



*Leon County Schools*  
*21st Century*  
*Community Learning Centers*  
*Handbook*  
*2018 – 2019*





Welcome to our after-school educational programs. We are looking forward to a great year at our 21st Century Community Learning Centers (CCLC) program! The following information will help you to understand the operations of our sites. Should you have any concerns regarding the program at any time, please feel free to call.

Contact Information:  
 LCS District Program Manager: Dr. Elizabeth Glenn  
 Phone Number: 850-487-7816  
 Email: [glenne@leonschools.net](mailto:glenne@leonschools.net)

**Mission Statement:** The mission of Leon County Schools is to prepare students to become responsible, respectful, independent learners equipped with the critical thinking skills necessary to compete in our global society.

**Locations and hours:** The 21st CCLC program is operates five days a week during the academic school year.

The program hours for each site is listed below.

| Site/ School Name       | Begins  | Ends   |
|-------------------------|---------|--------|
| Astoria Park Elementary | 2:55pm  | 6:00pm |
| Bond Elementary         | 2:55pm  | 6:00pm |
| Cobb Middle School      | 3:55pm  | 6:00pm |
| Fairview Middle School  | 3:55pm  | 6:00pm |
| Godby High School       | 2:00pm  | 5:00pm |
|                         | 3:00pm  | 5:00pm |
| Griffin Middle          | 3:55pm  | 6:00pm |
| Oak Ridge Elementary    | 2:55 pm | 6:00pm |
| Nims Middle School      | 3:55pm  | 6:00pm |
| Pineview Elementary     | 2:55pm  | 6:00pm |
| Rickards High School    | 2:00pm  | 5:30pm |
|                         | 3:00pm  | 5:30pm |
| Springwood Elementary   | 2:55pm  | 6:00pm |
| Sabal Palm Elementary   | 2:55pm  | 6:00pm |

The summer 21<sup>st</sup> CCLC Program will be available at the sites above, four days a week. The program hours will be available in May.

**Goals of the program:** All program activities are funded by a 21st CCLC competitive grant funded by the Florida Department of Education through the U.S. Department of Education. Therefore, all program. Services are provided to your child free of charge. The goals of the 21st CCLC Program are to:



- Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet state and local student academic achievement standards in core academic subjects, such as reading and mathematics.
- Offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs and character education programs, that are designed to reinforce and complement the regular academic program of participating students.
- Offer families of students served by community learning centers opportunities for literacy and related educational development.

**Admission of Students:** Students will be admitted using the following considerations and procedures:

1. Students must attend one of the Leon Public School District attendance areas listed previously.
2. Students scoring a Level 1 or Level 2 on the Florida Statewide Assessment will receive priority for admission to the program. Additionally, students academically at-risk as determined by report card grades, classroom performance, and teacher recommendations will receive priority consideration. All other available program admission slots are on a “first come – first serve” basis.
3. All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of sibling participation.
6. Student’s ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations. Students must adhere to the school site’s behavior policy.

**Hours and Days of Operation:** The program does not operate on school vacation days, on days of early release for inclement weather or days of school cancellation for inclement weather.

**Enrollment Forms:** A complete set of enrollment forms must be on file before your child may stay for the 21st CCLC program. These forms include, but are not limited to, the enrollment form and the signature page of the overview of the program expectations.

No child will be allowed to stay for any reason unless the forms are signed and dated. It is the parents’ responsibility to notify staff of any changes. These changes would include change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements.

**Attendance Policy:** If your child is enrolled in the 21st CCLC program, he/she is expected to attend and stay the entire program time each day. If a child is absent, we will make every



attempt to determine why the child is not present. **If your child is going to be absent, please call the school office and ask that the site coordinator be notified.**

Once a child is enrolled, attendance will be monitored and inconsistent or sporadic attendance will be documented and placed in the student's file. Students are expected to follow the school site's policy on attendance.

The program sites are able to serve a limited number of students. Usually there is a waiting list for students who qualify for the program. If a student is not going to attend regularly, that "spot" will be made available to the students on the waiting list.

**Scheduling:** Students who participate in the after-school program are provided with 30 to 45 minutes per day for homework assistance and/or tutoring. Enrichment classes will be offered weekly at each site. All tutoring sessions are conducted by certified teachers, or other program staff directly supervised by certified teachers. All volunteers not regularly employed by a governmental agency or nonprofit community organization are subject to background checks and screenings as per the LCS district policy.

### **Sign In**

At dismissal from carline, a staff member will escort After School students to the cafeteria. There they will be signed in with their age group (grade level). Staff will sign each student in upon arrival.

### **Dismissal/Release of Students:**

1. Pick-up may **ONLY** be made by authorized parties. Permission **MUST** be in writing and signed by the legal parent or guardian on the registration form that is completed on the first day of program attendance, or previously.
2. At pick-up time, the parent, guardian, or authorized person **MUST** come into the school building to personally pick up the student, or the student will be accompanied to the vehicle by a program staff member. Students who are walkers must have written consent by the parents for a child to walk home. If someone other than the regular pick-up person comes to pick up the child 21<sup>st</sup> CCLC staff will ask for picture I.D. to verify the identity of the person. Only people listed on the registration form may sign the child out.
3. If an emergency should arise and you should need to take your child from school before the close of day, we would appreciate if you would notify office staff that your child attends the after-school program.
4. In the event of illness, or other absences, please notify the 21st CCLC program staff if at all possible.
5. Staff will not release children to anyone, including parents, who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Please be on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Chronically late pick-ups create hardships on the program staff and could result in our inability to continue serving your child. Parents are **strongly encouraged not to**



**pick up their child early unless it is a necessity.** This will allow sufficient time for full participation in the program.

### **Sign Out-Parent Pick Up**

All children **MUST be signed out by a parent or authorized party (legal adult)** at the cafeteria. In order for the school to release your child, parents or an authorized party may be asked to show proof of identification (state issued identification) to staff. At that time, your child will be called via radio to the cafeteria. All students must remain inside of the cafeteria until their parent/guardian has properly signed them out.

### **Sign Out-Walkers and Bike Riders**

At 5:45 PM with an assigned staff member, all walkers and bike riders are asked to sign themselves out by signing their name on the Sign In/Out Sheet next to their name. Each walker/bike rider is signed out with a time of 5:45 PM. At that time, all walkers and bike riders are called to the cafeteria and then they are dismissed. A staff member makes all walkers exit the school's property and safely start walking or riding their bike home. All walkers and bike riders must have a signed permission form from their parents/legal guardians to walk or ride their bikes homes.

- **Please inform the After School Director if there is a person who is NOT allowed to pick up your child.**
- Please call or email when someone else will be picking up your child or we will call you before letting your child leave.
- For any questions or concerns, contact site coordinator

### **Late Pick Up**

All students will be dismissed from the program if they are picked up after 6:15 PM more than 3 times.

**Supervision Policy:** All children served in the 21st CCLC program will be supervised at all times by appropriate staff.

**After School Program:** Students will report to their designated after-school classroom immediately upon dismissal at the end of the regular school day.

**Custody Agreements:** If there are custody issues involving your child, you must provide the school site with court papers at the time of registration indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. If custody changes, the parent is required to notify the center and provide a copy of the changes.

**Child Abuse Reporting:** All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.



**Field trips/Transportation of Children:** Before any child participates in a field trip, the 21<sup>st</sup> CCLC program will obtain written permission from the parents. Phone calls and handwritten notes are not acceptable. Parents will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation or to an additional walking destination. Field trips as arranged by sites. Trained staff members will be assigned a group of children to supervise. (Please see Student Activities Handbook, Sections 19-10 through 19-13, for qualifications, requirements, ratios, and restrictions on tobacco use related to chaperones.)

**Chaperone/Pupil Ratio:**

- a. Overnight - one (1) chaperone for every twelve (12) students.
- b. Same day only - determined by the principal.
- c. Must have proper gender make-up for chaperones

Before departing the school site, each staff member will take a count of all the children in their group on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, the staff member will take another count to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school site. During the course of fieldtrip, each staff member will have specific children that they are responsible for supervising.

**Guidance Policy:** The goal of the child guidance and management policy at each site is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others; to prevent infringement on the rights of others; and to prevent damage to property. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times. Students at a minimum will be expected to:

Follow the directions of staff the first time they are given.

- Show respect and speak kindly to others. (no swearing, put-downs, name-calling, threats, etc.)
- Keep hands and feet to yourself. (no hitting, kicking, pinching, etc.)
- Ask permission to leave an area.
- Use equipment and materials properly, carefully, and with respect.
- Clean up after themselves.

These guidelines are also required of all staff members at each site. Children will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences.

Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If at any time the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff,



himself/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed from the program.

**Snacks/Meals:** A nutritional snack or meal will be provided each day. Please include any food allergies on your child's enrollment form. Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. For schools that receive snack and or meals during the schools one hour extended reading program, students will not receive an additional snack or meal.

**Accidents/Emergencies:** Each school has devised several procedures to follow in the event that an emergency would occur while a child is in the care of 21st CCLC staff. In the event of a fire or tornado, staff will follow the written instructions posted in the school. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the school does conduct periodic fire drills during the program hours. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, children will be evacuated to designated emergency locations. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport. An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the child. All District policies and procedures regarding injury shall be followed, with appropriate reporting.

**Management of Illness:** The 21st CCLC sites provide children with a clean and healthy environment. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- Temperature of 100+ degrees F – in combination with other signs of illness
- Persistent diarrhea



- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Stiff neck with an elevated temperature
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child.

**Medications:** School staff will administer medications to a child only with written parental request and in accordance with the LCS policy. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's book bag.

**Outdoor Play:** Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program as listed in the enrichment schedule. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the winter time.

**Parent Participation:** Parents are encouraged to participate whenever possible in the activities at the school site. Parents have unlimited access to all areas of the building used for activities during hours of operation. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you and the center to be positive. Parents are also encouraged to:

- Participate in all appropriate activities & programs that support the education of their child.
- Make contact with other parents to encourage participation.
- Attend monthly site-sponsored parent trainings and workshops.
- Help plan and participate in healthy activities as appropriate.

**Parent Conferences:** Parent conferences are scheduled by your child's regular classroom teachers. 21st CCLC staff provide input to your child's classroom teacher on a continuous basis regarding academic and behavioral performance measures. All parents/guardians are encouraged to take advantage of meeting with the academic staff of the 21st CCLC center often. The 21<sup>st</sup> CCLC staff will also provide quarterly progress reports on your student's progress.





**Dangerous Weapons – Zero Tolerance:** Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are weapons permitted at any center.

**Zero Tolerance:** Leon County Schools has a zero-tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the Leon County Schools Handbook.

**Smoking and Tobacco Use:** All school buildings and school grounds within Leon County Schools are designated as smoke-free environments.

**Sexual Harassment:** Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior that is not welcome, offensive, debilitates morale, and therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director. This includes program staff.

**Telephones:** The telephone in the center office is used for business purposes and is available to students for **EMERGENCIES ONLY**. Staff members will return calls to parents at their earliest opportunity.

**Non-Discrimination:** “No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact: Dr. Kathleen L. Rodgers, Assistant Superintendent, Equity Coordinator (Students) and Title IX Compliance Officer, Leon County School District, 2757 West Pensacola Street, Tallahassee, Florida 32304, (850) 487-7306, [rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

**Homework/Internet Use:** Students will be assisted with homework as time allows. Unless special programming is taking place, students will have time to work on homework each day. Homework **may or may not** be completed when the student leaves the center. It is the responsibility of the parent to check homework and assist with completion.



Students will have access to the Internet at the 21st CCLC. Each student of Leon County Schools comply with the Acceptable Use Policy statement regarding Internet use. Inappropriate usage of the Internet will result in loss of privileges.

**Special Needs Students:** The 21<sup>st</sup> CCLC's program goal is to accommodate students and parents with special needs/disabilities.

**Confidential Information:** All information about children and their families including all records will be handled as confidential. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

**Playground Safety Rules:** The school playground will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during regular school hours will be observed during the time the child is enrolled in the 21<sup>st</sup> CCLC learning program.

**Publicity and Program Information:** The School District has a website with links for parents: <http://www.leonschools.net/domain/973> . Additionally, each school within the district has a link with school news and events posted regularly.

**Responsibilities:**

| Student Responsibilities                          | Parent Responsibilities                              | Staff Responsibilities   |
|---|--|--|
| taking care of equipment                          | being on time to pick children up                    | treating children and parents with respect   |
| cleaning up after activities                      | treating staff with respect                          | motivating the children  |
| sharing equipment with each other                 | bringing concerns to staff                           | providing a safe, comfortable, and enriching environment   |
| keeping hands and feet to themselves              | keeping up with policy changes                       | introducing students to new and innovative hands-on activities not available during the regular school day |
| using appropriate language                        | notifying staff of changes in enrollment information | Carrying out duties outlined in their job description  |
| treating staff with respect                       | informing staff of contagious illness                |  |
| doing their best                                  | keeping child's records up to date                   |  |
| being responsible for all personal belongings     | cooperating with staff on discipline matters         |  |
| leaving all toy weapons and personal toys at home | completing program surveys and questionnaires        |  |



## Additional requirements for 21<sup>st</sup> CCLC Program Staff

Program staff are expected to adhere to all sections of the 21<sup>st</sup> CCLC Manual in addition to the Leon County Schools Employee Handbook. The Leon County Schools Employee Handbook is located at the following link.

<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/4/2018-2019%20Employee%20Handbook%20Final.pdf>

### Hiring Process

21<sup>st</sup> CCLC's primary goal when recruiting new employees is to fill vacancies with persons who are qualified and have the best available skills, abilities or experience needed to perform the work. Positions are posted on PATS and Handshake to connect to the local universities, and referrals are provided through Leon County administrators. A pool of applicants is maintained in order to hire individuals quickly.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted. The manager of the department with the opening will arrange interviews with employees who apply.

Applicants go through two (2) interviews. The district does the first round of interviews and sends qualified applicants to the site for site coordinators to complete the second round. If the site coordinator decides the applicant would fit well in their program, the principal and coordinator begin the hire process. The principal has to approve all PAFs for new applicants.

### Leon County Schools & 21<sup>st</sup> Century Code of Ethics

#### Education Standards Commission

Code of Ethics – Education Profession - [http://www.fldoe.org/edstandards/code\\_of\\_ethics.asp](http://www.fldoe.org/edstandards/code_of_ethics.asp)

#### 6A-10.080 Code of Ethics of the Education Profession in Florida.

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.



Rulemaking Authority 1001.02, 1012.51, 1012.53 F.S. Law Implemented 1012.32, 1012.34, 1012.51, 1012.53, 1012.795, 1012.796 F.S. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01, 6B-1.001.

### **6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.**

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
  - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift or favor that might influence professional judgment.
  - e. Shall offer no gratuity, gift or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.



- d. Shall not engage in harassment or discriminatory conduct that unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or that creates a hostile, intimidating, abusive, offensive or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within 48 hours to appropriate authorities (as determined by District) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or *nolo contendere* for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.



Rulemaking Authority 1001.02, 1012.51, 1012.53 F.S. Law Implemented 1012.32, 1012.34, 1012.51, 1012.53, 1012.795, 1012.796 F.S. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006.

### **Employment Practices**

The Leon County School Board selects employees on the basis of merit, training and experience. Equal opportunities for employment, training, compensation, promotion and other conditions of employment are provided without regard to race, color, religion, national origin, age, gender, marital status, pregnancy, genetic information, disability, perceived disability or record of disability as defined by the Americans with Disabilities Act. Veterans are provided employment rights in accordance with Public Law 93-508 (Federal), Chapter 295, Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The District complies with all federal and state laws prohibiting discrimination in employment.

The Leon County School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities or in any aspect of its operations. The District also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 resource person.

### **Non-Discrimination**

“The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information.”

### **Prohibition of Bullying and Harassment of Employees**

**Abstract:** *Within the Leon County School District, all students and school employees will have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is strictly prohibited.*

*Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment will be determined in accordance with Anti-Harassment Policies 1362, 3362 and 4362. Also see Policy 1210 – Principles of Conduct and Ethics for District Personnel, as well as the “Employee Discipline” section of the respective collective bargaining agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator’s state-issued certificate. (See State Board of Education Rule 6B-1.006, FAC, The Principles of Professional Conduct of the Education Profession in Florida.)*



*The District requires that schools sustain healthy, positive and safe learning environments for all students. Further, the District recognizes the importance of changing the social climate and norms regarding bullying. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses and other non-teaching staff members (such as bus drivers, custodians, cafeteria workers, librarians, etc.), along with parents/legal guardians and students.*

*Students, parents/legal guardians, teachers, school administrators, counseling staff and school volunteers will be given instruction at least annually on the bullying and harassment policy. Instruction will include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.*

Statutory authority: Section 1001.41, F.S.

### **Sexual Harassment/Discrimination**

**Abstract:** *All LCS students and school employees have an educational setting that is safe, secure and free from sexual harassment of any kind. Conduct that constitutes sexual harassment, as defined herein is prohibited.*

### **Code of Ethics**

In an attempt to maintain a highly professional work environment, the Board has adopted a Code of Ethics. (See Policies 1210.01, 3210.01 and 4210.01.)

Principles of Conduct and Ethics for Leon County Schools personnel (LCS Policies 1210, 3210 and 4210) address:

#### **1) Expectations for Employees**

- The School Board and Superintendent hold the highest expectations for the conduct of all employees of Leon County Schools.
- It is expected that employees will be of good moral character and demonstrate conduct as an employee that is at all times appropriate and consistent with the high standards that the School District and community expect.
- It is expected that employees will be competent and capable in the performance of assigned duties, functions and responsibilities, demonstrating quality and pride in their efforts, and serve as an appropriate role model for students while supporting the School Board Mission and Goals.

**2) Ethical Conduct.** Educators and all those who come in direct contact with students hold positions of great trust. As members of a licensed profession, educators have an obligation to students, citizens and their profession to uphold the highest ethical standards.

- Instructional and school administrative personnel as defined in Section 1012.01, Florida Statutes, are to complete training on the reporting of child abuse and educator misconduct during annual site-based meetings. It is the duty of instructional personnel and school administrators to report alleged misconduct by other instructional personnel and school administrators that affects the health, safety or welfare of students.



Individuals who report are granted liability protection under Sections 39.203, and 768.095, F.S. Instructional personnel and administrators who fail to report alleged misconduct that affects the health, safety or welfare of a student are subject to termination and forfeiture of certification.

- The School District may not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or those who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety or welfare of a student. The School District may not provide employment references or discuss the employee's performance with prospective employers in another educational setting without disclosing the employee's misconduct.
- 3) **Specific Standards of Conduct.** Employees shall be expected to meet specific standards of conduct described in School Board policies and procedures, negotiated contracts, and the Principles of Professional Conduct for the Education Profession in Florida as described in State Board of Education Rule. Employees covered by other regulatory agencies or boards are subject to their established codes and principles.
- 4) **Employee Effectiveness.** No employee may engage in conduct that seriously reduces his/her effectiveness as an employee or interferes with the orderly operation of a school or the District. Expectations for conduct shall include, but are not be limited to:
- Maintaining respect, integrity and honesty in all dealings including refraining from the use of profanity or discrimination based upon race, color, religion, gender or sexual orientation, national origin or disability;
  - Keeping in confidence personally identifiable student or adult information obtained in the course of District service, unless disclosure is required in carrying out District business or is otherwise required by law;
  - Refraining from making malicious or intentionally false statements about another employee or from providing fraudulent information on a document; and
  - Providing truthful information on all written documents.
- 5) **Fraternization.** Fraternalization may create the perception of inappropriate conduct or may lead to allegations or instances of sexual harassment or child abuse. Accordingly, no employee shall:
- Transport students in personal vehicles, or ride in a personal vehicle with a student, before, during or after school hours without the express permission of the principal or the parent(s) or legal guardian of the student, and a record of the permission placed on file; or
  - Allow a student into his/her home, or enter the home of a student, at any time without the express permission of the principal or the parent(s) or legal guardian of the student, and a record of the permission placed on file.





- 6) **Reporting Violations.** Employees shall report a possible violation of Board policy or inappropriate conduct to responsible authorities.
  
- 7) **Grounds for Discipline.** Grounds for discipline, including dismissal, shall include, but not be limited to, incompetency, gross immorality, an act involving moral turpitude, misconduct in office, gross insubordination or willful neglect of duty, conviction of a misdemeanor, felony or other criminal charge other than a decriminalized traffic offense, or other conduct inconsistent with these Principles of Conduct and Ethics. Employees will be provided with notice and an appeal procedure appropriate to the nature of the discipline.
  
- 8) **Self-reporting of Arrests or Criminal Charges or Their Disposition.** An employee who has been arrested for or charged with a felony, abuse of a child or the sale, distribution and/or possession of a controlled substance shall notify his/her site administrator within 48 hours of the arrest. In addition, the employee shall self-report to his/her site administrator any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program or entering of a plea of guilty or *nolo contendere* for any criminal offense other than a decriminalized traffic violation within 48 hours after the final judgment. The site administrator must report this information to the Superintendent or designee within a period of 24 hours thereafter. The Superintendent or designee shall notify the School Board within five calendar days of receiving notice that an employee has been arrested or charged with an offense listed above or enumerated in Section 1012.315, F.S., or has been found guilty, has pleaded guilty or *nolo contendere*, has been committed to a pretrial diversion program or had adjudication withheld for such an offense. The Superintendent shall take such action as may be appropriate under the circumstances, including, but not limited to, transfer, suspension or initiation of discipline of such employee, up to and including dismissal, in order to protect the health, safety and welfare of students, other employees and members of the public. In addition, the Superintendent shall, on behalf of the School District, file such information with the Florida Department of Education within 30 calendar days following notification from any law enforcement agency or other reliable source as may be required for certified staff personnel pursuant to Sections 1012.796 and 1012.34, F.S. (See Policies 1210, 3210 and 4210 - Principles of Conduct and Ethics for District Personnel.)

## **Drug Free Schools / Drug Free Workplace**

### **Drug Free Schools**

**Abstract:** *The School Board's intent is that all schools and school activities shall be drug free. No intoxicating or alcoholic beverages, drugs, controlled substances, substance abuse, selling, distributing or possessing of these items is permitted on school property.*

*Each school shall post "Drug Free School Zone" signs in visible and prominent locations on school property to emphasize the District's drug-free commitment and to warn potential violators (or violators) of the associated mandatory prison sentence.*

*School Board employees shall report, in good faith, to the principal or designee any suspected unlawful use, possession, distribution or sale of any controlled substance as defined in Chapter*



893, F.S.; any counterfeit controlled substance as defined in Section 831.31, F.S.; any alcoholic beverages as defined in Section 561.01, F.S.; or abuse of any potentially harmful substance taken or administered for the purpose of altering, sustaining or controlling a person's physical, mental or emotional state.

Statutory authority: 1001.41, F.S.

Laws implemented: Section 1012.22; 1212.28; and Chapter 893.03, 893.13, 1001.42 and 1006.09, F.S. State Board Rule: 6A-1.0956

### **Drug Free Workplace**

**Abstract:** *No School Board employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and by regulation at 21 CFR 1300.11 through 1300.15. "Workplace" in the District shall be considered as a work performance site; School Board property; any school-owned vehicle or any other school-approved vehicle used for transporting students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, in which students are under District jurisdiction. This rule shall not be construed or interpreted to prohibit the possession or use of alcohol for instructional purposes by the Lively Law Enforcement Academy.*

Statutory authority: 1001.41, F.S.

Law Implemented: 397.305, 440.101, 1012.23 16

### **Clean Air Policy**

#### **Use of Tobacco**

**Abstract:** *The use of tobacco is considered a hazard to health by medical Authorities and the School Board. As such, the use of tobacco, tobacco products or tobacco substitutes should be discouraged, not encouraged. For purposes of this policy, the use of tobacco includes, but is not limited to smoking cigarettes, smoking electronic cigarettes, chewing tobacco and dipping snuff. The use of tobacco in any school facility by students, staff personnel, visitors, vendors or contractors is strictly prohibited. Signs will be posted at the main entrances to all buildings to provide notice to that effect.*

*Employees shall refrain from the use of tobacco in the presence of non-adult students while supervising school-sponsored activities at locations other than School Board property. The school District shall offer programs to assist in the cessation of smoking to all staff members through the Employee Assistance Program.*

Statutory authority: 1001.41, F.S.

Law implemented: 386.203(6) and 1001.42, F.S.



## Termination Process

1. The site coordinator brings concerns/issues to the principal and/or district about the employee. Should an employee voluntarily terminate employment, they should provide two weeks' notice as to not alter the at-will relationship with 21<sup>st</sup> CCLC.
2. If terminated, the principal will submit a PAF termination to the bookkeeper and HR. All hourly employees are capable of termination at will.
3. The terminated employee is expected to turn in all sign reports and/or timesheets on time so they can receive their last check. Terminated employee must return all company property assigned to them, and failure to do so may result in the withholding of their final paycheck.

**Completing Timesheets:** All 21<sup>st</sup> CCLC employees must sign in and out daily. On the last working day of the month, electronic copies must be submitted to the site coordinator to be signed. Electronic and daily timesheets will be checked for accuracy. Signed timesheets are uploaded to SharePoint for deliverables.

**Equipment Records:** Custodians shall maintain adequate records of tangible personal property (equipment) in their custody purchased with 21<sup>st</sup> CCLC funds since the inception of the program. The records shall contain at a minimum the information required by Rule 69I-72.003, to include:

- ✓ Identification number
- ✓ Description of item or items
- ✓ Physical location (building name and room number)
- ✓ Name of custodian or delegate assigned responsibility for equipment
- ✓ Class code
- ✓ In the case of a property group, the number and description of the component items comprising the group.
- ✓ Name, make, or manufacturer, if applicable
- ✓ Year and/or model(s), if applicable
- ✓ Manufacturer's serial number, if any
- ✓ Date acquired
- ✓ Cost or value at date of acquisition for the item or the identified component parts thereof
- ✓ Method of acquisition to include voucher or check number
- ✓ Date the item was last physically inventoried and the condition of the item at that date
- ✓ If certified as surplus, the information prescribed in Section 273.05(5) F.S.
- ✓ If disposed of, the information prescribed in Rule 69I-72.005 F.A.C.
- ✓ Any other information on the individual property record that the custodian may care to include

The 21<sup>st</sup> CCLC program staff should also comply with the Leon County Schools inventory and equipment policies.

**Communication Plan:** 21<sup>st</sup> CCLC programs must communicate with regular school day staff to ensure after school program activities are aligned to the regular school day activities.



Documentation of collaboration may be in the form of meeting agendas, e-mail communications, or homework feed-back forms to name a few. 21<sup>st</sup> CCLC staff will also receive copies of lesson plans provided by each grade level to ensure that the after-school instruction is reinforcing the skills being taught during that month. 21<sup>st</sup> CCLC Staff will utilize translate communication lines to help with communicating with non-English-speaking parents and will provide all correspondence in their language.

21<sup>st</sup> CCLC staff should use Walkie-Talkies daily to communicate with program staff, during activities, transition, and safety drills.

**Process for Reviewing Deliverables:** Prior to the start of the school year, site coordinators are given a detailed timeline of all the necessary documents needed for remaining in compliance with DOE. At the beginning of each month, site coordinators review the documents that should be submitted and upload them to SharePoint. The district office goes on SharePoint with a checklist for each site to ensure that all the documents have been uploaded.

**Records Retention:** The term “records” refers to the following:

- ✓ Grant application and related documents that support and/or amend the approved grant application (e.g., amendment requests, notices of approval, and email communications).
- ✓ Financial records that document the receipt and disbursement/expenditure of all grant funds provided under the 21<sup>st</sup> CCLC initiative, such as purchase orders, paid invoices, proof of payment and receipts, canceled checks, signed timesheets, and any other pertinent financial documentation.
- ✓ Approved and implemented contracts and agreements, as well as all necessary support documentation to show appropriate oversight, implementation, and payments of such contracts and agreements (e.g., purchase orders, invoices, receipts, canceled checks, work products, deliverables, etc.).
- ✓ Program records such as registration forms, student attendance sheets, parent sign-in sheets, program implementation plans, schedules, press releases, meeting agendas and associated sign-in sheets, program reports, and/or any other documentation related to the delivery of 21<sup>st</sup> CCLC services to eligible students, their adult family members, and/or active 21<sup>st</sup> CCLC staff.
- ✓ Statistical and evaluation records such as assessment tools, student assessment results, written data collection methodology, all data records and databases, evaluation records, internal and/or external evaluation reports, and any other documentation related to data and evaluation of the 21<sup>st</sup> CCLC program.
- ✓ Administrative documentation that, in any way, supported and/or involved the 21<sup>st</sup> CCLC program. Such documentation can include back-up documents used to prepare for submission of information to the FDOE and/or federal government, email correspondence, letters of support, documentation of in-kind contributions and donations, stakeholder reports, and/or any other written documentation that can be requested under Florida’s public record laws.



Any other documents not specified above that are otherwise required by the terms of the ending grant application, by program regulations, and/or by policies applicable to the 21st CCLC sub-grant. Records should be maintained for a period of five (5) years. The 21<sup>st</sup> CCLC program will also comply with the Leon County Schools policies on maintaining records.

**Professional Development Plan:** The 21<sup>st</sup> CCLC program manager will communicate the learning priorities by requiring the site coordinators to administer surveys based on student learning to staff members at their schools. The site coordinators will provide the results to the program manager who will then develop the Professional Development calendar. Additional training dates and topics will be added throughout the year as needed. Teachers were asked to self-evaluate and select training options in support of their professional growth. Additional data will be collected during course evaluations, which site coordinators complete after every professional development event. These tell the program manager the effectiveness of the training and show the site coordinators connections between training and classroom practices. Informal assessments will take place in the form of professional discussions among staff and the site coordinators during site-level meetings. Site walkthroughs conducted by the program manager will show patterns of teaching practices, which also display instructional strengths and needs.

Opportunities for both instructional and non-instructional staff to partake of training activities that are geared toward enhancing instruction will be provided on a monthly basis. Professional development will be provided by the district to the site coordinators. Staff are also welcomed to attend these monthly trainings. The site coordinators will provide monthly professional development to the teachers.

Outside of the 21<sup>st</sup> CCLC program, the LCS provides district-wide training opportunities to staff to include reading endorsement classes and gifted endorsement classes. Staff may also partake in district opportunities. The 21<sup>st</sup> CCLC professional development plan is aligned with the district goals and state standards.

All schools annually identify the professional development needed to accomplish school improvement goals and objectives. Teachers and administrators develop professional development plans based on classroom and school data from the previous year as well as current year student data. These plans focus on goals for student achievement and include professional development opportunities. The 21<sup>st</sup> CCLC Program will follow this plan as well.

The following site coordinator trainings will be offered by the 21<sup>st</sup> CCLC Program. Additional dates may be added.



|                    | Time          | Location              | Topic                           |
|--------------------|---------------|-----------------------|---------------------------------|
| August 21, 2018    | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Team Building                   |
| September 11, 2018 | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Using Data to Drive Instruction |
| October 9, 2018    | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Light's On Afterschool          |
| November 13, 2018  | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Effective Leadership            |
| December 11, 2018  | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Team Building                   |
| January 15, 2019   | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Closing Projects                |
| February 12, 2019  | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Academic Enrichment             |
| March 12, 2019     | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Family Literacy                 |
| April 9, 2019      | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Summer Program                  |
| May 14, 2019       | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Team Building                   |
| June 11, 2019      | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Summer Program                  |
| July 16, 2016      | 4:30 - 6:00PM | Howell BLG<br>Rm 103F | Fall Program                    |

**Maintaining Student and Parent Documents:** Site coordinators will collect student applications with parent contact information and student names at sign-up. An organized binder will be kept in the locked site coordinator's office. Responsible employees will have access to the binder when necessary for emergencies or behavioral issues. Students name will remain confidential in various communications.

**Parent Participation:** Parents are encouraged to participate whenever possible in the activities at the school site. Parents have unlimited access to all areas of the building used for activities during hours of operation. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you and the center to be positive. Parents are also encouraged to:

- Participate in all appropriate activities & programs that support the education of their child.
- Get involved with the Advisory Committee and help improve the program
- Make contact with other parents to encourage participation.
- Attend monthly site-sponsored parent trainings and workshops. Six (6) Family Literacy events are required. The sign in and out sheets identify attendance.
- Help plan and participate in healthy activities as appropriate.



| <u>Family Literacy Topics (subject to change)</u> | <u>Month</u>   |
|---|----------------|
| Orientation – Parent Involvement                  | August 2017    |
| Open House – School & Workforce Preparations      | September 2017 |
| Florida Kid Care                                  | October 2017   |
| Communication At Home                             | November 2017  |
| Financial Literacy Class                          | January 2018   |
| Community Involvement                             | February 2018  |
| Prep & De-Stress Before the Test                  | March 2019     |
| Summer Safety                                     | May 2018       |

**Confidential Information:** An educator shall comply with state and federal laws and school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. Sharing of confidential information restricted by state or federal law;
3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. Violation of other confidentiality agreements required by state or local policy.

**Fraud/Waste/Abuse:** The Leon County Schools 21<sup>st</sup> CCLC Program 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 Leon 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) Timesheets, leave reports, travel vouchers, etc.)



## Statement of Acknowledgment

I acknowledge and confirm that I have read and received a copy of the 21st Century Community Learning Centers Handbook. I understand and agree to comply with the policies included in the Handbook. Any violation of the policies in this Handbook may result in discipline, up to and including termination.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Site Coordinator Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date