

# **Bainbridge High School**

**1 Bearcat Boulevard**

**21<sup>st</sup> Century Community  
Learning Centers**

**Faculty Handbook**



**Table of Contents**

**Forward.....3**

**Mission Statement.....4**

**General Information.....4**

**Recruitment Plan (See Appendix B).....4**

**Behavior Management Plan.....4**

**Attendance Plan (See Appendix A).....4**

**Staff .....5**

**Site Coordinator Duties & Responsibilities.....5**

**Staff Duties & Responsibilities.....6**

**Job Descriptions.....7**

**Course Descriptions.....7**

**Professional Learning Plan.....8**

**Staff Evaluation Plan.....8**

**Acceptable Usage Policy.....8-9**

**21<sup>st</sup> Century Incident/Daily Procedures .....10**

**Transportation Plan.....10**

**Pick up-Drop Off/Students who Drive.....10**

**Bus Emergency Protocols.....11**

**Electronic Devices.....12**

**Nepotism .....13**

**Emergency Preparedness Plan.....13-14**

**Child Abuse.....15**

**Sexual Harassment.....15**

**Fraud, Waste, and Abuse.....16-18**

**Hiring Policy.....19**

**Attendance Policy Acknowledgment (Appendix A).....20**

**Recruitment Plan (Appendix B).....21**

**Professional Learning (Appendix C).....22**

## **Forward**

This student-parent handbook outlines major Decatur County 21<sup>st</sup> Century Program (Fast Cats) policies and school procedures which guide the daily and yearly operation at Bainbridge High School. The purpose of this handbook is to inform BHS students and parents of the opportunities and expectations of the school's program and personnel.

You are encouraged to use this handbook for its intended purpose—to inform you, the student, of overall school operation. If you have questions about school procedures that are not outlined in the handbook, please ask a teacher or administration.

## **MISSION STATEMENT**

The mission of the 21<sup>st</sup> Century Afternoon Program (Fast Cats) is to offer a safe and enriching supervised environment for the children of Decatur County in the grades 1 through 12.

Emphasis is to be placed upon nurturing students, enhancing their self-esteem by ensuring that they are remediated, prepared for state wide required testing and make up credits not earned.

### **General**

The 21<sup>st</sup> Century After School Program consists of two separate and distinct parts. The After School Program runs throughout the school year and focuses on credit accrual, credit recovery, improving academics, enrichment and reducing absenteeism. The Summer School program is a four week program that runs from 8 am – 4:30 pm Monday through Thursday with Fridays as make up days.

## **RECRUITMENT and RETENTION**

### **Recruitment**

- a. At the start of each semester a flyer will be prepared and sent home with each student. This flyer will describe the dates and times of the program, and will have space upon which the parent may sign to permit the student to participate in credit recovery/accrual.
- b. Each grade level counselor will be notified of the program dates and be asked to submit a list of names of students who needs various classes.
- c. The principal will approve all credit accrual.
- d. Grade level counselors will contact parents to communicate academic status of each student.

## **ATTENDANCE AND BEHAVIOR PLAN**

### **Attendance/Behavior (See Appendix A)**

- a. The key to keeping students in our program is not complex, students will attend each day and parents will be notified when a student is not present by the site coordinator.
- b. Excessive absences (5 or more) during the semester will result in student being withdrawn from the program.
- c. Students are expected to report to class on time. Students are tardy to class after 3:20 PM. If a student acquires three tardies, the tardies will transfer to an absence.
- d. Students who are found to be skipping and/or refusing to attend will be given a parental/site coordinator conference. Behavioral problems will not be tolerated and are subject to be dismissed from the program. Counselors will then devise recourse of academic success. A student who has been dismissed from a current program will be allowed to re enroll in the forth coming session.

## **STAFF –**

On-Site Coordinator – Donna Roland

Credit Recovery: Teresa Toliver, Kelly Butler, Marie Jones

Enrichment: Justin Johnson, Joseph Kelly, Mac Lewis,

Academic: Bobby Daniels; Joseph Sweet

Administrator: Patterson Moses

Resource Officers: Eric Duke, Gary Hines

## **Duties and Responsibilities**

The 21<sup>st</sup> Century After School Program staff will consist of a Director and Site Coordinator for the overall supervision of the program, SRO and for each section of students a certified teacher and paraprofessional as needed. Individual responsibilities are listed below.

### **Site Co-ordinator**

- a. Organizes manages, and coordinates the after school program at the assigned site.
- b. Supervises staff employed at the after school site.
- c. Implements the discipline procedure.
- d. Trains or arranges training for the staff.
- e. Conducts staff and student orientation.
- f. Coordinates with the school site principal on all activities.
- g. Publishes a weekly class and activity schedule.
- h. Provides materials as required by teachers and paraprofessionals.
- i. Participates in monthly management meeting for the 21<sup>st</sup> CCLC Program.
- j. Participates in monthly teacher meeting to communicate program information.
- k. Prepares public information for newspaper and community newsletters.
- l. Works closely with Parent Involvement Coordinator.
- m. Attends conferences, training sessions, and seminars for the purpose of increasing program knowledge and skills.
- n. Attends conferences, training sessions, and seminars for the purpose of increasing program knowledge and skills.
- o. Provides input for and attends the Decatur County connection collaborative meetings.
- p. Ensures the completion of financial and programmatic reports.
- q. Requests bus transportation when required.
- r. Assumes other duties as required directly related to the goals and objectives of the after school program.

# **STAFF**

## **Instructors/Paraprofessionals -**

**Position:** 21<sup>st</sup> CCLC Instructor

**Qualifications:** Holds a valid teaching certificate issued by the Georgia Professional Standards Commission

**Terms of**

**Employment:** 9 or 10 month position

**Job Goal:** Supervision of assigned students and assistance in the facilitation of the instructional program as directed.

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Recognizes Cultural Diversity in dealing with students, parents, coworkers, and the public.
5. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, HB250 and HB1321, as related to job requirements.
6. Maintains confidentiality of sensitive information and material; adheres to chain of command.
7. Maintains a professional appearance as appropriate for job responsibilities.
8. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
9. Shows initiative and assumes responsibility for all aspects of job responsibilities; perform routine duties and tasks with little or no direct supervision.
10. Exhibits time on task, a flexible cooperative, progressive and hardworking attitude and style. Limits personal business and phone calls during work hours.
11. Takes direction readily in a cooperative manner from the supervisor.
12. Provides adequate supervision of students at all times.
13. Discipline students with fairness and equity.
14. Assumes a leadership role in the 21<sup>st</sup> CCLC program.
15. Conducts small-group and individual instruction according to lesson plans.
16. Is responsible for student formative and summative assessment.
17. Assist in routine record keeping.
18. Prepares instructional materials.
19. Locates, procures, operates and returns needed equipment.
20. Assists in routine classroom housekeeping responsibilities.
21. Assists in ordering/inventorying classroom equipment, materials and supplies.
22. Demonstrates loyalty to the school, school system and administrators.
23. Enhances the climate of the building and the morale of colleagues.
24. Performs other duties as assigned by supervisor.

## **Job Description**

**Position:** 21<sup>st</sup> CCLC Paraprofessional

**Qualifications:** Holds a valid Paraprofessional or Aide License issued by the Georgia Professional Standards Commission.

**Terms of**

**Employment:** 9 or 10 months

**Job Goal:** Supervision of assigned students and assistance in the facilitation of the instructional program as directed.

Performance Responsibilities:

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Recognizes Cultural Diversity in dealing with students, parents, coworkers, and the public.
5. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, HB250 and HB1321, as related to job requirements.
6. Maintains confidentiality of sensitive information and material; adheres to chain of command.
7. Maintains a professional appearance as appropriate for job responsibilities.
8. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
9. Shows initiative and assumes responsibility for all aspects of job responsibilities; perform routine duties and tasks with little or no direct supervision.
10. Exhibits time on task, a flexible cooperative, progressive and hardworking attitude and style. Limits personal business and phone calls during work hours.
11. Takes direction readily in a cooperative manner from the supervisor.
12. Provides adequate supervision of students at all times.
13. Discipline students with fairness and equity.
14. Assumes a leadership role in the 21<sup>st</sup> CCLC program in the absence of the regularly assigned teacher.
15. Conducts small-group and individual instruction according to lesson plans.
16. Assist in routine record keeping.
17. Prepares instructional materials.
18. Locates, procures, operates and returns needed equipment.
19. Assists in routine classroom housekeeping responsibilities.
20. Assists in ordering/inventorying classroom equipment, materials and supplies.
21. Demonstrates loyalty to the school, school system and administrators.
22. Enhances the climate of the building and the morale of colleagues.
23. Performs other duties as assigned by supervisor.

## **Course Descriptions:**

Bainbridge High School provides the following activities and instructional opportunities for students enrolled in the Century 21CCLC program:

- E2020 programs are available for students to make up a lost credit in English, Science, and Social Studies

- Credit Accrual allows students to obtain elective courses.
- Computer/STEM activities
- Academic Instruction
- Enrichment Instruction - STEM
- Saturday School – available on selected Saturdays throughout the school year. Affords students an opportunity to make up missed assignments

Teachers will post a weekly lesson plan outside each 21<sup>st</sup> CCIC classroom. At the end of the week these are to be turned in to the Site Coordinator.

## **Professional Learning Plan**

Professional Learning for 21<sup>st</sup> CCLC employees is required during the school year. The employees will adhere to Professional Learning guidelines established by the Decatur County School System. Professional Learning Schedules are provided to each employee at the beginning of each school year. Site Coordinators will collect Professional Learning documentation such as sign in sheets, agendas, and training materials per nine weeks and record information on the Professional Learning Summary Log.

## **Staff Evaluation**

Staff Members will be evaluated by the site coordinator three times during the school term. Staff members will be given feedback and a copy of their evaluation. If a staff member feels the evaluation is unfair, he/she should contact the site coordinator for a conference. If a staff member receives an unsatisfactory evaluation, the site coordinator will hold a conference with the staff member.

## **Acceptable Usage Policy**

The 21<sup>st</sup> Century (Fast Cats) Program believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

While the Internet offers students and teachers access to a variety of information, the system recognizes misuse and abuse is possible. The system will make every effort to protect students and teachers from these misuses and abuses but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The 21<sup>st</sup> Century (Fast Cats) Program is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum.



Using the electronic services via the Internet is a privilege, not a right. The privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to the following:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts.
2. Using the Internet for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of other users.
5. Gaining unauthorized access to resources or entities.
6. Invading the privacy of individuals.
7. Using an account owned by another without authorization.
8. Posting personal communications without the author's consent.
9. Posting anonymous messages.
10. Placing of unlawful information on a system.
11. Using abusive or otherwise objectionable language in either public or private messages.
12. Sending of messages that are likely to result in the loss of recipients' work or disrupting systems; for example, a computer virus.
13. Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
14. Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum, and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous and obscene messages and images.

The 21st Century (Fast Cats) Program makes no guarantee of any kind, for the Internet service provided to the student. The system will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and/or consent to, pursuant to state or federal law.

**Use of any information obtained via the Internet is at the student's and parents' own risk and student access requires written parental permission.**

## **21<sup>st</sup> Century INCIDENT/DAILY PROCEDURES**

### **Accidents**

Should a student injure himself during the afternoon program or on a school bus, the person in charge should be notified. The student's parents will be notified if the injury warrants medical attention.

Parents should be sure the site coordinator has up-to-date information on all students, especially an emergency contact name and number that can be reached should the school not be able to contact a parent in the event of a medical emergency.

### **Address and Telephone Changes**

The administrative office should be notified immediately if there is a change in a student's address, telephone number, or person to contact in an emergency.

### **Book Bags**

In accordance with Decatur County Board of Education policy, any book bag brought on campus by a student must be made of plastic, mesh, or some other see-through material. This includes girls' backpack style pocketbooks or any type tote bag. Book bags should not be left unattended. Bainbridge High School assumes no responsibility for books lost when book bags are stolen or misplaced.

### **Transportation:**

#### **Pick up-Drop off/Students who drive:**

Students who drive will report to their cars once the bell has rung to dismiss Fast Cats and immediately leave the school premises.

Students who ride the bus will report immediately to the bus ramp.

Students picked up by their parents will report to the front parking lot for pick up.

### **Buses**

Below is the School Bus Ride Guide provided by the Decatur County Transportation Department:

#### **Getting on the School Bus**

- When getting on the bus, you should display permission stamp for bus boarding. When getting on your bus, you should always use the handrail. Never push or shove while

getting on the bus. When going up the steps, you should always take one step at a time. If you are the only person in the seat, you should move over to the window to allow additional seating.

### **Riding the School Bus**

- You should remain seated throughout your trip and follow **Code of Conduct for Students as Passengers on Buses**.

## **BUS EMERGENCY PROTOCOLS**

### **Emergency Evacuation**

- **Front Emergency Door Evacuation:**
  1. Bus driver will give command: “Front Door Emergency Evacuation” students are to remain seated.
  2. Driver will assign two helpers beside front door.
  3. Starting with the right-hand seat, students will be lead off bus and away from bus 40 steps or 100 feet.
  4. When the students in the right-hand seat have moved forward enough to clear aisle, the driver will dismiss the students in the left-hand seat.
  5. Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
  6. Remember to walk, do not run, use the handrails and follow your bus driver’s instructions.
- **Rear Emergency Door Evacuation:**
  1. Bus driver will give command: “Rear Door Emergency Evacuation” students are to remain seated.
  2. Driver will assign two helpers beside rear door.
  3. Starting with the right-rear seat, students will sit down in aisle at rear door, slide out, and be lead away from the bus 40 steps or 100 feet.
  4. When the students in the right-rear seat have moved out the rear door, and have cleared aisle, the driver will dismiss the students of the left-rear seat.
  5. Continue the evacuation procedure as described, right then left seats alternately until the bus is empty.
  6. Remember not to push or shove, allow assigned helpers to assist you while sliding out rear door and follow your bus driver’s instructions.

Bus drivers have the same responsibility for the behavior of the students in their care as the teachers in the classroom. Cases of disorder which are difficult for the driver are referred to the administration for disciplinary action. Any conduct that endangers the safety of the students will not be tolerated.

## **Electronic Devices**

The Decatur County Board of Education (DCBOE) has as its highest priority an emphasis on student success. To avoid disruption of instruction, the use of electronic devices, including, but not limited to cellular telephones, and other portable communication devices (PCDs), is allowed with the restrictions outlined below.

Use of electronic communication devices and other electronic media during the regular school day must be in support of, and consistent with the vision, mission and goals established by the Decatur County Board of Education and for the purpose of instructional support. All users of DCBOE technology resources and facilities must agree to and sign the terms of an acceptable use agreement.

When approved by the principal or designee, students may be permitted to use their own computer or computing devices, including handheld devices, to connect to the DCBOE network. No student shall photograph, videotape, record, or reproduce, via any audio or video means, another student or staff member while on school system premises without the expressed prior permission of the student or staff member.

Students riding the school bus to and/or from school must have all electronic devices and cell phones turned off and out of sight so that they do not interfere with the operation of the school bus, (O.C.G.A 20-2-751.5).

Students shall be personally and solely responsible for the security of their cellular telephones and other PCDs. The Decatur County Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular telephone or other PCD, nor does it assume responsibility for the unauthorized use of any device.

**\*\*\*21<sup>st</sup> Century (Fast Cats) Program shall adhere to this policy.**

## **Medicine**

In accordance with Board policy, medicine will not be administered at school except by the parent's or legal guardian's written request. All medicines must be kept in the nurse's office until needed by student.

Any student participating in the Fast Cats afternoon program should see the school nurse for medication before she departs at the end of the regular school day. In the event that a student becomes ill during the afternoon program, parental contact will be made.

## **Nepotism Policy**

The Decatur County Board of Education 21<sup>st</sup> CCLC Program prohibits any 21<sup>st</sup> CCLC employee from directly supervising his/her immediate family members. For the purpose of this policy, a family member is defined to include spouses, parents, children, grandparents, grandchildren, brothers, sisters, brothers- and sisters-in law, fathers- and mothers-in law, nieces, nephews, step-parents, step-brothers, step-sisters, step-children and any relatives living in the residence of the employee.

The provisions of this policy may be waived by the 21<sup>st</sup> CCLC Director when the assignment or placement of both relatives is of such nature that no reasonable alternatives are available.

### **Emergency Preparedness Plan**

Bainbridge High School Fast Cats has the following school safety policies and procedures:

Students will only be released to an authorized parent/guardian, or have written consent from the parent/guardian which will be confirmed with a telephone call.

The school is equipped with security cameras in the building and on the grounds.

The school has a SRO (School Resource Officer) on duty at all times.

The school has an administrator available at all times.

The school has a gated entrance. Visitors must be buzzed in.

Entrance into the body of the school is restricted. Visitors are to check in with the receptionist at the main office. If access to the interior of the school is required, visitors will be buzzed in.

### **Fast Cats Program**

#### **Safety Team Members:**

Dr. Fred Rayfield – Superintendent  
Patterson Moses – Assistant Principal  
Gary Hines - SRO  
Eric Duke – SRO  
Donna Roland – Site Coordinator

A roster of students staying in After School Programs (ASP) is retained by the checkout person and all staff members assigned to the group of students. Each list is updated as students are dismissed from the group. In case of an emergency, roll will be called to make sure all students are accounted for. Colored cards will be used to signal the status of the group (red-missing students, yellow-extra students, green—all accounted for).

In the event of a hostile person on the playground, ASP staff will use the walkie-talkie to call the person in charge of checkout. The emergency call will be a “Code Red.” Students will be brought into the building and the lock down procedures will be used. The checkout person will call 911.

In case of severe weather, the checkout person will monitor the weather radio and keep in touch with the Sheriff’s Department about weather conditions. If necessary, the tornado drill procedure will be implemented. In the event of fire or explosion, the normal fire drill procedures will be followed.

In the event of an emergency resulting in the relocation of students the following are individuals in charge of the relocation site:

On-duty Administrator (Moses)

On-duty SRO (Hines/Duke)

On-Site Coordinator (Donna Roland)

Transportation – Farrell Lawrence

### **Evacuation Procedures:**

In the event of a fire:

Students in room 1233 will exit the building using the first stairway on the math hallway and exit the building using the door at the end of the stairway.

Students in room 1160 will exit the building using the exit door in the studio. If the studio door is inaccessible, they will exit the exterior door on the science wing.

Students in room 1183 will exit the building using the first exit door in the CTAE wing.

Students in rooms 1211 and 1213 will exit the building using the first stairway on the English wing and proceed out the exit door at the end of the stairway.

Students in the Drama room will exit the building using the rear door of the drama room and the exterior door immediately to their right.

In the event of a severe weather:

Students in downstairs classrooms will exit the classrooms and take cover in the hallway.

Students in the upstairs classroom will exit the classroom, take the nearest stairway to the downstairs area and take cover in the downstairs hallways.

In the event of a serious threat:

Teachers/Students will be advised via intercom, by administrator, or SRO depending on the situation at hand.

## **Child Abuse**

The 21<sup>st</sup> CCLC program adheres to Decatur County Schools District for Child Abuse procedures and responsibilities as noted below.

Classroom teacher or other school staff who suspects abuse should immediately notify the site coordinator and/or principal. This needs to be documented in writing using Decatur County School mandated child abuse reporting form.

### **CHILD ABUSE PROCEDURES:**

1. If child abuse is observed, suspected, or reported the principal and site coordinator must immediately notify the system social worker.
2. The system social worker will visit the school and begin an investigation.
3. The system social worker will file a report with Family and Children Services.
4. A caseworker from Family and Children Services may want to visit your school for a conference with the child. Please cooperate with the caseworker and allow them to see the child at a mutually convenient time.
5. If the complaint is initially received by Family and Children Services from outside the school system, the system visiting teacher/attendance worker will be notified and in turn inform the principal. The process will begin with number 2.
6. No teacher shall contact a parent/guardian regarding the interview of their student in child abuse/neglect referrals.

## **Sexual Harassment**

**SEXUAL HARASSMENT POLICY:** *The Decatur County 21<sup>st</sup> Century Community Learning Centers program adheres to the DCBOE policy pertaining to Sexual Harassment in the workplace.*

The Decatur County Board of Education is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When it is determined that an allegation of sexual harassment is credible, prompt and appropriate corrective action will be taken.

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) An employment decisions affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- 2) The unwelcome conduct unreasonable interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via email;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexual suggestive gestures;
- Making or posting sexual demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other employees, or a non-employee who has a business relationship with the 21<sup>st</sup> CCLC Program.

## **Fraud, Waste, and Abuse Procedures**

DECATUR COUNTY SCHOOL DISTRICT

FRAUD, WASTE, AND ABUSE PROCEDURE

### **PURPOSE:**

In compliance with White House Executive Order 12731, the Decatur County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The

Decatur County School System shall not tolerate fraud, waste, or abuse of any kind and has an established system for the reporting and investigating of suspicious activities.



## **DEFINITIONS:**

**“Fraud”** means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Decatur County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

**“Waste”** means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

**“Abuse”** means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one’s position or authority.

## **EXAMPLES OF FRAUD, WASTE, AND ABUSE: (NOT ALL-INCLUSIVE)**

- Personal use of district-owned vehicle
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty

## **STATEMENT OF ADMINISTRATIVE REGULATIONS:**

Any and all reports of suspicious activity and/or suspected fraud, waste, or abuse, shall be investigated. The Decatur County School System shall not tolerate fraud, waste, or abuse of any kind, and any reported cases of suspected fraud, waste, and abuse will be thoroughly investigated

to determine if disciplinary, financial recovery, and or criminal action should be taken.

**CONFIDENTIALITY:**

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

**PROCEDURES AND RESPONSIBILITIES:**

1. Anyone suspecting fraud, waste, or abuse, whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Decatur County Board of Education at 100 West Street, Bainbridge, GA 39817.
2. Any employee with the Decatur County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity **MUST** report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (229) 248-2200. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Decatur County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, or abuse.
6. A hard copy of these Fraud, Waste, and Abuse Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Decatur County Schools website ([www.dcboe.com](http://www.dcboe.com))
7. A report shall be made to the Chairman of the Decatur County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.
8. Each employee shall receive a hard copy of this document and will sign attesting that he or she has indeed received this information and understands its contents.

# Hiring Policy

All personnel, certificated as well as non-certificated, employed by the Board, shall be fingerprinted and have a criminal record check.

All certificated personnel whose employment is renewed in this school district shall have a criminal record check made as required above upon any certificate renewal application to the Professional Standards Commission.

Subsequent criminal record checks of non-certificated personnel continued in employment in the school district shall occur every 5<sup>th</sup> year of employment.

---

Decatur County Schools

Date Adopted: 5/12/2011

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A 20-02-0211.1	<u>Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks</u>
O.C.G.A 35-03-0039.1	<u>National Crime Prevention and Privacy Compact; ratification; criminal history records repository</u>
O.C.G.A. 20-02-0211	<u>Annual contract; disqualifying acts; fingerprinting; criminal record checks</u>
O.C.G.A. 35-03-0035	Dissemination of criminal history records
<b>US Code</b>	<b>Description</b>
49 USC 14616	<u>National Crime Prevention and Privacy Compact</u>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

---

In the event a questionable criminal background check is returned, a written explanation from the applicant or the employee shall be received.

### *Certified Employees:*

It shall be determined by the Human Resources Director whether the written explanation of a certified employee is satisfactory based on the Georgia Professional Standards Commission Criminal Records requirements and the Decatur County Schools Code of Conduct.

### *Classified Employees:*

It shall be determined by the Human Resources Director whether the written explanation of a classified employee is satisfactory based on the approval of the Superintendent and the Decatur County Schools Code of Conduct.

### *21<sup>st</sup> CCLC Employees:*

All employees of the 21<sup>st</sup> Century Community Learning Centers afterschool program are required to have an annual national criminal background check prior to employment. A questionable criminal background check is given the same consideration as all Decatur County Schools employees.

DECATUR COUNTY SCHOOLS

**21<sup>ST</sup> CCLC Attendance Plan**

Attendance is an important goal of the 21<sup>st</sup> CCLC program. Decatur County Schools (DCS) will use inducements to improve school attendance. No more than 1 excused absence will be allowed. At a minimum, a letter from a parent is required to excuse an absence. The final decision as to whether an absence is excused or unexcused will remain with the Site Coordinator.

If a student misses 2 or more days consecutively, the Site Coordinator will contact parents to discuss the reason for the absence. The parents will be informed about the importance of attendance in the 21<sup>st</sup> CCLC program and the effect attendance has on the academic/social progress of their child.

If a student misses class for 5 days or more consecutively, the Site Coordinator will schedule a meeting with the parents, inviting the principal and DCS Social Worker to attend in an effort to inform/counsel with the parents about how attendance is an integral and vital part of their child's academic progress. Also, if the child's attendance does not improve, it is a possibility that he/she will be dismissed from the program. The parent will be further advised that if their child is dismissed from the program they must re-apply. The student's name will be placed on the waiting list. There will be no guarantee that there will be a slot available during the remaining of the school year.

At the start of both the regular and summer program, a copy of the attendance policy shall be shared with Private Schools, parents and students.

---

I have received a copy of the 21<sup>st</sup> CCLC Bainbridge High School Fast Cats handbook. I have read and understand the attendance plan described in this handbook.

---

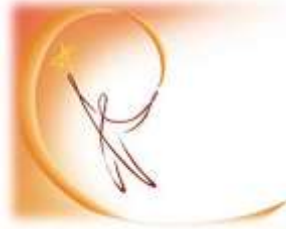
Parent Signature/Date

---

Student Signature/Date

Decatur County Schools

21<sup>st</sup> CCLC Recruitment Policy



At the beginning of each school year, a certified letter will be mailed to area **private schools** extending all Federal Program services which include Title IV, Part B-21<sup>st</sup> CCLC.

Additionally, at the start of each semester, a flyer will be prepared and sent home with each student including **students with special needs**. This flyer will detail the dates and times of the program and will have a space upon which the parent may request an application. Information will also be provided at Open House, on the school's website, on school site's marquee, meetings with partners and agencies that serve families, and flyers distributed in community churches in English and Spanish. The Parent Involvement Director in conjunction with the Site Coordinators/teachers will place phone calls or hold meetings to explain the program and its services.

All faculty and administrators will be notified of the program dates and be asked to submit a list of names they feel will benefit from the program based on the eligibility requirements listed in the grant.

After all names are assembled, an application will be sent to parents along with a disclaimer explaining the selection process. Parents will receive notification if their child is accepted.

Once the target numbers of slots are filled, the remainder of the students applying names will be placed on a waiting list. A letter indicating this information will be sent to parents. As soon as a slot becomes available, the parent will be notified.

**Expectations and Non-Negotiables:**

- Every teacher is a member of at least one collaborative team.
- Teams meet on a regular basis in addition to the early release days (at a minimum of one hour per week).
- All team members are to be in attendance at scheduled meetings.
- Meetings should only be missed for emergencies, as approved by principal.
- Every collaborative team develops, uses and continuously revisits norms and SMART goals.
- Each meeting has a clear focus (agenda) and intended outcome (objective) related to the four guiding questions which impact student learning as determined by the collaborative team.
- The school administration meets with each collaborative team at least once a month to ensure "the work" is happening and that the team is aligned with school and district goals.
- Each team provides weekly updates to the academic coach or designee.

