



Leon County Schools

21st Century Community Learning Centers Employee Handbook

2020-2021



Welcome to the 21st Century Community Learning Centers After School Program! We are looking forward to having you join our team and to a great new year. The following information will help you to understand the operations of our sites and expectations as an employee. Should you have any concerns regarding the program and your employment at any time, please feel free to contact:

Program Director: Dr. Elizabeth Glenn at glenne@leonschools.net

Program Manager: Jammie Jackson at jacksonj8@leonschools.net

Program Manager: Alexandra Garcia at garciaa@leonschools.net

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program is authorized under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 and reauthorized by the Every Student Succeeds Act (ESSA) of 2015. The program provides federal funding for the establishment of community learning centers that provide academic, artistic and cultural enrichment opportunities for children, particularly students who attend high-poverty and low-performing schools, in order to meet state and local standards in core academic subjects such as reading, math and science. This program is also intended to offer students a broad array of activities and to include families and the community in the educational process.

21st CCLC is a grant funded program. Due to the nature of the grant and funding source, the project time is limited. When the funding for the project ends, the position will be eliminated.

LCS Mission Statement:

The mission of Leon County Schools is to educate, inspire and empower all students to become responsible, respectful, and engaged citizens who are equipped with the critical thinking skills needed to thrive in our global society.

21st CCLC Goals:

- 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.

21st CCLC Operations

The 21st CCLC program is operates five days a week during the academic school year and four days a week during the summer. All programs follow the LCS calendar and guidance for all holidays and school cancellation for inclement weather. Programs do operate on scheduled early release days.

Elementary: 2:50 – 6:00PM
Middle: 3:50 – 6:00PM
High: 1:50 – 5:00/ 2:50 – 6:00PM

Admission of Students

Students will be admitted using the following considerations and procedures:

1. Student must be enrolled in the school/site that the 21st CCLC program is operating at.
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. (*Sibling participation is also a consideration*).
3. Registration paperwork must be turned in and approved by the Site Coordinator. Any change to this information must be communicated to the Site Coordinator immediately so that current information is on file.
4. A student’s ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations. Students also must adhere to the school behavior policy.

Registration Forms

A complete set of enrollment forms must be on file before a student can attend the 21st CCLC program. These forms include, but are not limited to, the registration 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 persons authorized for pick-up, and family arrangements.*

Attendance Policy

Students enrolled in the 21st CCLC program are expected to attend and stay the entire length of the program. Attendance is monitored and inconsistency in attendance, being picked up early or past 6:00PM, may result in a student being dismissed from the program. If a student is absent, the Site Coordinator will make every attempt to determine why that student is not present and determine if absence is “excused” or “unexcused”.

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 students on the waiting list.

Sign In/Out

All students upon arrival to the program, must be signed in by a 21st CCLC staff member with a time and staff initial. Tracking attendance is a vital part of the 21st CCLC program and must be done daily. When parents/guardians come at the end of the program to pick up their student(s), they must sign their student out with a time and signature. If a student is a walker or rides their bike home, the student will sign themselves out, with a time, and an assigned staff member will accompany the student(s) as they exit safely from the school’s premises. *(It must be noted in the registration form that a student will be a walker or bike rider).*

Program Staffing

21st CCLC uses E-Verify to verify employment eligibility on every new hire.

Hiring Process

All new hires must pass a level 2 background check. If applicant does not pass the background check, the hiring process will be rescinded. If applicant believes they should have passed, they will have to dispute it with LCS Safety and Security.

Once hired, applicant must make sure their application on PAT’s is completely up to date. This will include:

1. Employment history with names and numbers of all past supervisors. Applicants must go back ten years in employment history. If applicant does not have ten years of employment history, they must go back as far they can.
2. One electronic reference from a past supervisor, manager, professor, or mentor uploaded. No co-workers, friends, or family will be accepted.
3. Upload an unofficial transcript.

As a new hire of Leon County School District, you will be required to attend a, “New Employee Orientation”. Once you start at a school site, you will sit down with that school’s tech con to assign you a LCS email address. The email address and password is how you will obtain access to Skyward, to view your paychecks and tax information.

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 21st CCLC.

2. If terminated, the Site Coordinator will inform the correct administration and paperwork will be submitted to the school's bookkeeper and LCS Human Resources.
3. The terminated employee is expected to turn in all timesheets, or any other reports 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.

Site Coordinator Responsibilities

The Site Coordinator is responsible for running and managing the 21st CCLC after school program at their designated site. Site Coordinators are expected to treat not only students, but staff and administration with respect. The ultimate goal of a Site Coordinator should be to motivate students and provide a safe, comfortable, and enriching environment, while staying in compliance with their grant. Site Coordinators should also strive to introduce students to new and innovative hands on activities that would not normally be available during their regular school day. The Site Coordinator acts as the point of contact for that specific site. They are responsible for all communications between the schools admin, parents, and 21st CCLC district staff.

Site Coordinator Responsibilities:

Advisory Council Meetings

The Advisory Council meets twice a year and discusses updates around the sites, grant, and what is happening in their community. The Site Coordinator is responsible for reaching out to parents, students (middle and high only), teachers, admin, and community partners to be a part of their sites Advisory Council. An Advisory Council members list with emails and phone numbers are to be uploaded to SharePoint in the month of September.

Communication Log

The Site Coordinator 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, phone calls, or Remind/ Class Dojo notifications. These forms of communication must be compiled into a document that is acceptable to be submitted to DOE. **The communication log should not include interactions with other 21st CCLC staff or vendors.**

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.

Deliverables

Deliverables are the documents obtained throughout the month (sign in sheets, agendas, meal count sheets, timesheets, etc.) that a Site Coordinator is required to upload so that their site will stay in compliance with their grant. All deliverables are checked by the 21st CCLC district staff and then turned into the Department of Education. Failure to upload deliverables correct and on time will result in disciplinary action or termination by the 21st CCLC Program Director.

Equipment Records

Site Coordinators shall maintain adequate records (inventory) of tangible property (equipment) in their custody purchased with 21st 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)
- ✓ 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 21st CCLC program staff should also comply with the Leon County School's inventory and equipment policies.

Ez Reports

Ez Reports is 21st CCLC's data reporting tool and attendance tracker. All student information like name, birthdate, ID number, parent contact info, emergency contacts, etc., are inputted into this system. The Site Coordinator is responsible for inputting student information and student attendance into Ez Reports. The attendance must be done daily by the Site Coordinator. It is then checked and submitted by the 21st CCLC district staff at the end of the month.

Family Literacy Meetings

Per grant requirement, each site is required to hold six (6) Family Literacy Meetings. These meetings are to follow grant guidelines and be of informational help to parents and students of the program. Family literacy meetings are required to have a sign in sheet for parents/guardians,

agenda (with site name, date, time, and presenter), and a flyer/handout (optional). These forms are to be uploaded to SharePoint.

Fire Drills

Each site is required to hold two (2) fire drills each month. They are to be documented on the official LCS fire drill form and uploaded to SharePoint at the end of each month.

Lesson Plans

Each site is required to turn in at least one (1) lesson plan per grade and subject that their site is serving. They are to be done in the 21st CCLC template given. These are to be completed every month and to be uploaded to SharePoint at the end of the month.

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.

Meal Count Sheets

Each 21st CCLC program receives a snack from Food and Nutrition Services. A meal count tracking form is provided for each site and the Site Coordinator is responsible for making sure all snacks are counted, tracked, and signed for each day. These forms are to be uploaded at the end of the month to SharePoint.

Professional Development Meetings

Site Coordinators are required to hold a professional development meeting each month with their staff. These meetings are to be utilized to teach and update your staff on different information, like; management techniques, tips on helping with behavior, socioemotional learning, communication between students and parents, etc. These meetings are required to have a sign in sheet for your staff with their name and position title, along with an agenda. These documents are to be uploaded to SharePoint every month.

Project Based Learning

A Project Based Learning plan is created for the Site Coordinator to be handed out to their staff every month. These are plans that can be done by the activity leaders or teachers. The PBL is required to have the site name, number of staff members, grades serving, number of students, and how many weeks the PBL takes place. The PBL is to be uploaded to SharePoint at the end of every month.

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).
- ✓ 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 21st CCLC services to eligible students, their adult family members, and/or active 21st 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 21st CCLC program.
- ✓ Administrative documentation that, in any way, supported and/or involved the 21st 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 21st CCLC program will also comply with the Leon County Schools policies on maintaining records.

SharePoint

Each Site Coordinator will be given access to their sites SharePoint folder and the templates folder. The templates folder is located at the bottom of the main page, in which all the schools are listed. The templates folder holds all documents and templates a site or Site Coordinator may need, like, blank lesson plan forms, blank timesheets, sample schedules, semi-annual forms, blank sign in sheets, etc. SharePoint is to be used to upload a sites deliverables for that month. Each month is organized for the Site Coordinator to know exactly what they should be uploading (along with looking at the deliverable timeline). Each sites deliverables are due **no later than the 5th of the next month.**

Sign In/Out Sheets

Sign in/out sheets are required for each site and it is the responsibility of the Site Coordinator to produce this sheet every day. All 21st CCLC students must be checked in by a 21st CCLC staff member with a time and initial. All students must be picked up and signed out, with the time, by an authorized adult (*authorized adults are listed in the registration forms*). Staff will not release students to anyone, including parents, who appears to be under the influence of drugs or alcohol. Emergency contacts must be notified to pick up the student.

Site Audits/Walkthroughs

Site walkthroughs are conducted by the Program Director and/or Program Manager(s). These walkthroughs are to check that each site is staying in compliance with their grant, paperwork is up to date, staff is staying on task and teachers are following their lesson plans, and the program is following the schedule that is posted and submitted. Site audits/walkthroughs may be scheduled or happen at random.

Site Coordinator Meetings

Once a month, the 21st CCLC office holds a Site Coordinator meeting. These meetings are to keep Site Coordinators updated on their grants and budgets. Trainings and other informational updates will also be announced at Site Coordinator meetings. These meetings are required by all grants and are mandatory to attend.

Surveys

The 21st CCLC district staff will distribute student, parent, and teacher surveys to the Site Coordinators. These surveys are required by the grant and it is the responsibility of the Site Coordinator to get their parent/guardians, students, and teachers to fill them out. These are to be either turned in to the 21st CCLC office or uploaded to SharePoint.

Timesheets

All 21st 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. Site Coordinator must turn all employee's timesheets to their sites bookkeeper and upload signed timesheets to SharePoint at the end of every month.

Website

Per grant requirement, each site is responsible for making sure their website stays up to date. There must always be a current registration form, the 21st CCLC logo present, Site Coordinator contact information, the grant narrative, and a flyer if available.

Teacher/Activity Leader Responsibilities

The Teachers and Activity Leaders are responsible for the academic and enrichment activities. They are expected to treat not only students, but other staff members and administration with respect. One of the main goals of a Teacher and Activity Leader is to motivate students and create a safe and comfortable learning environment. Teachers and Activity Leaders are to guide students into the after school setting and set them up with the tools and resources they need to be successful in the 21st CCLC program and their regular school day. Academics is led by Teachers, as they will help reinforce what the students are learning during the school day. Personal enrichment activities are led by the Activity Leaders.

At no point should students ever be left unattended.

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.

Lesson Plans

If the Site Coordinator gives the responsibility for the Teachers to make their own lesson plans, then Teachers will be asked to create a lesson plan for their grade/group once a month. It will need to be turned into the Site Coordinator by their desired date.

Telephones

LCS phones are to be used for business purposes and are available to students for **EMERGENCIES ONLY**. Students and staff are not allowed to use their cell phones during program hours. *Please check with your sites Site Coordinator for their cell phone policy.*

Timesheets

All 21st CCLC employees must sign in and out daily. On the last working day of the month, timesheets must be submitted to the Site Coordinator to be signed. Electronic and daily timesheets will be checked for accuracy.

Safety and Security

COVID-19

Our district is working in collaboration with the City of Tallahassee, Leon County, the Leon Health Department, FSU, FAMU, TCC, Capital Health Plan, TMH, and more on a community response. The 21st CCLC program will follow all LCS and CDC guidelines when it comes to COVID-19. The safety of all students and employees is always the first priority. LCS's goal is to provide every student with the best educational experience possible.

If you suspect you have come into contact with someone that has tested positive or for Covid-19, or have been contacted by the Health Department as having been potentially exposed, STOP. Contact your supervisor. Your supervisor will provide information on whether you can return to work, or if testing for Covid-19 is needed and will have you Contact Risk Management for information on how to proceed. If you are feeling unwell, stop and contact your supervisor. Keep track of your symptoms, you may be asked to go get tested if symptoms align with Covid-19. Please visit the LCS website for more information regarding Covid-19.

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.

Drug Free Schools

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.

Drug Free Workplace

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 functions, 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.

Emergency Closing of Schools

There may be circumstances where the Superintendent may close schools or dismiss schools early due to emergency situations. Usually these circumstances are related to severe weather or natural disasters. All schools and departments have emergency closing plans. Be sure to speak to your supervisor regarding your site's plan and your responsibilities in these types of circumstances.

Firearms, Weapons or Destructive Devices

1. No person, unless as a part of one's law enforcement responsibilities or as allowed by Section 790.115(2)(a)1.,2., F.S. shall bring upon any school property or have in his/her possession while on any school property, any firearm, weapon or destructive device, as defined in Section 790.001, F.S.
2. Pursuant to Section 790.115(2)(a)3, F.S., for the purpose of campus parking privileges this prohibition shall include any firearm or weapon securely encased in a vehicle or other private conveyance.
3. The School District will post notice of this prohibition at various entrances and exits to school property parking lots, and make it part of all applicable handbooks. Any employee in violation of this rule will be subject to reprimand, suspension and/or dismissal.
4. The Superintendent of Schools is responsible for investigation of each such violation and taking appropriate action or making appropriate recommendations for Board action.

5. A “firearm” includes, but is not limited to, the following: any weapon (including a starter gun) that will or is designed to, or may readily be converted to, expel a projectile by the action of any explosive; the frame or receiver of such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun.

6. A “weapon” includes, but is not limited to, the following: any deadly weapon, knife (including pocket-knives that are used to threaten or injure another individual), any dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, containing more than one-half ounce of chemical, or any electric weapon or device, which through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life or infliction of injury, or any other object that is used to threaten or injure another individual.

7. A “destructive device” includes, but is not limited to, the following: any explosive, incendiary or poison gas bomb, grenade, mine, rocket, missile or similar device; and includes any type of weapon that will, or is designed to or may readily be converted to, expel a projectile by the action of any explosive and has a barrel with a bore of one-half inch or more in diameter and ammunition for such destructive devices.

Non Discrimination

1. The School Board of Leon County believes that a valuable element of education is the development of respect for all individuals, regardless of sex (including transgender, gender nonconforming and gender identity), race, color, creed, religion, national origin, age, gender pregnancy, marital status, sexual orientation, military status or disability. In an effort to provide a safe, respectful educational and work environment, the Board prohibits any students, faculty or staff member, while on school property, from committing an act of discrimination or harassment that, under the circumstances, would tend to cause substantial disruption of the educational setting, school activity or working environment. Any student, faculty or staff member who engages in such an act will be subject to appropriate discipline. The Superintendent will implement a procedure for providing prompt and equitable resolution of complaints made by students, parents, employees and the general public alleging such discrimination.

2. No person will, on the basis of sex (including transgender, gender nonconforming and gender identity), gender, pregnancy, marital status, sexual orientation, race, religion, national origin, age, military status or disability, 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 education program or activity including those receiving federal financial assistance, except as provided by law.

3. No student will be denied receipt of services, access to or participation in school activities or programs if qualified to receive such services or otherwise be discriminated 29 against on the

basis of either an existing or perceived disability or record of disability as defined by the Americans with Disabilities Act and other state and federal laws.

4. The Leon County School District, its employees, students or agents of the District or members of the School Board will not discriminate against a student, employee, parent or a member of the public in the receipt of services or participation in any program, activity or employment. Any person who discriminates against an individual or a group to exclude or deny the benefits of any education program or activity will be in violation of this policy.

Harassment

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 6B1.006, 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.

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
(850) 487-7306
rodgersk@leonschools.net

Deana McAllister, Labor and Relations Equity Coordinator (Employees)

(850) 487-7207
mcallisterd@leonschools.net

Leon County Schools 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 School's personnel (LCS Policies 12.10; 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 on 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 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. Fraternalization

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. Conflict of Interest

Employees are governed by the provisions of Section 112.313, F.S., Standards of Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys. Consistent with that law, no employee of the Board shall:

- Accept anything of value, including a payment, gift, favor or service that might reasonably tend to influence him/her in the discharge of official duty;
- Use his/her position to secure special privileges or exemptions for himself/herself or others;
- Hold employment or engage in any business or professional activity, that might reasonably require or induce disclosure of confidential information acquired through or as a result of the employee's position;

- Hold employment or a contractual relationship that will create a conflict between the employee's private interests and the performance of District duties, subject to exemptions stated in Section 112.313(12), F.S.
- Use confidential information gained by reason of his/her position for personal gain or benefit; or
- Engage in any business, employment or contractual relationship that might impair the employee's independence of judgment in performance of public duties, including renting or leasing any realty, goods or services on behalf of the District from any business entity of which the employee or the employee's spouse or child is an officer, partner, director or proprietor or in which the employee, spouse or child has a material interest or acting in a private capacity, selling any realty, goods or services to the District. These prohibitions are subject to the exemptions stated in Section 112.313(12), F.S.

8. 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 de-criminalized 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.

9. 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 39 to Sections 1012.796 and 1012.34, F.S. (See Policies 1210, 3210 and 4210 – Principles of Conduct and Ethics for District Personnel.)

10. The Superintendent shall develop and disseminate procedures to communicate this policy to all staff personnel and provide for appropriate assistance and discipline as required.

Program staff are expected to adhere to all sections of the 21st 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/36/2019-20%20Employee%20Handbook%20-%207.22.2019.pdf>



2020-2021 21st CCLC Employee Handbook

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 and termination.

Name (Print)

Signature

Date

School

Position Title

Site Coordinator Name (Print)

Signature

Date