

Rabun County School System
21st CCLC Staff Handbook

After School Programs

In

Rabun County Schools

This handbook is designed to support the staff members who have dedicated themselves to the goals of helping students achieve.

Components of Staff Handbook

- A. Student Achievement – Expectations of Staff**
- B. Expectations of Instructional Staff**
- C. Policies and Procedures for Materials and Equipment**
- D. Student Safety Procedures**

A. Student Achievement – Expectations for Staff

1. Program goals and objectives

- 1. Increase student achievement in reading and language arts**
- 2. Increase student achievement in mathematics**
- 3. Increase homework completion and class participation**
- 4. Improve student behavior**
- 5. Provide academic enrichment and student success**

2. Lesson Planning

Teachers are required to provide weekly lesson plans to the site Director each Monday following the previous work week; using the template provided to include standards addressed

3. Schedules, early release, and holidays

The after school program operates using the regular school day schedule. In the event of inclement weather and school is released early, after school services will be cancelled as well.

4. Enrichment opportunities that support the CCGPS

All enrichment activities should be steered toward Common Core or Georgia Performance Standards and should be documented in lesson plans.

5. Measuring progress of goals and continuous assessment/evaluation for students

All regular classroom teachers in all schools will be asked to complete the online survey monthly to evaluate student progress according to the goals of the program. Teachers will use data provided from Think Gate pre/post test to assess student progress in after school.

6. The 21st CCLC After School Program for Rabun County School System follows the compliance guidelines for ADA, IDEA, and any other federal regulations or laws. All students are considered for the after school program and staff members should follow the mandates for students with IEP's or 504 plans accordingly, as well as encourage language development with those students who's native language is other than English.

7. Communicating student progress with students, parents, and teachers

It is vitally important to communicate daily with students about their progress. Students need a clear understanding of teacher expectations and importance of completing tasks assigned for homework and after school. Parents will be notified each nine week grading period using the prepared

checklist for after school. It is important that after school teachers communicate with regular day teachers. After school teachers should log e-mails or communications concerning student progress. Materials should always be considered confidential and in the best interest of the student.

8. Maximizing Student/Teacher instruction and interaction with homework and tutoring practices

It is important to follow the schedule provided for each class to provide students with the support they need to succeed. Discipline issues should not interfere with other student learning and interrupt the instructional flow of the limited time teachers have to work with students.

9. 21st CCLC partners and Advisory Council

Our system solicits the opinions of our stakeholders. The Advisory Council meets as needed to review policies of the grant, discuss changes, review surveys, review data from year to year about the success of the program, and give guidance for strengthening the after school program. The council is comprised of parents representing each school, site directors from each school, district level coordinator, Title 1 support staff, and community partner representatives.

B. Expectations for the Instructional Staff

- 1. All after school employees must submit an application for employment. All staff members are selected to provide services for students based on the number of students assigned. Staff members can be reassigned at any time there is a shift in student numbers during operational hours. Teachers and paraprofessionals are chosen by site directors to address specific needs of the student population according to the goals of the 21st CCLC grant. There is no guarantee for regular employment at any point during the school year. The 21st CCLC After School Program follows the same guidelines for employment regarding non-discriminatory expectations as the Rabun County School System.**
- 2. Lesson plans must be submitted weekly**
- 3. Each employee is to be evaluated; teachers two times per year and paraprofessionals one time per year. All records are maintained in the site director's file. Walk through visits and performance evaluations are mandatory throughout the year.**

4. All staff evaluations will be conducted by the building principals, assistant principals, and the 21st Century Program Director. Staff members do not have to agree with the results of the evaluations, but the site director does have the authority to make decisions about future employment in the event a staff member fails to be within compliance of what is expected.
5. All staff members are required to meet the expectations of the professional learning components of the grant regardless of the year they begin working within the grant time frame. Additional professional learning opportunities are provided at each site at the discretion of the site director.
6. All staff members are expected to follow the Code of Conduct concerning professionalism that is under the guidelines of the Rabun County School System. Each staff member is required to complete Compliance Director verifications related to Code of Ethics, Child Abuse, Sexual Assault/Harassment, Confidentiality, and Internet safety guidelines. Any employee unable to remain within those guidelines would be subject to termination and disciplinary action.
7. All staff members are required to have a national background and fingerprint check annually; no exceptions. Anyone not in compliance with this will not be able to continue to work in the program. It is the responsibility of the staff member to stay abreast of when and where the scheduled events take place and be punctual in this procedure.
8. While we strongly encourage students to use the internet as a tool for learning, it is the responsibility of the staff members to strictly enforce and maintain student conduct regarding internet usage. Students are to be instructed by adults as to what sites to visit. All activities should be planned and documented in lesson plans. All students have the opportunity to work in programs such as Classworks, Study Island, and various other secure system approved sites each day.
9. All staff members are expected to sign in daily using a paper copy as well as the online EMMA system provided. In the event that the online system has issues, all staff should continue to sign in and out on a paper copy. All staff members are expected to sign their time sheets each month. Any time sheet unsigned will not be submitted for payment through the finance office of the school system.
10. In the event of absence, it is the responsibility of the staff member to seek coverage for their class using the approved substitute list. They should always report to the site director any absence or issues for being delayed to show up or have to leave early.
11. Staff members should use professional judgment regarding dress code.

12. Staff members should observe all copyright laws regarding copying or using materials.

13. Parent Engagement

It is vitally important to the 21st CCLC program to use every opportunity to actively engage parents; keeping them updated on progress, providing encouraging words when noted, and seeking to continue to highlight the many positive aspects of the program in the home and throughout the community.

C. Policies and Procedures for Materials and Equipment

- 1. Any items purchased for the purpose of after school should be approved by the site director and then sent on to the system coordinator before purchasing using the purchase order procedures of the Rabun County School System.**
- 2. The site directors have the responsibility of maintaining an inventory of supplies, materials, and equipment for 21st CCLC. All staff members are required to check out materials through those designated people. All after school materials are to remain in the designated building at all times. Any misuse, abuse or waste of materials or equipment should be reported to the site director immediately.**

D. Student Safety Procedures

- 3. All staff members should follow the emergency plan for each site as directed by the site director. All staff should be familiar with evacuation routes and participate with students in practice drills for fire drills, severe weather drills, and any other emergency procedure that may occur.**
- 4. All staff members are to use the discipline form provided by the school system to report student infractions to the site director. Site directors will work with principals to discuss and decide on appropriate consequences for student misbehavior.**
- 5. Staff members are expected to stay abreast of student inner actions concerning social skills to avoid bullying issues and address issues in a positive manner to build positive relationships with students and parents.**
- 6. All staff members are responsible for getting students to their pick up and drop off point at the end of the after school day. Staff members should walk their students to their destination being the last person out of the room and leaving it secure and ready to use the next day.**
- 7. Staff members are responsible for closely monitoring students while using the computer.**

- 8. Staff members are responsible for keeping an accurate account of students while on an approved field trip using the school system's approved field trip form for parent consent for travel.**