



R.I.S.E. ACADEMY

2025-2026 STAFF/FACULTY

HANDBOOK

<https://rcps21stcclc.wixsite.com/rockdalecountyga>



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Dear Parents and Guardians,

Welcome to another exciting year with our 21st Century Community Learning Centers (21st CCLC) programs. As the director of this initiative, I am thrilled to introduce you to the four dynamic grants that make up our extended learning family:

- Rockdale Bridges Program – now in its 6th year, serving students at Salem High School, Memorial Middle School, and Peek’s Chapel Elementary
- THRIVE Afterschool Program – entering its 2nd year, located at J.H. House Elementary
- Mighty Mustangs – newly launched this year at Flat Shoals Elementary
- R.I.S.E. Academy – also new this year, based at C.J. Hicks Elementary

Each of these grants represents a five-year commitment to enriching the lives of our students and families, and together, they reflect our county’s dedication to excellence and engagement.

With more than 40 years in education and 15 years working directly with 21st CCLC grants, I’ve been fortunate to serve in roles that have deepened my understanding of what it takes to build meaningful, student-centered programs. My background in project management has helped me support our teams and families with care and consistency. It’s a privilege to lead these efforts in Rockdale County, and I’m continually inspired by the commitment of our staff, students, and parents.

Our programs are hands-on, engaging, and designed to help students learn while having fun. We offer morning school, afterschool, Saturday school, and summer school—each designed to support academic achievement, foster social-emotional growth, and strengthen parent engagement. We believe that learning should be joyful and meaningful, and we strive to align our efforts with the broader goals of Rockdale County Public Schools. As part of that alignment, we are deeply committed to supporting the district’s five key initiatives: Attendance, Behavior, Content Mastery, Development, and Engagement. These pillars guide our daily work and help ensure that every student receives the support they need to succeed both academically and personally.

Parent involvement is the heartbeat of our success. We proudly offer a Parent Center where families receive individualized support and resources tailored to their needs. Throughout the year, we host parenting events that foster connection, learning, and collaboration. Our Literacy Center is a joyful space where parents and children can share the love of reading and build lasting memories together.

Thank you for entrusting your child’s growth and development to the 21st CCLC programs. These initiatives are committed to maintaining a high-quality experience that uplifts every student and empowers every family. With strong partnerships between staff, schools, and parents, the year ahead holds great promise.

Together, much can be accomplished—and every step forward begins with a shared belief in the potential of our children.

Warm regards,

Michelle Smith

Director of 21st CCLC Programs
Rockdale County Public Schools

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R.I.S.E PARENT/GUARDIAN AGREEMENT



R.I.S.E STUDENT AGREEMENT

Nondiscrimination Disclaimer: It is the policy of the Rockdale County Board of Education that it does not discriminate on the basis of sex, race, color, religion, national origin, age or handicap in the educational programs or activities which it operates as required by Title IX of the Civil Rights Act. This requirement not to discriminate in educational programs and activities extends to employment therein. Inquiries concerning the application of the Title IX by the Board of Education may be referred to Shirley Chessser, Superintendent of Rockdale County Public Schools, 960 Pine Street NE, Conyers, GA 30012. Individuals concerned about misuse of funds can contact Shauna Miller at smiller2@rockdale.k12.ga.us

PROGRAM OVERVIEW

RCPS 21st CENTURY COMMUNITY LEARNING CENTERS MISSION

The mission of RCPS 21st Century Community Learning Centers (CCLC) is to provide a dynamic afterschool program that will give the students an opportunity to continue to develop their academic skills and extend their learning far beyond the traditional academic day. RCPS 21st CCLC will not only focus on the needs of the students, but it will provide an academic experience that educates the “whole” student, creates long-lasting community partnerships, and develops an academic community which is conducive for learning and that will enrich the lives of our students and their families. RCPS 21st CCLC will also provide a Summer Program. The Summer Program will focus on the traditional content areas of reading, mathematics, and science, but it will provide more hands-on and project-based learning experiences. Certified educators and approved vendors will teach inquiry-based science and math through a variety of projects and experiments, as well as analytical and critical thinking activities. The Summer Program will also allow the students to participate in science and math based field trips that will help to broaden the students’ scope of understanding as well as help them apply new knowledge to a variety of subject areas in their day-to-day school experiences.

RCPS 21st CENTERS COMMUNITY LEARNING CENTERS VISION

The vision of RCPS 21st CCLC is to broaden the students’ scope of understanding, help them apply new knowledge to a variety of subject areas, and to fully support the community of students, parents and families.

ROCKDALE COUNTY PUBLIC SCHOOLS MISSION

The mission of RCPS to educate and empower all students by meeting their individual academic, behavioral, emotional, and social needs

2025-2026 DISTRICT PRIORITIES

- **Attendance** – Ensuring students are present, engaged, and ready to learn every day.
- **Behavior** – Creating safe, supportive learning environments through proactive behavior systems.
- **Content Mastery (Student Achievement)** – Elevating academic outcomes by focusing on rigorous instruction and mastery of grade-level standards.
- **Development of Teachers and Staff** – Investing in professional growth to build capacity and sustain high-quality teaching and leadership.
- **Engagement** – Strengthening partnerships with families and communities to support holistic student development.

ROCKDALE COUNTY PUBLIC SCHOOLS VISION

The vision of RCPS is to be a world-class learning community where all students graduate college or career ready in a progressive and interconnected society.

ELIGIBILITY

The program will target students in grades 2 through 5, who need additional support in the areas of reading and mathematics. The Summer is open to all students who are interested in expanding their scientific knowledge. While RCPS 21st CCLC will target the school student population, student from surrounding public and private schools in our community are also eligible to attend.

Students are required to attend their 21st CCLC site on a regular, daily basis, as our funding is contingent upon the site meeting a projected number of students who are to be served consistently.

R.I.S.E ACADEMY GOALS AND OBJECTIVES

Students that participate in the program will receive targeted interventions in core subject areas, and curriculum enrichment through an afterschool program, and summer program. All student programs will follow a research-based curricula adopted and implemented by the Rockdale County Schools system. In addition to a focus on student achievement, we will aim to complement student success by targeting adult through parenting events. R.I.S.E Academy is a well-rounded and comprehensive academic program with the overall goal of closing the achievement and insuring student success.

- **GOAL 1: IMPROVE ACADEMIC ACHIEVEMENT LEVELS IN MATHEMATICS AND READING FOR STUDENTS WHO ATTEND THE PROGRAM FOR 30 DAYS OR MORE ANNUALLY.**
 - Objective 1.1a: 55% of participating students in grades 2 – 5, attending 30 days or more annually, will score as Developing, Proficient or Distinguished Learners on the STAR Reading Assessment.
 - Objective 1.1b: 55% of participating students in grades 2 – 5, attending 30 days or more annually, will score as Developing, Proficient or Distinguished Learners on the STAR Math Assessment.

- **GOAL 2: INCREASE POSITIVE STUDENT DEVELOPMENT AND HEALTHY LIFESTYLE CHOICES FOR THOSE WHO ATTEND THE PROGRAM FOR 30 DAYS OR MORE ANNUALLY.**
 - Objective 2.1: 75% of regularly participating students in grades 2 – 5, attending 30 days or more annually, will report an increase in social emotional skills as measured by pre and post-surveys.
 - Objective 2.2: No more than 25% of regularly participating students in grades 2-5, attending 30 days or more annually, will receive discipline referrals during the after-school program as measured by R.I.S.E Academy referrals.

- **GOAL 3: INCREASE FAMILY ENGAGEMENT OF PARTICIPATING STUDENTS WHO ATTEND THE PROGRAM FOR 30 DAYS OR MORE ANNUALLY.**
 - Objective 3.1: 50% of parents of students, attending 30 days or more annually, will participate in at least two parent workshops or parent engagement events as measured by sign-in sheets.
 - Objective 3.2: 50% of the parents attending the parenting events will report increased knowledge of the subject matter as measured by post-event surveys.

INSTRUCTIONAL PROGRAM

PROGRAM SCHEDULES

Afterschool Program

	Monday	Tuesday	Wednesday	Thursday
30 MINS	Snack/ Homework	Snack/ Homework	Snack/ Homework	Snack/ Homework
1 HOUR	Academic Class/ Enrichment	Academic Class/ Enrichment	Academic Class/ Enrichment	Academic Class/ Enrichment
1 HOUR	Academic Class/ Enrichment	Academic Class/ Enrichment	Academic Class/ Enrichment	Academic Class/ Enrichment
30 mins	Wrap up	Wrap up	Wrap up	Wrap up

Summer Program

	Monday	Tuesday	Wednesday	Thursday
8:00-9:00am	Breakfast/ Activity	Breakfast/ Activity	Breakfast/ Activity	Breakfast/ Activity
9:00-10:00	STEM	STEM	STEM	STEM
10:00-11:00	Enrichment	Enrichment	Enrichment	Enrichment
11:00-12:00	Outdoor Activity	Outdoor Activity	Outdoor Activity	Outdoor Activity
12:00-1:00	Lunch/SEL	Lunch/SEL	Lunch/SEL	Lunch/SEL
1:00-2:00	Extended Learning	Extended Learning	Extended Learning	Extended Learning

PROGRAM INFORMATION

RCPS 21st Century Community Learning Centers is a comprehensive afterschool program that offers a variety of academic and extra-curricular activities to enhance the educational experience of our students. Our program includes the following components Monday through Thursday during the academic school year:

- A minimum of 30 minutes of homework assistance daily
- Academic tutorial to help students improve their skills in core subjects (Reading, English Language Arts, Mathematics, & Science)
- Enrichment activities which tie into students' school day curriculum
- Physical activities (running club, zumba, dance, and more)
- Additional Reading and Mathematics instruction
- Family educational and enrichment activities
- Student mentoring through partnerships with community stakeholders

Afterschool Program

All RCPS 21st Century Community Learning Centers sites offer an afterschool program designed to provide engaging and enriching learning experiences for students. Participants will take part in activities focused on English Language Arts (ELA), Math, Science, Technology, Engineering, and Mathematics (STEM), as well as Social and Emotional Learning (SEL) to support personal growth, self-awareness, and positive relationships. The program operates Monday through Thursday and runs for a total of 128 days throughout the school year. Applications will be distributed to students who express interest in participating in the afterschool program.

Summer Program

All RCPS 21st Century Community Learning Centers offers a comprehensive hands-on program that focuses on providing exciting and engaging opportunities for students to explore enrichment, SEL, Math, ELA and Science, Technology, Engineering, and Mathematics (S.T.E.M.) Education. The students collaboratively participate in stimulating activities and exciting fieldtrips, Monday through Thursday, for a total of 12 days following the academic school year. Applications will be provided to students who are interested in participating in the summer program.

ATTENDANCE POLICY: STUDENTS AND PARENTS

Students and families enrolled in 21st CCLC understand that full participation is required to remain on the active roster. If a student is absent from the program for more than 14 unexcused days (on days that the student has attended the regular school day), then the student's enrollment slot will be forfeited, and she/he will be placed at the end of the program's wait-list. The student will not be able to return to the program until another slot becomes available and she/he has been re-enrolled in the program.

21st CCLC is a community grant that relies on active participation from the entire community, including students' families. Parents and guardians are strongly encouraged to attend all family activities.

FAMILY CONTACT POLICY

21st CCLC operates as an extension of the instructional school day. To ensure student safety and to facilitate seamless continuity between the regular school day and the afterschool program, parents and guardians must notify the school of any changes to the students' status, including emergency contact information (phone numbers and addresses), and authorized adults to whom students may or not be released.

Authorized adult and contact information changes should be submitted to the school as often as soon as possible.

FAMILY AGENCIES AND SOCIAL SERVICES

We are committed to ensuring that we educate and nurture the needs of the "whole" student. A comprehensive list of agencies serving students and their families is available in the school's Main Office.

PARTNERS

The 21st Century Community Learning Centers grant is sustained through support from Rockdale County Public Schools and the surrounding community partnerships. We look to businesses, employers, and fellow neighbors to help provide materials, supplies, student incentives, and food that may not be purchased with federal dollars. Please contact the administrative staff if you, your employer, or your favorite community store might be interested in becoming a partner with any RCPS 21st Century Community Learning Center.

SNACKS

Snacks will be served every day during the Afterschool Program. In addition, students are welcome to bring a water bottle as well as their own snack. We recommend you take the opportunity to:

- Talk with kids in a relaxed setting.
- Take this time to model appropriate conversations and table manners.

*****ALL STUDENTS MUST be offered a snack.*****

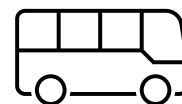


HOMEWORK

Homework completion is an important part of 21st Century Community Learning Centers, but it is not the primary focus of the afterschool program. The students are given at least 30 minutes, immediately following the start of the after-school program daily to work on their homework. It is our goal to send our students home with their homework fully completed, but we cannot guarantee that it will be fully completed. Students may not complete their homework, but we will work to have as much done as possible in a timely fashion. We strongly encourage communication regarding student's educational needs between staff, schoolteachers, and parents. Program staff will be available to help students with their homework, but parents will maintain full responsibility for ensuring accuracy and completeness of all assignments. Students who do not have homework will have the opportunity to engage in skill development activities/reading.

STUDENT PICK-UP POLICY

Ensuring the safety of our students is imperative. Therefore, it is necessary that all parents and guardians follow the guidelines below for student dismissal during the Afterschool Program and the Summer Program. Students who are picked up are signed out by an authorized adult each day. Adults must present their government issued identification before a student is released to them. Students are released only to persons listed on their applications. Staff will use the Early Dismissal Logbook to document student pick-up.



Students who are car-riders need to get picked up promptly at the end of the afterschool program. RCPS 21st CCLC follows a firm "3 Strike" parent pick-up policy. After the third late pickup, the student is withdrawn and may not be allowed to participate in the program. It is not permissible for students to remain on the premises past the program's hours of operation and students are not allowed to walk home. These policies will be strictly enforced.

Although parents may occasionally pick up their students early, this should not become a regular occurrence as students must attend the entire program hours. No student will leave the afterschool program early unless notified by the Main Office. Students cannot check out during the last 30 minutes of the program. Parents and guardians are not permitted in areas designated for student instruction and activities. At the end of the program, students will leave via their respective modes of transportation. Staff will stay with the students until they reach their designated dismissal location.

VISITORS

ALL visitors must be cleared by the office and receive a VISITOR'S PASS. No one may visit any area of the building without presenting a pass. If you plan to visit your student during site hours or volunteer, please first register in the Main Office to obtain a visitor's pass. The administrative staff will then direct you to your student's location or escort you to a designated area for service.

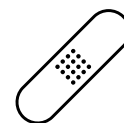
PROCEDURES AND EXPECTATIONS FOR PARENTS AND STUDENTS

STUDENT ATTENDANCE

It is important for your student to regularly attend consistently on a daily basis. Your student benefits greatly from attending regularly and arriving on time. We cannot successfully impact each student or help them to achieve their academic potential if they are not present. It is imperative that we work together to ensure that our students are here to become academically successful. Attendance will be taken at the beginning of each day.

STUDENT ACCIDENTS

Any accident involving students will be reported immediately to the office and an accident report form will be completed detailing the event that took place. Parents will always be notified as soon as possible.



DISCIPLINE AND BEHAVIOR MANAGEMENT

Discipline plays a role in maintaining order in any situation, when discipline is consistent, Discipline plays a role in maintaining order in any situation, including all RCPS 21st CCLC sites. When discipline is consistent, fair and non-violent, it can result in children learning how to get along with others and internalizing limits. Children and staff are expected to treat each other as well as the surroundings with respect. In order to be disciplined and not punishment, discipline must be consistent, fair and non-threatening. It is not acceptable for staff members to use physical means to make a child comply with requests unless a child is in the process of hurting another child and you can separate the students without hurting either child. If you are unable to handle a situation in a calm, adult manner, please find another staff person to take your place and take yourself out of the situation. We are committed to providing a safe place for all children, no matter what.



Please make yourself familiar with RCPS 21st CCLC rules. Because the program is different from the regular school day, there may be some additional rules that need to be made, enforced and followed. Students are much more likely to follow rules they understand and that they helped decide upon. At the beginning of the year, students and staff members should discuss appropriate behavior and list any rules specific to 21st CCLC in words the students can understand. Reminding students of the rules often will help students remember how to behave appropriately.

Program Beliefs About Discipline

1. Discipline is primarily the responsibility of the teacher.
2. Teachers clearly set rules and are consistent in their expectations of students and enforcement of their rules. Therefore, students should adhere to the expectations that have been outlined.
3. Teachers will be fair and impartial to all students.
4. Consequences will be reasonable in context and duration.

5. Parents and guardians will be notified if his or her student cannot participate in any activities due to disruptive behavior in advance.
6. The following infractions are completely prohibited and can result in the immediate termination of your student's enrollment in any RCPS 21st CCLC program:
 - a. Tobacco, alcohol or drugs.
 - b. Weapons or items which could inflict harm to another.
 - c. Fireworks.
 - d. Pornography/Sexual Harassment Issues.
 - e. Destruction of school property or personal property of someone else.
 - f. Abusive language towards any adult or another student.
 - g. Fighting with a weapon.
 - h. Stealing.
7. Administrators and teachers will keep a detailed discipline log to document repeated offenses. Parents will be contacted due to repeated disciplinary issues, and your student could be suspended, or enrollment may be terminated if disruptive behavior is not changed.

The staff and students of RCPS 21st CCLC believe that everyone has the right to experience a safe and friendly school environment. Therefore, we will:

1. Keep hands, feet and all objects to ourselves.
2. Show respect to others.
3. Follow directions the first time without question.
4. Be prepared for class each day.
5. Be punctual and attend class each day.

General Rules and Regulations

1. Students shall comply with the regulations of the district and the school and respect the authority of all adults on campus.
2. Students shall respect all physical properties of the school, including the proper care of buildings, furniture, books, and equipment.
3. Students shall not engage in activities which endanger their own health or safety of others.
4. Students are not to bring non-educational items to school (i.e. toys, mp3 players, cards, etc.). All items brought to school are the responsibility of the student. The school cannot be held responsible for lost, broken, or stolen items. Non-compliant items will be taken away and returned only to the parents.
5. Hallways are quiet zones. Students are not to loiter in the hallways and should walk quietly and in straight lines in the hallways at all times.

School Playground Rules

1. Keep hands, feet and other objects to yourself.
2. Treat all adults with respect by following directions the first time they are given.
3. Use equipment in an appropriate and safe manner.
4. Seek out an adult to help solve disagreements.
5. Classrooms are off limits unless accompanied by an adult.
6. Restrooms are to be used properly and quickly.

7. Students are to remain on the playground at all times.

These are prohibited:

1. Climbing fences
2. Throwing any objects other than balls
3. Fighting, including play fighting
4. Name calling
5. Horseplay or tackle football
6. Writing or drawing on any school property
7. Toys and other non-educational items from home

Prohibited Bus Behavior:

1. Refusal to cooperate with bus driver
2. Fighting (verbal & physical)
3. Excessive talking and unnecessary noise
4. Extending arms, hands, or head out of the window
5. Obscene or unacceptable language, gestures, remarks, or signs
6. Tampering with equipment
7. Refusal to stay seated

Acceptable consequences may include the following:

- a. Verbal Warning
- b. Student Reflection
- c. Concern Slip & Parent Contact
- d. Discipline Referral
- e. Suspension
- e. Withdrawal

Please take a moment to discuss appropriate and inappropriate behavior with your student. Remember, our goal is to provide an educational environment that is positive, friendly, and conducive to learning. With your help, we will continue to offer an excellent academic program that will assist your student in achieving academic success.

CORPORAL PUNISHMENT

The Rockdale County policy on student discipline does not allow corporal punishment. If this policy is violated, it will be done at the risk of the individual who will bear full responsibility for the consequences. Rulers, yardsticks, etc., will not be used for the purpose of discipline. 21st CCLC employees adhere to the discipline plan that is also enforced during the traditional school day.

STUDENT ILLNESS

If a student is absent from school due to illness, they may not come to any RCPS 21st CCLC site that day. In general, a student must have attended school during the school day to attend any 21st CCLC program. If a student becomes ill or is injured during program hours, parents will be contacted and asked to come and pick up their student. If a parent cannot be reached and the student is in need of urgent



medical attention, an administrator will make the best possible decision based on the situation. 21st CCLC requires that each student have emergency contact information on file before they attend the program. In addition to listing contact information for parents or guardians, this form asks for information on other people who may be contacted in an emergency situation when the parents or guardians are not available. Therefore, please be sure to update us with changes in your contact information.

MEDICATION

As a rule, 21st CCLC staff cannot administer medication to students. Medication can only be dispensed from the school nurse. Exceptions include medication for asthma or Epi-pens, which must be kept in the Main Office. If your student needs medication that must be available for use in the event of an emergency, please indicate it on the student information form and provide the medication to the front office administration.



SPECIAL NEEDS/ACCOMMODATIONS

We will make reasonable accommodations for the inclusion of any student who is able to benefit from RCPS 21st CCLC as long as their presence and the accommodations made for them do not significantly hinder or lessen the benefits other student experience in the program.

We know that our students all have different abilities and different strengths. We will make every effort to include all students in all the activities planned during 21st CCLC. We are sensitive to the needs of our students and our staff makes a concerted effort to make everyone feel welcome in our program. It is mandatory that all students are treated fairly and with the utmost respect.

FIELD TRIPS

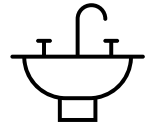
All RCPS 21st CCLC will take field trips as time and resources allow. Field trips will be coordinated with our educational enrichment units whenever possible. We will send home permission forms for each field trip. Sometimes field trips may last until the end of the program. When this is the case, information on where and when students can be picked up will be included in the newsletter and sent home with students before the field trip. Signs will be posted on the school building doors reminding people of the field trip.

Field trips are fun, educational ways to broaden the horizons of students who attend RCPS 21st CCLC. We will take them as time and the budget allow. Students will be given permission slips that must be completed by parents in guardians in order for each student to attend.

While your student is on a field trip, It is critical that they maintain the good discipline we expect during the program. Field trips are a privilege. Therefore, students will only be allowed to attend field trips on the basis that they consistently demonstrate model behavior. Before leaving for any field trip, students will be reminded of where we are going, what we will be doing and about appropriate bus behavior.

RESTROOM EXPECTATIONS

In order to ensure the students' safety, students will be monitored and escorted to restroom areas to ensure maximum supervision. Students should be respectful of one another and keep conversations to a minimum. While in the restroom they are expected to leave the restroom in presentable state, discarding all paper products in the toilet or in the trash bin.



MEETING GADOE GRANT COMPLIANCES

SEXUAL MISCONDUCT & HARASSMENT

Everyone should learn and work in an environment that is free of discrimination, including sexual harassment and sexual or sex-based misconduct.

Sexual Misconduct is any unlawful sexual act; any solicitation of any unlawful sexual act, whether written, verbal or physical; any act of student abuse, as defined by law; any solicitation, encouragement or consummation of a romantic or physical relationship with a student; or any sexual contact with a student. “Romantic relationship” includes dating a student or otherwise being involved in an inappropriate social relationship or any act of unlawful sexual harassment as the law defines.

Sexual Harassment is a specific form of sexual misconduct. While its definition depends upon the situation, it may include, but is not limited to the following:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Unwelcome or inappropriate sexually motivated touching
- Offensive or unwelcome sexual advances or propositions
- Unwelcome, intentional touching of intimate body parts
- Graphic or degrading verbal comments about you or your physical attributes
- Display of sexually suggestive objects, pictures, cards or letters
- Lewd or suggestive comments or gestures
- Off-color language or jokes of a sexual nature
- Demanding sexual favors accompanied by implied or obvious threats concerning your employment or educational status
- Demanding sexual favors accompanied by implied or obvious promises of preferential treatment about your employment or educational status, especially if supervisors make such demands
- Employees dating students and/or otherwise being romantically involved with a student
- Sexual violence, a physical act of aggression that includes a sexual act or purpose

Any such conduct is unacceptable in the RCPS, violating Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972.

Any employee, contractor or consultant, or student who believes that he or she has been exposed to unwelcome sexual or sex-based misconduct should report the alleged act immediately to a principal, assistant principal, Director or senior level administrator.

Any individual receiving a report of possible sexual misconduct or harassment must immediately report the offenses to the Office of Internal Compliance.

OIC will thoroughly investigate each complaint and take or recommend appropriate disciplinary or corrective action for sexual harassment incidences. Retaliation against a

complainant for reporting a sexual harassment incident is prohibited. **For details, please refer to policy GAEB Harassment.**

CHILD ABUSE AND NEGLECT

To provide maximum welfare for all RCPS students, teachers, counselors, social workers, principals and other staff must report all cases of suspected child abuse and neglect on behalf of children under age 18. You are immune from any civil or criminal liability that might result when you report these cases. Your school social worker or school principal can help you file a report.

REPORTING OF FRAUD, WASTE, ABUSE, AND NON-COMPLIANCE

Rockdale County Public Schools has earned a reputation as a district that maintains high standards in everything we do. Building on that kind of reputation requires a strong work ethic and a commitment – by everyone – to make our school district the best it can be. If you see or suspect misconduct, please submit a complaint. A complaint must be submitted in writing and signed by the complainant. The document must include various components. (See page 66 of manual for the details). The complaint must be addressed to:

Shemika Hubbard
Program Manager
21st Century Community Learning Centers
Email: shemika.hubbard@doe.k12.ga.us

Desmond Carter
Fiscal & Compliance Specialist
21st Century Community Learning Centers
Email: DeCarter@doe.k12.ga.us

REPORTING HARMFUL ACTIVITY

Some common examples of unethical, illegal or unsafe activity include:

- Fraud, waste or abuse of resources
- Misuse of grant money
- Theft/embezzlement
- Conflicts of interest
- Procurement fraud
- Threats to personal safety
- Discrimination or harassment
- Test tampering
- Academic misconduct

NON-DISCRIMINATORY EXPECTATIONS

Each 21st CCLC site adheres to Rockdale County Public Schools employment policies which are fully in compliance with ADA, IDEA, and all other Federal regulations/laws. All RCPS 21st CCLC sites prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin. 21st CCLC will provide reasonable accommodations under two separate laws: the Americans with Disabilities Act (ADA), and the Rehabilitation Act of 1973.

CONFIDENTIALITY REQUIREMENTS

The professional educator, in full recognition of his/her obligation to the student, shall;

- Maintain the confidentiality of information concerning students obtained in the proper course of the educational process, and dispense such information only prescribed or directed by federal or state law or professional practice.
- Maintain the confidentiality of information concerning colleagues and dispense such information only when prescribed or directed by federal or state law or professional practice

INTERNET AND TECHNOLOGY USAGE FOR STAFF AND STUDENTS

During program hours, personal internet and technology use **IS NOT** allowed—unless in the case of an emergency. Staff and students will also follow the “Board Policy for Internet Acceptable Use Descriptor Code: IFBG-R” below:

RCPS Internet Acceptable Use

Board Policy Descriptor Code: IFBG-R

I. Introduction

Rockdale County Public Schools ("RCPS") expects each employee, parent, and student to be familiar with and to follow Board Policy IFBG (Acceptable Use Procedures) and the expectations and requirements of the Acceptable Use Policy ("AUP"). The purpose of the AUP is to ensure that individuals are aware of their responsibilities regarding the internet and related technology and equipment. This AUP also helps ensure the safety and privacy of current and former employees and students.

A. Legal Requirements

RCPS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to RCPS following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Section 504 of Rehabilitation Act of 1973 (Section 504)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPPA)

Users of RCPS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of RCPS networks may result in discipline (including termination or expulsion) or litigation against the offender(s) by the proper authority. RCPS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use

RCPS provides computer, network, email, and internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right and may be revoked at any time without notice. While these systems have the power to deliver a vast number of resources to classrooms and enhance

education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline (including termination or expulsion) or litigation in accordance with board policy and state and federal law.

II. Employee Acceptable Use

This section is dedicated to providing RCPS employees with guidance of acceptable use of the district's information technology resources, including but not limited to:

- The internet, intranet, email, and district portal.
- RCPS assigned computing devices such as personal electronic devices, laptops and desktops, and
- The district's network and supporting systems and data transmitted by and stored on the RCPS systems.

A. Annual Responsibilities and Information Security Awareness

Staff members will review the Acceptable Use Policy presented on the RCPS Portal website annually.

B. Prohibited Use of RCPS Resources

The following uses of RCPS computer resources by staff members are prohibited at all times:

- Personal use is prohibited.
- Infringing upon the intellectual property rights of others or violating copyright laws.
- Advancing personal profit.
- Furthering political causes in violation of board policy or the state Code of Ethic for Educators.
- Uploading or transferring out of the district's direct control any software licensed to the District or data owned by the District without explicit written authorization. Failure to observe copyright or license agreements can result in disciplinary action, up to termination, from RCPS or legal action by the copyright owner.
- Unauthorized use of resources (including but not limited to servers, networks, computers and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms.
- Downloading software unless it is required to complete their job responsibilities and approved and implemented by the district's technology department.
- Bypassing or attempting to bypass any of the district's security or content filtering safeguards.
- Accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions, or other legitimate access and authentication methods.
- Granting another individual access to any District accounts that have been authorized to you or using another individual's District authorized

accounts, user-id and/or password. Specific exceptions are allowed for the district's technology department personnel for authorized system operations and maintenance.

- Allowing another person to use a District system under his or her login.
- Adding, modifying, repairing, removing, reconfiguring, defacing, or tampering with any RCPS device.
- Allowing non-district persons permission to use District assigned information systems on District equipment taken off-site.
- Sharing the password of their unique RCPS user ID or using this password to access other 3rd party web sites or applications.
- The use of any "hacking tools" that can be used for "computer hacking", may not be possessed on school property, on any District premise, or run or loaded on any District system.
- Violating any state or federal law or regulation, board policy or administrative rule.

C. Supervision and Monitoring

It shall be the responsibility of all members of RCPS staff to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and CIPA.

In addition, the faculty and staff of RCPS will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the district's technology department or designated representatives.

D. Sensitive Information

RCPS employees who have or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations, as they relate to the release of student information.

- Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in FERPA.
- Information contained in these records must be securely handled and stored according to RCPS directives, rules, and policies, and if necessary, destroyed in accordance with state information retention standards and archival policy.

Each District email user is responsible for the content of all text, audio, video, or images that he or she places or sends over the internet or District email systems.

- An employee must preserve all emails and other relevant records related to an incident that is subject to litigation once that employee is made aware of the legal action.
- RCPS does not grant any ownership, privacy, or an expectation of privacy in the contents of any message, including email, or other internet activities involving RCPS resources or equipment.

E. Consequences

Employees who violate this administrative rule may be subject to discipline, including termination. All employees are responsible for reporting breaches and possible breaches of security. Failure to report a breach may result in discipline, including but not limited to termination. Incidents should be reported to an employee's supervisor and directly to the District's Technology Help Desk. Suspected criminal activity must be immediately reported to law enforcement.

III. Student Acceptable Use

Rockdale County Public Schools strongly believes in the educational value of electronic devices and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation and communication.

Access to the internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. All internet access from Rockdale County Schools shall be through the Rockdale County network system except as may be required by the State Department of Education for specified administration use.

Families should be aware that some material accessible via the internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, student may find ways to access other materials. The district believes that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the District supports and respects each family's right to deny electronic services to their child by simply not signing the Acceptable Use Agreement.

Authorized student use of information resources may be consistent with the educational purposes for which these resources have been provided. The use of RCPS electronic services is to assist students with completing educational activities and should be used in a manner that enhances educational experiences and complies with RCPS policies. All student users must adhere to the provisions of this Acceptable Use Policy as a condition for continued use of the RCPS network. This policy must be followed anytime there is a connection to the district's wired or wireless network via any electronic device. RCPS reserves the right to monitor any user's online activities. Users should have no expectation of privacy regarding their

use of RCPS property, including devices, the network, Internet access, documents, files, chat room, learning management system, cloud storage, and email. RCPS reserves the right to prohibit a student's use of RCPS provided technology for failure to follow the Acceptable Use Policy.

A. Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), Rockdale County Public Schools is required to adopt and implement an internet safety policy addressing: (a) access by minors to inappropriate material on the internet; (b) the safety and security of minors when using cloud storage, email, learning management system, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, social networking, and other aspects of digital citizenship as required by CIPA.

- RCPS has implemented filtering and/or blocking software to restrict access to internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. However, no software is completely fail-safe, and there is still a risk a user may be exposed to a site or message containing such materials.
- The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the RCPS network.
- Students will not disclose personal information, including name, home address, telephone number, photos, and the like on the internet or through software installed on RCPS electronic devices. Students are advised to never access, keep, or send anything that they would not want the general public to see.
- Students will not meet in person with anyone they have met only online via the internet.
- The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
- Students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and other related RCPS security policies.
- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized for bona fide research or other lawful purposes.

B. Acceptable Actions

RCPS students may use the network and electronic services provided by RCPS to pursue educational activities. Students will learn how internet resources can provide valuable educational information.

Students will be expected to follow accepted rules of digital citizenship. These rules include, but are not limited to, the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive or impolite language will be used to communicate, nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

C. Unacceptable Actions

Improper use of electronic services provided by RCPS is prohibited. Students should be prepared to be held accountable for their actions and for the loss of privileges if this Acceptable Use Policy is violated. In addition to the paragraph below labeled "Penalties for Improper Use," the RCPS Student Code of Conduct addresses the consequences for violations. Actions that constitute unacceptable use include, but are not limited to the following:

- Do not use a device to harm other people or their work.
- Do not damage or deface the device or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of RCPS's default computer settings.
- Do not violate copyright laws or participate in any criminal activities.
- Do not view, send, or display offensive messages, pictures, or other inappropriate content.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another's folders, work, or files.
- Do not pursue internal or external "hacking," use anonymous email sites or proxies, access illegal file sharing networks, spread viruses, intentionally transmit spam, or attempt to access inappropriate material.
- Do not take digital pictures or video without teacher or administrator permission and for anything other than academic use.

IV. Other Terms of Use

A. Penalties for Improper Use

The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of RCPS technology resources may also

lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorities.

B. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the district's email, systems or equipment. The district may, for a legitimate reason, perform the following:

- Obtain emails sent or received on District email.
- Monitor an individual's use on the district's systems.
- Confiscate and/or search District-owned software or equipment.

C. Disclaimer

RCPS makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of its network. Any charge accrued to the user of RCPS's network are borne by the user. Statements by the user on the Internet are from the author's individual point of view and do not represent the views of RCPS, its employees, or members of the Board of Education.

Employee, student and parental/guardian signature on the Acceptable Use Agreement represent consent to conform to the Acceptable Use Policy.

If you have any questions about Acceptable Use, contact the Director.

OTHER IMPORTANT INFORMATION

SPECIAL EVENTS

From time to time, there may be special events as part of 21st CCLC. These may include family programming in the evenings, open houses and presentations. Information about special events will be included in our newsletter. If you are interested in helping plan or coordinate a special event, please let us know! Make sure to keep an eye open for newsletters and announcements regarding upcoming activities.

FAMILY SUPPORT PROGRAMMING



In addition to after-school programming, RCPS 21st CCLC anticipates offering several family support programs throughout the school year. Information on these programs, as well as who is eligible to attend these programs, will be provided through the newsletter. As these sessions are planned, you may be offered the chance to participate in the sessions or to work during the sessions.

NEWSLETTERS

Communication between the staff and parents/guardians of participants in the program is essential for the success of the program. To this end, we will publish monthly newsletters containing information about RCPS 21st CCLC, the staff and upcoming events and activities for students, parents and the community. Included with this newsletter will be a calendar with information on it about upcoming events and enrichment activities. A monthly newsletter will be sent home as well. Please read it thoroughly and post the calendar in a place where you can refer to it as needed. All information can be found on the RCPS 21st CCLC website at <https://rcps21stcclc.wixsite.com/rockdalecountyga>.

EMERGENCY SUSPENSION OF ANY RCPS 21st CCLC PROGRAM

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (tornado warning/watch, ice, snowstorms, etc.), failure of power, gas, or water supply, and breakdown of heating system. In all instances the safety, welfare, and health of students and employees are the basic factors considered in deciding whether or not to suspend temporarily the normal activities of a school day. We encourage parents to make sure their contact information is up to date on their child's Rockdale County Public Schools records. This will ensure you have immediate notice of school weather decisions. Please note that your students will use their normal route of transportation home in the event that RCPS 21st Century Community Learning Centers is cancelled.

Please note that 21st CCLC has the right to close even if Rockdale County Public Schools is in session.

PROGRAM PLANS

RECRUITMENT PLAN

The 21st CCLC program is an invitation and qualification program. The 21st Century Community Learning Centers recruitment process begins with identifying students with the greatest academic needs based on the following academic indicators:

- Current RCPS 21st CCLC student
- Sibling(s) of current RCPS 21st CCLC student
- Georgia Milestones Assessment Scores and STAR Data
- Teacher grade reports
- Behavior and social emotional needs
- Administrator, teacher, instructional coach, and/or counselor recommendations

These students will be given priority admission to the program. Please note this is not a first come first serve program.

Once all prospective students have been identified, each child will receive an application for the program. Flyers will also be available in the front office. Furthermore, a calling post will be administered to all parents.

Once the application is submitted, the Site Manager will collaborate with the daytime teachers, administrators, and counselors to determine which students qualify for the program. Grades, behavior, test scores and social emotional needs are reviewed to determine eligibility. 21st CCLC will also actively seek to include students with special needs as indicated by their Individual Education Program (IEP).

21st CCLC maintains an open registration policy. Students can apply throughout the school year and are placed on a waiting list. When a space becomes available, parents of children on the waiting list will be contacted in the order and date in which their application was received

STUDENT ATTENDANCE POLICY PLAN

The following procedures are in place to reduce absenteeism and to ensure that all students actively participate in the tutorial program on a regular and consistent basis.

1. Any student absent for 10 days from the program will be referred to the Site Manager.
2. The Site Manager and/or staff will call the parent and stress the importance of attending the program. With the assistance of the parent, the Site Manager will develop a plan which will include strategies to improve the student's attendance.
3. The Site Manager and/or staff will share these strategies with the student's afterschool and regular homeroom teacher.
4. The student's attendance will be monitored to ensure that the newly developed plan is consistently being followed.
5. If absenteeism continues to occur, the student will be dismissed from the program.

In an attempt to encourage the attendance of students from private schools in the surrounding area, RCPS 21st CCLC will elicit additional students by doing the following:

1. Mail information about the afterschool tutorial program to private schools in the surrounding area prior to the start of the program in the fall.
2. Each school will be sent applications which can be given to students who are identified by each school's teachers, parents or administration.
3. Schools in the surrounding area will be asked to provide feedback and suggestions that can be used to continue to increase student engagement, increase academic success and to encourage student attendance on a regular basis.

TRANSPORTATION PLAN

Not all RCPS 21st Century Community Learning Centers (21st CCLC) sites offer bus transportation. However, for those that do, transportation is provided free of charge to students. Specific transportation details will be shared by the Site Manager.

Students who use this service must follow the RCPS Bus Code of Conduct. Riding the school bus is a privilege, and failure to follow bus rules may result in the loss of that privilege. Understanding and adhering to the RCPS student bus rider policy is a condition of using this service. The full policy is available online at www.rockdale.k12.ga.us.

EMERGENCY PREPAREDNESS PLAN

RCPS 21st CCLC implements an Emergency Preparedness Plan to ensure the safety and well-being of all students and staff during program hours in the event of an emergency. This plan is strictly adhered to and implemented during hours of operation. Teachers and students are all trained and informed of the correct procedures that must be followed. The Emergency Preparedness Plan expectations for students enrolled in the Afterschool program align with the regular school day plan that is already in place. These rules will be consistently implemented by all staff to ensure the safety of all participants.

The Emergency Preparedness Plan expectations for students enrolled in the Afterschool program align with the regular school day plan that is already in place at the school. Rule will be consistently implemented by all staff to ensure the safety of all participants.

In an effort to make sure that our school is prepared for a variety of emergency situations, the students will participate in the following drills:

- Fire drill
- Tornado/Severe Weather drill
- Intruder Alert drill
- Bomb Threat drill



Fire Drill

After the fire alarm has been sounded, students are to quickly line up in an orderly fashion. Teachers are to escort students as far away from the building as possible in order to reach their designated evacuation location as indicated in the emergency plan. Teachers must take their emergency kits, class rosters, and color coordinated cards to indicate whether or

not all students have been accounted for. Each teacher will hold up the appropriate color card to account for students.

Tornado Drill/Severe Weather Drill

When the tornado signal has been sounded or in the event a funnel cloud has been spotted, teachers are to lead students to their designated location. Each location should be in a hallway, corridor, or enclosed room without glass or windows. Students are to kneel down with their heads touching the wall in front of them. Students' hands should be securely clasped behind their neck for protection.

Intruder Alert Drill

If a stranger is found in the building or on the school grounds, teachers are to notify the front office or administrative staff immediately. All staff and students should stay secure with doors locked in designated areas away from doors and windows until notified by administrative staff.

Bomb Threat Drill

In the event of a bomb threat, the following announcement will be made to alert staff: "At this time all teachers and staff members are to evacuate the building immediately". All staff and teachers must listen for the location of the bomb and take the students to the opposite side of the building where the bomb is located. It will be the responsibility of all teachers and paraprofessionals to supervise the students. While evacuating the building, all staff should look for unusual or suspicious devices, noises or disturbances. Have students protect their face and head from flying debris with arms, coats, books, etc.

ALTERNATIVE PROGRAMMING PLAN

In the event that RCPS 21st CCLC changes to a virtual setting, the students and parents will be notified immediately via ParentSquare, email and the RCPS 21st CCLC website <https://rcps21stcclc.wixsite.com/rockdalecountyga>. The students will participate in all activities for their site by joining the Teams Meeting for their site using the link posted on each site's Canvas page.



THRIVE Afterschool Program PARENT/GUARDIAN AGREEMENT

Name: _____

Date: _____

I have received, read, and understand the policies in the Parent/Student Handbook. I understand that my (student's) enrollment slot may be forfeited, and my student moved to the wait list in the event I breach any policy. I understand that THRIVE Afterschool Program is provided to my family free (no financial cost), and I will do my very best to work with the school to ensure my student's success.

By allowing my son/daughter to participate in THRIVE, I agree to:

- Allow my student to fully participate and to be enrolled in educational and enrichment activities that will benefit my student.
- Complete and return all required forms and documents.
- Provide any additional information or documentation that will be helpful in meeting the needs of my student
- Follow and encourage my student to follow all rules and guidelines as outlined by the Rockdale County Public Schools and THRIVE Afterschool Program 21st Century Community Learning Centers Program Handbook
- Agrees that more than three late pick-ups will result in suspension/termination from the program
- Support my student in this program by allowing him/her to attend at least 12 hours per school week and attending on a regular basis in each of the programs in which he or she is enrolled
- Inform the Site Manager if my student is absent more than five consecutive days
- If my student is absent more than five days, I understand I must provide a doctor's excuse
- Inform the Site Manager if I have any areas of concern
- Notify the Site Manager if I have any changes in address, phone number and emergency contacts
- Provide the Site Manager with any updated health information for my student

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the Director at this time or in the future.

Parent Signature

Date



THRIVE Afterschool Program STUDENT AGREEMENT

Name: _____

Date: _____

By choosing to participate in THRIVE 21st Century Community Learning Centers Program, I agree to:

- Follow all rules and guidelines as outlined by the Rockdale County Public Schools and the THRIVE Afterschool Program 21st CCLC Program Handbook
 - Attendance Policy Plan
 - Discipline & Behavior Plan
 - Rockdale County Public Schools Acceptable Use Agreement
 - Recruitment Plan
 - Student Attendance Policy
 - Transportation Plan
 - Emergency Preparedness Plan
 - Alternative Programming Plan
- Have a positive attitude and be respectful
- Be on time for scheduled activities
- Inform instructors of homework needs
- Inform the Director and/or Site Manager of any difficulties or areas of concern that may arise

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the Director and Senior Site Manager at this time or in the future.

Student Signature

Date