



**21<sup>st</sup> CCLC Before and After-School Program**

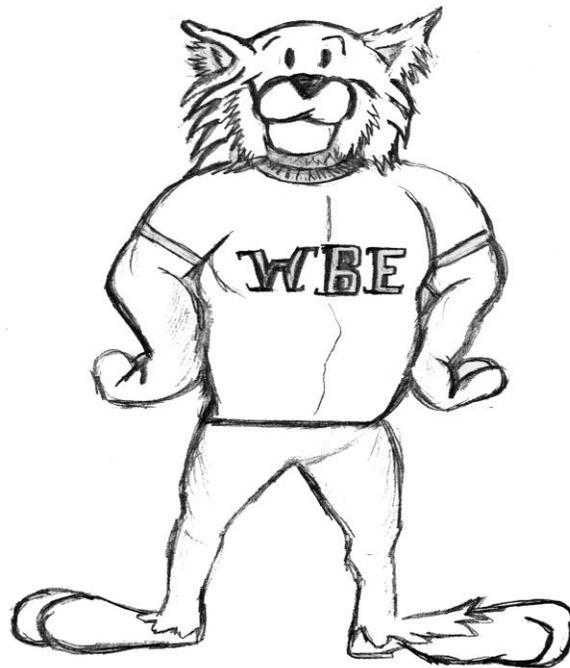
# **Parent/Student Handbook**

**West Bainbridge Elementary School**

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Bainbridge, GA 39817

Phone: 229-248-2821 Fax: 229-248-2820



***"Home of the Wildcats"***

**2016-2017**

**Jamie Ard, Principal**

**Ortega Ross, Assistant Principal**

**Amy Barber, Site Coordinator**



**TABLE OF CONTENTS**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Site Coordinator's Introduction Page.....	3
WBE 21 <sup>st</sup> CCLC Recruitment Plan.....	4
WBE 21 <sup>st</sup> CCLC Attendance Plan .....	5
Behavior Management Plan .....	5
Dress Code.....	6
21 <sup>st</sup> CCLC Highly Qualified Teachers.....	6
Homework Requirements .....	6-7
Illness/Injury/Medications .....	6
Transportation .....	7-8
Emergency Preparedness.....	8
Nepotism Policy .....	8
Fraud, Waste, and Abuse .....	11-13
Acknowledgements of Handbook .....	14
<b>APPENDIX</b>	
Appendix A - Acceptable Use Policy.....	9-10



**West Bainbridge Elementary School  
CCLC Student Handbook  
2015-2016**

**INTRODUCTION**

On behalf of the administration, faculty and staff of West Bainbridge Elementary School (WBE), I would like to welcome students and parents to the 2015-2016 school year. WBE's 21<sup>st</sup> Century After-School Tutorial Program provides instruction to students in grades first through fourth, with an enrollment of 84 students. Education at West Bainbridge Elementary is designed to meet the academic, social, and emotional needs of each individual student with a focus on increasing the degree of educational success.

It is our goal to promote a meaningful and positive relationship between the home and school environment. We want to keep you informed and encourage you to initiate contact with the school whenever necessary.

WBE values the tradition of academic excellence – join us as we uphold this practice! Welcome to our WILDCAT family. Together, we will *“make tracks to greater learning.”*

Ortega Ross, Site Coordinator  
Lead Teacher / 21<sup>st</sup> CCLC Site Coordinator

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.



**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.

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Student Signature/Date

**BEHAVIOR MANAGEMENT PLAN**

West Bainbridge Elementary School 21<sup>st</sup> CCLC have high expectations for students, both academically and behaviorally. Discipline is an on-going process which helps students to learn to be responsible and capable of making appropriate choices. We believe that it is the joint responsibility of the parent and school to reinforce appropriate behavior. Disruption to the learning environment will not be tolerated. Parent communications (via written contact, phone calls, and parent conferences) are options that the 21<sup>st</sup> CCLC Program uses in dealing with persistent disruptive or inappropriate conduct. Any act of violence (fighting, assault, etc.) by a student toward a school employee or another student is subject to review under school board policy and is subject to removal of the child from the program.

**Dress Code for 21<sup>st</sup> Century CCLC After-School Program**

Students are expected to be well groomed and maintain good hygiene at all times. Students should be neatly dressed and wear clothing that is properly sized. Any form of dress, hair style, or piercing which is considered disruptive in appearance and negatively influences conduct and/or academic instruction will not be permitted.

1. Hats and sunglasses may not be worn in the school building or on school buses. Book



- bags (other than clear or mesh) are not permissible on campus.
2. Shoes must be worn. Flip flops having thin soles are not permitted. Tennis shoes are required for physical education (PE) classes.
  3. No tank tops, halter tops, shirts that expose the midriff or back, or see-through clothing allowed. Undershirts are not to be worn as an outer garment.
  4. Shorts, skirts, and dresses must be fingertip length or longer when standing erect.
  5. Proper undergarments must be worn and not visible through clothing.
  6. Pants, shorts, and skirts must be the appropriate size for the student and must be worn at the appropriate waist level. Saggy pants and pants that expose undergarments cannot be worn. Belts are suggested for clothing that do not fit snugly about the waist / hips.

The principal / Site Coordinator at each school may deem it necessary to restrict certain clothing, etc. The principal or principal's designee will determine if attire is disruptive or inappropriate. Homeroom teachers will check daily for appropriate student dress. If your child is inappropriately dressed, you will be notified. If inappropriate dress continues, your child will be sent home to change clothes. Students who habitually disregard the dress code will be subject to a disciplinary referral.

### **HIGHLY QUALIFIED 21<sup>st</sup> Century CCLC TEACHERS**

We are committed to continually seeking to improve instruction for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines and expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

### **HOMEWORK**

Homework assignments are a necessary part of student's learning. Homework is assigned to students to refine and firm skills taught at school. Each teacher establishes the homework policy for the class assigned. Homework at West Bainbridge Elementary is intended to further emphasize skills that have been taught and will not be assigned for new or untaught skills. We set high expectations for our students and encourage them to always do their best. Assignments will not be excessive and should be completed by the student. The involvement of the 21<sup>st</sup> CCLC before and after-school program is to encourage and guide the child, as well as offer help when needed. A homework log will be completed daily by the evening tutorial teachers.



### ILLNESS/INJURY/MEDICATION

In case of illness or injury a student will be cared for by the PRINCIPAL/SITE COORDINATOR; parent will be notified immediately for serious illnesses. Children who run fever or become ill will not be able to remain at school. It is the parent's responsibility to see that the child is picked up from school promptly if called. Please do not send a child to school if ill or fever of 100 degrees or more is present.

If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school. Student information cards must be completed at the beginning of the school year and updated as necessary throughout the year.

### REQUIRED PROGRAM OF STUDY

The required program of study for West Bainbridge Elementary School 21<sup>st</sup> Century CCLC reflects state and local requirements for elementary education as set forth by the Standards Commission for Georgia Schools. **Reading, Mathematics, and Science are the three content subject areas targeted in this program. Additionally, technology and Physical Education and hands-on learning are vital components of the after-school program as well.**

### TRANSPORTATION

Any transportation change requires a signed note from a parent or guardian. Teachers will not take the word of a student regarding transportation changes. When in doubt, the teacher must call the parent to verify. Verification phone calls should be made well in advance of student pickup. 21<sup>st</sup> CCLC students are expected to follow the same transportation rules that utilized during the regular school day. Transportation protocol consequences and procedures will be followed as set forth by the Decatur County Transportation Department. **WBE 21<sup>st</sup> Century After-School Tutorial hours are from 7:00 a.m. – 8:00 a.m. Monday through Friday, and from 3:30 p.m. – 5:30 p.m. Monday through Thursday. If there are any transportation problems such as students not being picked up on time, students being dropped off at home and no adult is home or any other transportation emergencies/concerns, the bus driver will notify WBE's Principal/Lead Teacher/Site Coordinator, which in return will immediately notify Mr. Ferrell Lawrence, Transportation Director or Cindy Logue, Assistant Director at (229) 248-2204.**

**Car Rider Procedures:** When you bring or pick up your child to/from school or when visiting our campus for other reasons, park your vehicle in an available parking space. Do not leave your car unattended in the drive-through lanes, causing traffic to be blocked behind you.

**Morning Drop-off:** Parents should enter the campus from the front drive where the marquee is located and travel in the right lane (closest to the building) for student drop-off; Parents should use the left lane near the flag pole to drive through and park in a parking space if parents need to



enter the building. If you are going to escort your child, use the pedestrian crosswalk under the covered area to walk your child into the building. All students should not arrive to tutorial before 6:55 a.m.

**Afternoon Pick-up:** Bus students are dismissed between 5:15 p.m. and 5:30 p.m. for bus pick-up in the rear of the school. Car riders are dismissed between 5:15 p.m. – 5:30 p.m. **ALL WBE TUTORIAL TEACHERS ARE ON DUTY UNTIL ALL STUDENTS HAVE BEEN PICKED UP.**

## **WBE 21<sup>st</sup> CCLC EMERGENCY PROCEDURES**

### Fire Drill

1. When the first drill bell rings, line up quietly and orderly.
2. Walk down the hallway quietly.
3. While outside in line, stay orderly in a single file line until the bell rings to come back inside.
4. Students should not talk until the fire drill is over

### Tornado/Severe Weather Drill

1. When the drill sounds, walk quietly outside the doorway and get into the position your teacher has shown you.
2. Talking is not allowed until the drill is over.

### Severe Weather Causing School to be Cancelled

In the case of severe weather and threats of unsafe conditions for attending schools, the Superintendent shall make the decision to close schools. The public will be notified by local radio and television stations and by a phone call from the Superintendent via the DCBOE emergency communication system.

## Decatur County Board of Education 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) 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.



## Appendix A

# *Acceptable Use Policy*

## *Decatur County School System* ELECTRONIC NETWORK USE RULES

The Decatur County School System 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 Decatur County School System 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 recipient's work or disrupting systems; or 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 Decatur County School System 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 parent's own risk.**

The Decatur County School System believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the Decatur County School System supports and respects each family's right to decide whether or not to apply for Internet access.



## Fraud, Waste, and Abuse Procedures

Board Procedure/Fraud Prevention

### **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 vehicles
- 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.



**ACKNOWLEDGMENTS OF POLICIES AND PROCEDURES**

*The following acknowledgments are to serve as record that the West Bainbridge Elementary School Student/Parent Handbook has been reviewed and the policies and procedures of our 21<sup>st</sup> Century After-school Program are understood by students and parents.*

*We have reviewed, understand, and will abide by, all policies and procedures listed within the 2016-2017 West Bainbridge Elementary School 21<sup>st</sup> Century CCLC Student/Parent Handbook.*

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

