

Bainbridge High School

1 Bearcat Boulevard

**21st Century Community
Learning Centers**

Parent/Student Handbook



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Forward

This student-parent handbook outlines major Decatur County 21st 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 21st 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 21st 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 and drama classes.
- 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 – DUTIES AND RESPONSIBILITIES

The 21st 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 21st 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.

Teachers

- a. Conduct a minimum of class supervision/facilitation of 2.0 hours of course work as needed.
- b. Assist students with tutoring requirements.
- c. Maintain classroom order in accordance with policy set forth.
- d. Provide student counseling as required on an individual basis.
- e. Serve as a point of contact for other teachers who have students in the program.
- f. Works with and assigns classroom responsibilities to the paraprofessional designated for the classroom.
- g. Works with students on specific study tasks such as tests and projects assigned by their teachers.
- h. Counsels students as required and provide a written record to the site coordinator.

- i. Duty times will be from 3:30 until 5:30 Monday through Thursday and designated Saturdays.

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 21st CCIC classroom. At the end of the week these are to be turned in to the Site Coordinator.

Faculty:

On-Site Coordinator – Donna Roland

Credit Recovery: Kelly Butler, Teresa Toliver, Marie Jones

Enrichment/STEM: Justin Johnson, Joseph Kelly, Mac Lewis

Academic Instruction: Bobby Daniels, Joseph Sweet

Robotoics – Mac Lewis

Administrators: Patterson Moses

Resource Officers: Eric Duke, Gary Hines

Acceptable Usage Policy

The 21st 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

21st 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 maybe 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 completion of parent approval forms. These forms are obtained at the beginning of freshman year and are kept on file with the student's advisement teacher.

Transportation Plan:

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

Transportation will be provided for students enrolled in the 21st CCLC (Fast Cats) Program. 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 Evacuation Plan

- **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.

School Safety

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.

Emergency Preparedness Plan

21st CCLC Morning/Afterschool will follow the same emergency procedures as outlined by the Decatur County School Systems for emergency procedures with severe weather, lock down, and fire drills. All 21st CCLC staff must have an emergency contact sheet on file in 21st CCLC

Student/Staff Information log kept in Mrs. Roland's office, the SRO office or the administrator-on-duty's office.

In the event of a fire:

Morning Students:

Students will exit the library through the external exit doors. If this is not possible, they should exit through the interior door and continue to the front exit of the building.

Afternoon Students:

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 of the situation at hand. Proper lockdown procedures will then be implemented.

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)
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.

DECATUR COUNTY SCHOOLS

21ST CCLC Attendance Plan

Attendance is an important goal of the 21st 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.

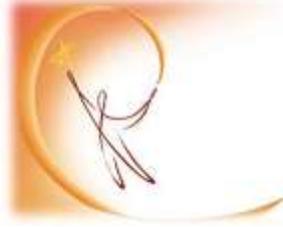
If a student misses 2 or more days consecutively, the Site Coordinator will contact parents to discuss the reason for the absence. The parents will be informed about the importance of attendance in the 21st CCLC program and the effect attendance has on the academic/social progress of their child.

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.

Decatur County Schools

21st 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-21st 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.

Bainbridge High School
21st CCLC Handbook Acknowledge
2014 -15

Please sign and return this page to your Fast Cats instructor.

I have received a copy of the 21st 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