security and ethics involved in using technology.

By signing this agreement, the student and parent/guardian agrees to the following conditions:

- Students will not attempt to make any changes in the configuration of the computer system or software, which are not intended by the instructor to complete the objectives in the student lesson.
- Students will not use portable storage devices including thumb drives in the classroom unless the teacher has granted permission to do so. The instructor may request the opportunity to scan the disk and directory before granting permission for use in the classroom.
- Students will never use a game disk on computers at Hawkinsville High.
- Students will not share passwords.
- The use of scanner and camera/digital camera for educational objectives only and will receive prior permission from the instructor.
- Students will not share files or directories. This will be considered cheating. Students will respect the work of other students at all times.
- Under NO circumstances will a student login with any credentials other than those assigned to him/her from the network administrators.
- Students will not modify the operating system and network preferences of any workstation. This includes adding/deleting files, changing windows, downloading, installing software, running other software, and changing any files/information on the hard drive/file server.
- Students will not attempt to circumvent the network firewall or internet filtering devices by accessing or attempting to access anonymous proxy sites or anonymous browsing sites.
- Students should report any malfunction of electronic equipment or computers to the teacher immediately.
- Email addresses assigned to students through the Pulaski County School System network will be used for educational use only.

Student use of the Internet shall be subject to the provisions of Board of Education policy IFBGA-Appropriate use of the Internet.

Students agree to follow all school system guidelines in reference to the Internet.

The Pulaski County School District also provides great educational benefits to students with the use of the Internet. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the following rules for acceptable on-line behavior. Page | 2

Revised: May, 2011 - rcw

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private.
3. In order to access any part of the Internet (e-mail, web page, news groups, etc.) prior permission must be granted by the student's instructor or supervisor.
4. The following are not permitted at Hawkinsville High School:
 - a) Sending or displaying offensive messages or pictures.
 - b) Using obscene language.
 - c) Harassing, insulting, bullying or attacking others.
 - d) Damaging computers, computer systems or computer networks.
 - e) Violating copyright laws.
 - f) Using another's password.
 - g) Trespassing in another's folders, work or files.
 - h) Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals.
 - i) Employing the network for commercial purposes.
 - j) Revealing the personal address or phone number of yourself or any other person without permission from your instructor.
 - k) Entering into a chat room or on-line messaging service.
 - l) Checking e-mail without permission to do so.
5. The use of personal laptop or other handheld computing devices is allowed within the Pulaski County School System providing the following guidelines are followed.
 - a) The instructor of the class must first give permission for the device to be used during class.
 - b) The device must be used to support academic goals during instructional time.
 - c) All rules and regulations regarding computer/internet usage for school system provided
 - d) The Technology Services Staff reserves the right to examine any device that attaches to the PCSS network.
 - e) The Technology Services Staff is not responsible for providing technical support to non-school provided hardware, software or peripherals.
 - f) Pulaski County School System is not responsible for lost, theft or damage of said devices.

By signing this electronic technology and Internet contract, both student and parent/guardian are stating that both have read the rules for acceptable uses of electronic technology, acceptable on-line behavior, understand the rules, and agree to comply with all of the above stated rules at Hawkinsville High School. **Violations may result in a loss of access as well as other disciplinary and/or legal action.**

I have read and understand BOTH pages of the Pulaski County School System electronic technology and Internet contract.

Student's Signature Date

Parent's Signature Date

Appendix G

Allowability Policy

All expenses charged to the 21st CCLC program will:

- Be Necessary and reasonable for the performance of the 21st CCLC Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- 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.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local government and Indians tribes only, as otherwise provided for in this part.
- 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).
- Be adequately documented. See also §200.300 Statutory and national policy requirements through 200.309 Period of performance of this part.
- Net of applicable credits See also §200.406 Applicable credits

In Pulaski County Schools 21st CCLC program, the following steps are taken when developing/writing a grant application package:

- 1) All available training workshops and webinars are attended to learn what the current 21st CCLC funding will allow
- 2) Only expenses listed as allowable expenses in the Request for Proposal are considered and included in the grant application package.
- 3) When questions arise during grant development/writing process, GaDOE is contacted for clarification.

In Pulaski County Schools 21st CCLC program, the following steps are taken when creating an annual budget:

- 1) Guidance found in the 21st CCLC Operations Manual is followed. Only allowable costs are included in the budget. When in doubt whether or not a cost is allowable or not allowable, the Budget Analyst assigned to our program is consulted.
- 2) Once a draft budget has been created, a copy is sent to the GaDOE budget analyst for proofing. Only when approved by the Budget Analyst will we input it into the Consolidated Application System.
- 3) Even at that point, it has to be signed off by the school superintendent and two other individuals at GaDOE.

In Pulaski County Schools 21st CCLC program, the following procedures are followed for all spending:

- 1) The approved budget is followed as closely as possible.
- 2) Should a need arise that is not addressed by the current budget (and we have funds available in the budget to cover the cost of items/services needed), the Program Director will go to the 21st CCLC Operational Manual to see if the cost that will be incurred to meet this need is an allowable one. The Program Director also checks the expense against the allowability policy/criteria. If the expense is an allowable one, she/he will submit a request for permission to spend part of our budgeted funds on this item to the GaDOE Budget Analyst.
- 3) Once permission has been received (in writing) from the Budget Analyst, the Program Director will submit a purchase order which then has to go through three sets of signatures before being approved (Financial Director, Federal Program Director, and School Superintendent).
- 4) Before an expense is considered or the Purchase Order is created, the Program Director will check the expense against the allowability policy before approving.
- 5) The Financial Director will check the expense against the allowability policy/criteria before approving the purchase and signing the purchase order and sending it up the ladder for the final two signatures.
- 6) Once approved (as signified by the three signatures), the items and services can be ordered.
- 7) Before authorizing payment, the Finance Director checks the expense a second time against the allowability policy.

Travel Policy

Travel (Lodging only) for approved Professional Learning Opportunities

- (1) A purchase order should be completed by the person making the request.

The following information must be provided:

- a. Date
- b. Vendor Name and Address
- c. Ship to Address
- d. Quantity, Description and Price

Must Include:

- ❖ Name, location and date(s) of conference
- ❖ Arrival and departure dates
- ❖ Names(s) of people attending
- ❖ Attach copy of hotel confirmation and meeting agenda/registration
- ❖ Amount – without tax

Account number indicating fund source

Person requesting the purchase must sign and date

Principal also must sign and date (If PO is coming from a school level)

If fund source is a Federal grant, the grant administrator must sign and date

Travel Reimbursement Procedures

Pulaski County School System uses the Statewide Travel Regulations as a guideline for travel procedures.

These guidelines can be located at the following website:

http://www.sao.georgia.gov/vgn/images/portal/cit_1210/62/49/164649488SAO%Travel%20Policy%202011.pdf

Please follow the procedures below to request travel reimbursement:

***EMPLOYEE EXPENSE STATEMENTS SHOULD BE TURNED IN WITHIN 30 DAYS OF INCURRING EXPENSE**

- 1) Use the Pulaski County School System Employee Expense Statement form.
- 2) Complete the Name and Address, Headquarters and Reporting Period sections.
- 3) Complete each section in full:
 - a. **Date**
 - b. **Time** – Departed and Arrived
 - c. **From / To** and Purpose of Trip (example: Hawkinsville to Atlanta –GACTE Conference)
 - d. **Number of Miles (MapQuest or Google Map – most direct route)**
Employees who share a personal vehicle with another employee and do not claim Reimbursement for mileage should indicate the name of the person they rode with and the dates of the trips on the travel expense statement.
 - e. **Meal section** (overnight trips only)
For travel on or after March 1, 2010, high cost areas in Georgia are limited to the following counties: Chatham, Clayton, Cobb, Coweta, DeKalb, Fayette, Fulton, Glynn, Gwinnett, and Richmond
 - f. **Lodging** (Lodging should only be requested if PCBOE check was not requested in a timely manner; taxes will not be reimbursed)
 - g. **Other Expense** – Must submit receipt to request reimbursement of other expense such as parking, on-site registration or resort fee.
 - h. **Total to be Reimbursed**
- 4) Employee Signature and Date
- 5) If any section is not properly completed, form will be returned for correction
- 6) Supervisor's Signature and Date
- 7) Forward to the Central Office
- 8) Central Office Approval – Professional Learning Administrator
- 9) Fund – Professional Learning Administrator will designate fund
- 10) Account Number – Finance Director will code
- 11) Expense form will be forwarded to the Secretary/Bookkeeper.
- 12) Allow a minimum of 10 days to receive payment

All travel forms should have the following documentation attached:

- *An agenda from the conference
- *A computer generated map/directions to indicate mileage from departure location to destination location (MapQuest or Google Map, etc)

Pulaski County School System Financial Procedures

Monitoring

The Pulaski County School Systems' Central Office Administration, School Administration, and Program Directors vigilantly monitor all programs to ensure compliance with state and federal program requirements regarding program and fiduciary responsibility areas that include: management and accountability, use of funds, level of effort to supplement not supplant, procurement, personnel, travel and professional development, use of contractors, property inventory and equipment, reporting and record retention. Program Directors are responsible for working with the system-level administrators to oversee program development and implementation and monitor procedures.

In an effort to minimize/eliminate errors and omissions, the Finance Director will provide detail expenditure reports on a periodic basis to the Program Director for review and approval.

Cash Management

Requesting Grant Funds thru GAORS

Pulaski County Board of Education receives various State and Federal grants. Most grants utilize GAORS as the method for disbursing funds.

- The amount of the requisition is calculated by examining prior period expenditures, recurring expenditures, such as salaries and benefits, and estimated current period expenditures. Pulaski County BOE utilizes an Excel spreadsheet to track these calculations.
- The claim is prepared through GAORS by the Finance Director.
- A copy of the requisition of funds is maintained in a "Receivables" folder. Once the requisition is processed, the grant payment advice is compared to the requisition of funds to ensure that all funds have been received.
- The funds are then receipted in a pre-numbered receipt book by the Secretary and posted in PC Genesis by the Finance Director.
- The requisition of funds and the grant payment advice are filed by fiscal year in a program folder by grant. These records are maintained in the Finance department.

Requesting 21st CCLC Reimbursement

- Pulaski County incurs and pays the actual expense initially and then requests reimbursement from the 21st CCLC grant.
- As stated in the 21st CCLC guidelines, reimbursement requests are due by the 15th each month for the prior month's expenditures.
- At month end, computer reports are generated to verify program expenditures for the period to be reimbursed. An Excel spreadsheet is utilized to track year to date expenditures and revenue in addition

to the computer reports. After the reports are reviewed for accuracy, the required documentation for reimbursement is compiled.

- The Invoice is processed through GAORS by the Finance Director and approved by the 21st CCLC Project Director.
- A copy of the invoice and supporting documentation is maintained in a "Receivables" folder. Once the request has been approved and processed, the grant payment is compared to the invoice to ensure that all funds have been received.
- The funds are then receipted in a pre-numbered receipt book by the Secretary and posted in PC Genesis by the Finance Director.
- The grant payment advice is filed in a program folder by grant.
- The invoice and supporting documentation are filed by month and maintained in the Finance Department.

Board Policy
Bids and Quotations

Descriptor Code: DJED



At least three competitive bids or quotations shall be solicited in connection with all purchasing of \$1,500 or more per single item whenever possible and practical as voted by the Board. Contracts shall be awarded to the lowest, best bid complying with specifications and with other stipulated bidding conditions.

The Superintendent or the Superintendent's designee shall be responsible for advertising and receiving bids for presentation to the Board. The Superintendent may open bids and present the bid information to the Board. If the Superintendent cannot be present for opening the bids, either the Board Chair or Vice Chair must be present. Contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board. Any Board Member may request an extension of approval of bids which may be granted by a majority vote of the Board.

Pulaski County Schools

Date Adopted: 9/9/2003
Last Revised: 5/9/2006

Procedures for Conducting Technical Evaluation of Proposals

After the deadline for submission of proposals has passed, Superintendent's designee (in this case, the 21st CCLC Project Director) will:

1 – Pull the original RFP (request for proposal) that was sent to prospective contractors (as created by the 21st CCLC Project Director) in order to compare each proposal to it.

- Does the prospective contractor state that he/she is able to provide the service(s) and/or equipment to the specifications outlined in the original RFP?
- Can the prospective contractor provide this service and/or equipment in the time frame designated in the original RFP?
- Is the prospective contractor's price in line with the amount budgeted for this service and/or equipment?

2 – If multiple proposals are able to meet the three qualifications above, the Superintendent's designee then may request that the prospective contractor provide references or samples of the contractor's work.

3 - Once the references have been called and the sample work analyzed, the Superintendent's designee will choose one of the proposals to recommend to the board. Other factors that the designee will consider when making the choice are:

- Is this contractor someone that has performed this service or provided this equipment for us in the past? Were we satisfied with the quality of service or equipment?
- The price quoted to us for the service and/or equipment. With limited 21st CCLC funds, a smaller fee would definitely be a plus.

4 – The Superintendent's designee then works up a package containing the original RFP, the submitted proposals, and his/her recommendation of the contractor to be awarded to be presented to the School Board members at the Board meeting for consideration.

21st CCLC 2016-2017 Staff Handbook
Acknowledgement Form

I have read the 2016-2017 21st CCLC Staff Handbook and I understand its content.

Printed Name of Staff Member_____

Signature of Staff Member_____

Date_____

Signature of Site Coordinator_____

Date_____