**South Tippah 21st CCLC**



**Policies and Procedures Manual**

*South Tippah 21,* a 21st Century Community Learning Center, operates under the supervision of the South Tippah School District. Therefore, all policies, procedure, and rules of the STSD apply to the *South Tippah 21* program. All district policies can be found on the district’s website. This document was created to reflect said policies.

**Conflict of Interest**

§ **37-11-27.** Interest in contracts involving public schools

It shall be unlawful for any member of the board of trustees of any school district, any member of the county board of education, the county superintendent of education or any superintendent, principal, teacher, or employee of a county board of education or any school district to have or own any direct or indirect interest individually or as agent or employee of any person, partnership, firm, or corporation in any contract made or let by the county board of education, the county superintendent of education or the board of trustees of the school district for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children or upon any subcontract arising therefrom or connected therewith in any manner. The board of trustees of any school district shall be authorized to contract with a teacher or school district employee to perform extra work without being in violation of the provisions of this section. The board of trustees shall make a case by case determination of the possible conflicts of interest arising from any extra work contracts and such decision by the board shall be final. Any contract entered into in violation of the provisions of this section shall be void and of no effect. Any person who shall authorize or enter into any contract in violation of the provisions hereof, or who shall knowingly or wilfully pay out or receive any money upon any such contract shall be civilly liable for the amount so paid or received, and, in the case of an official who has furnished a bond, the surety upon such bond shall likewise be liable for such amount. In addition thereto, any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars ($ 100.00) nor more than Five Hundred Dollars ($ 500.00), or by imprisonment in the county jail not less than thirty (30) days nor more than ninety (90) days, or by both such fine and imprisonment, in the discretion of the court.

SOURCES: Codes, 1942, § 6328-29; Laws, 1953, Ex Sess, ch. 17, § 9; Laws, 1989, ch. 585, § 5, effective April 25, 1989 (became law without the Governor's signature).

**Nepotism**

The South Tippah School Board of Education has adopted policies that govern the evaluation of all employees of the South Tippah School District. It is the philosophy of the Board that no employee of the district should be in a supervisory role over any family member under the following relationships:

It will be prohibited for any employee to be placed under the supervision, either direct or indirect, of a member of his/her immediate family. This prohibits hiring, transferring, or placing in any way members of the same immediate family in a supervisor/subordinate relationship. For the pure purpose of this policy, immediate family shall be defined as spouse-spouse, sibling-sibling, or parent-child relationships.

It will be prohibited for any employee to be placed under the direct supervision of a family member resulting from a marital relationship. This prohibits hiring, transferring, or placing in any way members of the same married family in a direct supervisor/subordinate relationship. For the purpose of this policy, marital relationships are defined as mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

All daily tutors, substitutes, proctors, and summer workers will be exempt from the requirements of this policy.

**Reporting of Suspected Child Abuse**

The South Tippah School District Board of Education recognizes its legal and ethical obligation in the reporting of suspected child abuse and neglect. Where there is “reasonable cause” to suspect a child has been abused and/or neglected or threatened with abuse as defined in MS Code 93-21-3 or 97-5-23 school personnel, as mandated reporters, shall act in accordance with state laws and report incidents to the Mississippi State Department of Human Services or its successors, or other such duly constituted authorities. Reports of child abuse or neglect--including the name and address of the child, family, mandated reporter, or other identifying information in the report -- shall remain confidential and shall not be public information.

**Process for Reporting Fraud, Waste, and Abuse**

Fraud is defined as the use of one’s occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization’s resources or assets. Examples of fraud include breach of fiduciary duty, bribery, concealment of material facts, theft of money or physical property, theft of secrets or intellectual property, and other statutory offenses.

Waste is defined as the loss or misuse of State resources that results from deficient practices, system controls, or decisions. An example of waste is not taking advantage of an available prompt pay discount.

Abuse is defined as the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. Examples of abuse are receiving favors for awarding contracts to certain vendors, requesting employees to perform personal errands for a supervisor or manager, and misusing the employee’s position for personal gain.

Any employee or contractor who receives a report of suspected fraudulent activity must report this information immediately upon discovery. The report of suspected fraud, waste or abuse should not be mere speculation, and should be made in good faith. Any employee who knowingly makes a false report will be subject to disciplinary action. Reports must include enough information to support an investigation. To report suspected fraudulent activity, go to the MDE Home webpage and click the “Report Fraud, Waste, and Abuse link (https://compliance.mdek12.org/Fraud/). Fill out and submit the electronic form. Your form will be directed to the Director of Compliance for review

**Reporting of Sexual Harassment**

**Section I: TITLE IX OF THE EDUCATION AMENDMENT OF 1972**

Employees and students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1964 Civil Rights Act prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance. Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

**Section II: REQUIREMENTS FOR PROCESSING COMPLAINTS**

1. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step are considered as maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended when necessary. 2. References to days are working days and do not include holidays and/or weekends. 3. Facts elicited during step two proceedings are confidential and do not become part of the employee's official personnel file. A copy of documents, communications, and records dealing with the processing of a complaint will be filed in a separate file in the office of personnel services. 4. The failure of a complainant to proceed from one step of the procedure to the next within the set time limits shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint. 5. The failure of the reviewing officers to communicate their decision to the complainant within the time limits shall permit the complainant to proceed to the next step. 6. The complainants may withdraw their complaint at any step without prejudice. However, they shall not be permitted to re-file that same complaint once withdrawn. 7. No reprisal shall be invoked against any employee for filing a complaint or for participation in any way in this procedure. 8. If the complaint is against the person's immediate supervisor, the complainant should talk immediately with the Title IX Coordinator.

**Section III: PROCEDURES FOR PROCESSING COMPLAINTS**

**Step One**: Within five (5) days of the time a complaint becomes known, the employee will present the complaint orally to his immediate supervisor or the district's Title IX Coordinator and complete the "Report of Violation of Title IX" form. It should be noted that the complainant does not have to report the incident to the supervisor before talking with the Title IX Coordinator.

**Step Two**: Within 3-5 days the supervisor or complainant is to present the completed "Report of Violation of Title IX" form to the designated person in the office of personnel services.

**Step Three**: Within five (5) days, after review of the written complaint, the Title IX coordinator shall personally question both or all parties involved in the sexual harassment complaint. A written record shall be made of the statements made by all parties involved. If the alleged harasser denies the allegation, the Title IX Coordinator must do additional fact finding before making a determination. This must be done within 5-7 days.

**Step Four**: The complainant may request, in writing, within 5 days, a hearing before an unbiased panel of district employees. If such a request is made, it shall be the responsibility of the district's Title IX Coordinator to convene a panel of three to five district employees.

**Step Five**: A panel of three to five district employees shall review the facts presented and question all parties involved before making a determination. The complainant and alleged harasser will be informed by registered mail of the date and time to appear before the panel. The proceedings of the hearing will be taped and kept on file in the office of personnel services. The panel shall be convened within 5-10 days of the written request. Representation of a complainant or alleged harasser by other individuals will not be permitted. The panel will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The panel will then express its findings and conclusions. The summary of facts, findings and conclusions will then provide the basis for subsequent review in the event of further appeal by the complainant.

**Step Six**: Within five days of review of the response of step five, the complainant and/or alleged harasser may appeal the decision by requesting, in writing, a review of the decision by the superintendent of schools. The superintendent will review the written summary of the step five panel and shall, within ten (10) days render his written decision.

**Step Seven**: Within five (5) days of review of the response of step six, the complainant or alleged harasser may appeal this decision by requesting, in writing, a review of the decision by the board of trustees. The board shall review the written summary of the panel and the written decision of the superintendent within thirty (30) days of the receipt of the step six appeal. The board's decision shall be rendered no later than the conclusion of its next regularly scheduled board meeting.

LEGAL REF.: 1964 Civil Rights Act; Title IX of the Education Amendment of 1972. CROSS REF.: Policy GACN C Sexual Harassment

**Compliance Procedure**

The program director will maintain all required documentation needed for the 21st Century audit with MDE. The program director will complete a self-assessment, using the 21st CLCC monitoring instrument, to bring the program into compliance with requirements of the grant and request assistance from MDE if needed. An external evaluator will be hired to perform an audit of the program in an effort to provide feedback for program compliance.

**Non-discriminatory Expectations**

**Employment**:

This program shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual’s race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual’s ability to perform adequately in that individual’s particular position or activity.

As provided under the Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

This school district affirms the employee rights under the Title VII and therefore “shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive, or hostile environment.”

**Student Admission**:

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status. No student should be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.

As provided under Title IX of the of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in , be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

**Annual National Criminal Background Checks**

The board shall comply with all applicable provisions of Mississippi Code of 1972 as it relates to Criminal Background Checks.

The applicant shall be fingerprinted in order to determine the applicant's suitability for employment. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history records check.

If such fingerprinting or criminal history records check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in MS Code Section 45-33-23(g), child abuse, arson, grand larceny burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the applicant shall not be eligible for employment.

All employees and regular volunteers (volunteers not regularly employed by a governmental agency or non-profit community organization) are subject to background checks and screenings.

**Instructional Staff Observations, Evaluations, and Feedback**

The program director will make weekly visits to the various tutoring sites within the district. While there, the director will meet with site coordinators and complete walk-through observations during tutoring sessions to insure the program is operating according to the daily schedule. Program director will evaluate staff members’ effectiveness of fulfilling job duties. Lesson plans will be turned in monthly by tutors to document curriculum/skills covered during tutoring sessions. Feedback will be given to site coordinators, tutors, and assistants based on both the walk-through visits and lesson plan review.

**Confidentiality Requirements**

All information about children and their families including all records will be handled as confidential information. 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.

**Compliance with Federal Regulations/Laws**

ADA:

The South Tippah School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

IDEA:

The South Tippah School District will comply with state and federal regulations regarding the Individuals with Disabilities Education Act. The district will not discriminate against any student receiving individualized services under IDEA.

**Attendance**

Staff:

It is imperative that staff members of 21st CCLC are punctual and consistent in reporting to work on their scheduled day. This provides stability and a routine to the students of the program. It is the responsibility of the 21st Century staff to ensure an approved substitute is available should he/she not be able to tutor on his/her assigned day. **If a tutor will be absent, he/she should contact the site coordinator to notify him/her of the absence so that provisions can be made.** If a staff member is habitually absent, the issue will be addressed by the program director. If the problem persists, the services of the staff member will no longer be needed.

Students:

Regular and consistent attendance by the students of the program is mandatory. If a student has more than five unexcused absences, he/she will be dismissed from the program. Late check-ins will not be allowed. **Excessive, unexcused checkouts may result in dismissal from the program.**

**Internet and Technology Usage for Staff and Students**

Children’s Internet Protection Act Policy:

It is the belief of the South Tippah School District that the use of telecommunications, including the Internet, in instructional programs is in an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of the South Tippah School District to:

* Prevent user access over its computer networks to, or transmission of, inappropriate material via Internet and World Wide Web. electronic mail, or other forms of direct electronic communications;
* Prevent unauthorized access and other unlawful activity;
* Prevent unauthorized disclosure, use, or dissemination of personal identification of minors; and
* Comply with the Children’s Internet Protection Act

Internet Use by Students:

Students using the Internet shall comply with all applicable board policies and administrative procedures. The use of the Internet is a privilege, not a right. Students found in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

Internet Access Agreement:

In order for a student to gain access to the Internet, the student and student’s parent(s) / guardian(s) must sign an Internet Access Agreement.

It must be understood by all concerned that the global and fluid nature of the Internet network’s contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable materials.

Education, Supervision, and Monitoring:

It shall be the responsibility of all members of the South Tippah School District staff to educate, supervise, and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Protection Act, and the Protecting Children in the 21st Century Act.

**Student Safety**

Safety Drills:

Each site within the program will have a current disaster plan as established by the school’s administration and shall conduct regular safety drills, to include but are not limited to tornado, fire, and active shooter.

Harassment:

Student to student harassment will not be tolerated. Complaints of student-to-student harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.

Student and Staff Protection:

It shall be unlawful for any person to intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce, whether by illegal force, threats of force by the distribution of intimidating, threatening, or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or causing him not to attend such classes.

To ensure the safety of afterschool staff and students, the entrances to the buildings will be locked by custodian/or principal upon the end of the school day. Parents/guardians and visitors must call the number posted at the entrance to gain admittance into the building.

**If for any reason the campus goes on lockdown during after school program hours, students will NOT be released to anyone (including parents) until the lockdown has been lifted by police or first responders and school administrators.**

Transportation Safety:

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed in transporting students in school owned buses. Maximum bus capacity will not be exceeded when transporting pupils for program purposes. It is expected that students adhere to the bus conduct rules outlined in the district’s student handbook.

Should an emergency situation arise, staff members will not be allowed to transport students in personal vehicles. If an injury is life threatening, EMS services will be called and the parent/guardian will be notified.

**Student Conduct**

The South Tippah School District has a student handbook outlining policies and procedures pertaining to student conduct and behavior. Our program will adhere to the rules and behavior policies outlined in the student handbook. Our program’s parent/student handbook also clearly states student rules and discipline procedures.

One goal of our program is to help students develop behavior that is appropriate and socially acceptable. We seek to create model citizens who are well-equipped both socially and intellectually for their future college and career goals. In order to guide your child in learning self-discipline and social skills, our program asks student to adhere to a few rules:

* Follow rules of school district handbook. (Both school and district rules)
* Follow the directions of staff the **first** time they are given.
* Show respect and speak kindly to others. (No swearing, put-downs, name-calling, threats, etc.)
* Keep hands and feet to yourself. (No hitting, kicking, pinching, etc.)
* Ask permission to leave an area.
* Use equipment and materials properly, carefully, and with respect.
* Clean up after themselves.

In an effort to foster self-discipline, staff members will use positive reinforcements (incentives, positive encouragement, verbal praise) when students exhibit positive behaviors. Students must understand that misbehavior will not be tolerated. If a behavior issue occurs, a staff member will contact the parent/guardian. If the behavior persists, the student will be dismissed from the program. The first discipline referral will serve as a warning. If the student receives another discipline referral, he or she will be dismissed from the program.

**Grants Management**

Program Indicator 1

South Tippah School District

**Goal: Ensure the grantee will primarily target students who attend schools eligible for schoolwide programs under section 1114 and the families of such students.**

All 21st CCLC program sites operate in schools in the district which receive funding under Title I except Ripley High School.

In addition to targeting students who attend schools eligible for schoolwide programs under section 1114, we also target students who:

* scored a 1 or 2 on MAAP test is math or reading
* are in the bottom quartile for math and/or reading STAR scores,
* are at-risk of failing math or reading
* have a teacher recommendation
* have sibling in the program
* are in foster care.

The Site Coordinator or Program Director will use the scoring rubric on the back side of the application to rank applicants based on this criteria if there are more applicants than available slots.

Program Indicator 2

South Tippah School District

**Goal: Ensure the grantee will develop written policies and procedures to promote effective management.**

The Federal Programs director will work with the Program Director to compose a Policies and Procedures manual which outlines approved policies and procedures for a wide variety of topics. This policies and procedures manual will cover both programmatic and budgeting topics. The Program Director will submit the completed Policies and Procedures Manual to the Advisory Board for approval. Once approved, it will be shared with program staff and uploaded to the program link on the district website.

Program Indicator 3

South Tippah School District

**Goal: Ensure the grantee will establish an attendance policy to encourage attendance and reduce absenteeism for participants.**

Regular and consistent attendance by the students of the program is mandatory. If a student has more than five unexcused absences, he/she will be dismissed from the program. Late check-ins will not be allowed. **Excessive, unexcused checkouts may result in dismissal from the program.** Each site will create a unique incentive system that promotes regular attendance. Students who attend the program every day each month will receive special recognition for their exemplary attendance by the Site Coordinator.

Program Indicator 4

South Tippah School District

**Goal: Ensure the program staff will communicate regularly and effectively with school day staff to supplement regular school educational activities and to inform and receive information from in-school teachers on students’ academic and behavioral progress.**

Communication procedures between in-school teachers and after-school staff will be determined by Site Coordinators at each site. Two options are typically utilized:

1. The Site Coordinator will use the weekly skills sheets to gather reading and math objectives as well as homework assignments from school day teachers at each grade level.
2. The Site Coordinator will assign a contact person from each grade level represented in the program. This contact person will communicate with the school day teaching staff to gather reading and math objectives as well as homework assignments. This may be done in person or via email.

In addition to gathering skills and assignments, the after-school program will utilize quarterly student progress reports to receive information on students’ academic and behavioral progress. The Site Coordinator will complete the top portion of the student progress report for each students who attended the program regularly during the designated quarter. He or she will then give each progress report to either a math or ELA teacher for each child. Once the completed progress reports are returned to the Site Coordinator, he/she will make a copy to send home to the parents/guardians with the quarterly newsletter.

Program Indicator 5

South Tippah School District

**Goal: Ensure parents participate in the decision-making and planning of the program operation.**

Parents help in the decision-making and planning of the program in several ways:

1. Parents complete survey questions related to 21st CCLC on the school-wide surveys. In addition, the Program Director surveys the parents of program participants in the spring semester to gather feedback and input in the operations of the program.
2. A parent representative is included on the Program Director’s Advisory Council to serve as a voice for the parents.
3. Parents are included in various parent meetings and registration nights where they can express their thoughts to Site Coordinators and the Program Director.

Program Indicator 6

South Tippah School District

**Goal: Ensure proper procedures for enlisting volunteers? Volunteers are recruited, screened, and trained effectively to work in the 21st Century program.**

Volunteers are recruited in a variety of ways:

1. Every nine weeks, site coordinators send home a newsletter. On the newsletter there is a place that asks for volunteers and gives contact information for the site coordinator so that family members can sign up.
2. On applications there is a place for parents or guardians to list volunteer services that they are able to provide.
3. Staff members recruit speakers within the community who can speak on various topics. The staff members make a request to either the Site Coordinator or the Program Director for approval.
4. High school students are allowed to volunteer for community service hours.

Volunteers are screened by the Program Director or Site Coordinator. Volunteers are never left alone with a student or group of students. They are always under the supervision of a certified staff member.

Volunteers are trained on an as needed basis. Most volunteers serve as classroom aides or guest speakers and need no ongoing training. Volunteers who work with students on progress monitoring or specific academic interventions are trained during a related professional development opportunity.

Program Indicator 7

South Tippah School District

**Goal: Ensure professional development of the staff. The professional development is ongoing, provided to all staff, and specific to the 21st CCLC program.**

The 21st CCLC program will offer two to three professional development opportunities each year. One PD will always be held at the beginning of the school year before the first day of the program. The Program Director will facilitate this PD and give an overview of the goals of the program, staff duties, and recent survey/data reports. A guest speaker will be brought in to give a brief training on relevant topics.

In addition to the start-of-school PD, one to two additional PD opportunities will be offered each grant year to program staff. These PD topics will relate to STEM, reading and math intervention strategies, phonics, curriculum development, and student safety. These PD opportunities will be scheduled by the Program Director according to presenter’s availability.

The program director is responsible for maintaining a professional development calendar and scheduling all professional development opportunities.

Program Indicator 8

South Tippah School District

**Goal: Ensure the program addresses chronic absenteeism or implements dropout prevention activities in the program.**

Regular and consistent attendance by the students of the program is mandatory. If a student has more than five unexcused absences, he/she will be dismissed from the program. Late check-ins will not be allowed. Excessive, unexcused checkouts may result in dismissal from the program. Students who are present every day of the month will receive special recognition or receive an incentive from the Site Coordinator.

The Program Director and Site Coordinators will work together to schedule ongoing activities that address dropout prevention. One way this is accomplished is through weekly/monthly character development activities and addiction prevention activities. Our program collaborates with Mississippi Tobacco Free Coalition and Families First of North Mississippi for resources and curriculum addressing dropout prevention.

Program Indicator 9

South Tippah School District

**Goal: Ensure the grantee has security procedures and adequate security in place.**

To ensure the safety of afterschool staff and students, the entrances to the buildings will be locked by custodian/or principal upon the end of the school day. Parents/guardians and visitors must call the number posted at the entrance to gain admittance into the building.

Each site within the program will have a current disaster plan as established by the school’s administration and shall conduct regular safety drills, to include but are not limited to tornado, fire, and active shooter. The Site Coordinator will conduct safety drills at least once per semester and maintain documentation of the drills.

If for any reason the campus goes on lockdown during after school program hours, students will NOT be released to anyone (including parents) until the lockdown has been lifted by police or first responders and school administrators.

See procedures for indicator 24 for check-/dismissal procedures.

Program Indicator 10

South Tippah School District

**Goal: Ensure the grantee provides services in a safe and easily accessible environment.**

The South Tippah School District has no school designated “Persistently Dangerous.” The district has a crisis management plan and school safety plans that are reviewed annually and revised as needed. All afterschool programs are held on school campuses. School campuses are ADA compliant and adhere to stringent safety regulations. All campuses are subject to safety checks to ensure compliance.

Program Indicator 11

South Tippah School District

**Goal: Ensure sustainability for the program once funding ends, by having efforts in place to gain other sources of funding or in-kind resources to maintain the same level of program services as grant support decreases.**

The Program Director will work directly with the Federal Programs Director to ensure ongoing sustainability of the program once grant funding ends. At the end of the three year program, the South Tippah School District and the Ripley Boys and Girls Club will incorporate the cost of the program into their operating budgets. The district will provide a program director. Each school and the Boys and Girls Club will provide tutors and assistants proportional to what was offered during grant funding. Volunteers from various community partners will be sought to help defray the cost of the program and support grants will be sought from The Peoples Bank, The Create Foundation, Walmart Community Grant Program, and the Mississippi Hills Heritage Alliance.

Services Indicator 12

South Tippah School District

**Goal: Ensure the following for participating non-public schools:**

1. **Equitable services to eligible students attending non-public schools, including equitable professional development and parenting activities to participating non-public schools**
2. **Timely and meaningful consultation with appropriate non-public school personnel**
3. **Public control of funds**

There are no private schools in either the South Tippah School District or Tippah County as a whole. The South Tippah School District maintains a private school policy and set of procedures. If a private school were to open in the South Tippah area, the Federal Programs Director will reach out to officials of the private school to offer equitable services including after school services.

Services Indicator 13

South Tippah School District

**Goal: Ensure the dissemination of information about the learning center (including its location) to the community in a manner that is understandable and accessible.**

Each year prior to the start of the program, an application will be sent home with each student in the district by his/her respective school. On the application, parents will find an explanation of services offered, times, dates, and locations services will be provided. Also, applications can be found on the district website. Based on attendance trends, additional applications will be sent home throughout the year if needed.

Facebook will be used as a social media platform to advertise programs and services offered through the 21st CCLC program.

Flyers and bulletins are used near main entrances on school campuses as a means of advertising upcoming courses for targeted classes, as well as recruitment posters for the first through sixth grade afterschool program.

Services Indicator 14

South Tippah School District

**Goal: Adopt procedures and consistently applied clear standards for student behavior.**

The South Tippah School District has a student handbook outlining policies and procedures pertaining to student conduct and behavior. Our program will adhere to the rules and behavior policies outlined in the student handbook. Our program’s parent/student handbook also clearly states student rules and discipline procedures.

One goal of our program is to help students develop behavior that is appropriate and socially acceptable. We seek to create model citizens who are well-equipped both socially and intellectually for their future college and career goals. In order to guide your child in learning self-discipline and social skills, our program asks student to adhere to a few rules:

* Follow rules of school district handbook. (Both school and district rules)
* Follow the directions of staff the **first** time they are given.
* Show respect and speak kindly to others. (No swearing, put-downs, name-calling, threats, etc.)
* Keep hands and feet to yourself. (No hitting, kicking, pinching, etc.)
* Ask permission to leave an area.
* Use equipment and materials properly, carefully, and with respect.
* Clean up after themselves.

In an effort to foster self-discipline, staff members will use positive reinforcements (incentives, positive encouragement, verbal praise) when students exhibit positive behaviors. Students must understand that misbehavior will not be tolerated. If a behavior issue occurs, a staff member will contact the parent/guardian. If the behavior persists, the student will be dismissed from the program. The first discipline referral will serve as a warning. If the student receives another discipline referral, he or she will be dismissed from the program.

Services Indicator 15

South Tippah School District

**Goal: Offer a variety of academic enrichment activities and character education activities to all students.**

The Program Director will work with Site Coordinators to create a site-specific rotation schedule that allows for daily homework help, math/ELA remediation, and at least one enrichment activity. Each site will do character education activities at least monthly. Some sites will do character education weekly. The Program Director will collaborate with Families First for additional character education opportunities, as well as with the Mississippi Tobacco Free Coalition for drug and tobacco prevention activities.

All daily lesson plans containing academic, enrichment, and character education activities will be collected by the Program Director at the end of each month and kept on file in the Program Director’s office.

Services Indicator 16

South Tippah School District

**Goal: Provide daily nutritious snacks for all participants of the community learning center.**

The Program Director will work directly with the Food and Nutrition Department Director to coordinate a system to provide students with daily, nutritious snacks. This includes deciding who will prepare the snacks and how they will be delivered to the program participants at each site. The Program Director will submit required monthly documentation in the form of daily snack attendance reports after the last program day of the month. The Director of Food and Nutrition will handle reporting to USDA for reimbursement for snacks provided to program participants.

Services Indicator 17

South Tippah School District

**Goal: Ensure safe travel to and from activities.**

The 21st CCLC program will operate at five sites across the district. Participants will attend the site at which they attend school. Attendees will be picked up by their parents/approved persons at the end of each day. Therefore, daily transportation will not be provided by the program. Site coordinators will create a site-specific sign-out system at each location.

Any field trips will be taken on South Tippah School District school buses driven by approved drivers. Field trips will be limited to distances that can safely be accomplished in one day. Students will never leave campus without a signed permission form from their parent/guardian. Personal assistance will be provided for students whose handicap or medical condition requires it. A bus roster will be created and given to administrative personnel before departure.

The Services Indicator 18

South Tippah School District

**Goal: Ensure that families of students served by the community learning center are provided opportunities for literacy and related educational development.**

The Program Director will work with Site Coordinators to select a day in which the program will offer extended library hours so that parents and family members can come and read with their child. In addition to opening the library for extended hours, a certified staff member will be available to offer homework assistance to parents so that they can better help their child. These services will be advertised via quarterly, site newsletters.

Site Coordinators will use the “We Both Read” program for grades 1-4 to foster family literacy. Students will return signed reading logs to Site Coordinators for weekly incentives.

The Program Director will work with Site Coordinators throughout the year to schedule family events that provide parents with relevant and useful resources for college/scholarship application, financial literacy, resume building, etc.

Collaboration Indicator 19

South Tippah School District

**Goal: Maintain a 21st CCLC advisory board that meets at least two times per year and includes parents, students, and public and private community members.**

The Program Director and Project Coordinator will work together to establish a local Advisory Council. The council will meet twice per year usually at the beginning of each semester. The Advisory Council shall consist of the following members: The Project Coordinator/Federal Programs Director, the Program Director, one to two parents of students who attend the program, one to two students who attend the program, a licensed staff member, a member of the Young at Heart Senior Group, the Boys and Girls Club Director, a member of the North MS Boys and Girls Club Board of Directors, the South Tippah Food and Nutrition Director, the South Tippah Curriculum Coordinator, a representative from Together for Tippah, a representative from Enrichment, Inc. and a business owner from the private sector.

The Program Director will facilitate the meetings. The focus of the advisory meetings will include program needs and concerns, program operations, program recommendations and sustainability. Each meeting will be initiated with an email invitation sent by the Program Director. Each meeting shall include a sign in sheet, agenda, and minutes which shall be maintained by the program director.

Collaboration Indicator 20

South Tippah School District

**Goal: Ensure written agreements between grantee, schools, and collaborating partners that describe the programs and/or services in accordance with the approved grant.**

The district’s Federal Programs Director will work with the 21st CCLC Program Director to write detailed Contract Agreements for Services between the grantee and external partners which will outline annual services that shall be provided in accordance with the approved grant. Signed agreements will be kept on file in the offices of Federal Programs and 21st CCLC.

Collaboration Indicator 21

South Tippah School District

**Goal: Ensure partners and/or collaborators provide programs and/or services in accordance with the approved grant.**

The Boy’s and Girl’s Club will submit invoices for hours worked by employees and supplemental documentation. If the services are allowable, the requested funds will be reimbursed.

The External Evaluator will work with the Program Director to schedule site visits each term. A work report will be provided by the External Evaluator to the Program Director. At the end of the year, and evaluation report will be submitted that outlines the work done by the External Evaluator, as well as recommendations for improvement of the program.

Documentation Indicator 22

South Tippah School District

**Goal: Maintain registration forms for all participants that include student demographics (race/ethnicity, limited English proficiency, free/reduced-price lunch, new to school), and attendance broken down to 30 days or more, and fewer than 30 days.**

The 21st CCLC will use two methods for tracking participants’ demographic information and attendance records:

1. Site Coordinators and the Program Director will maintain binders for each site that include hard copies of all student registration forms including applications, personal information sheets, and signed handbook and media release forms. Hard copies of monthly attendance reports will be kept on file in the Program Director’s office.
2. The Site Coordinators and Program Director will use Cayen software to import student demographic information from the district MSIS system. Program Director and Site Coordinators will enter LEP/IEP status as well as free/reduced lunch status (which will be obtained from Food and Nutrition Director) for each participant. The software will create attendance report which groups students 30 days or more and fewer than 30 days.

Documentation Indicator 23

South Tippah School District

**Goal: Ensure program hours, activity schedules, and locations are available, accessible, and implemented as stated in the application.**

The Program Director will work with the Project Coordinator to determine program hours each year. On an average week, the program will offer a minimum of nine contact hours with participants. Each site will be open Monday through Thursday. Once hours are determined, the Program Director will work with Site Coordinators to create a daily activity schedule for each site. This information will be disseminated in the community through applications, flyers, and social media. A daily activity schedule will also be posted in a highly visible area at each program site.

Documentation Indicator 24

South Tippah School District

**Goal: Ensure procedures for signing children in and out of the 21st Century program, for locating children at all times, or other evidence to indicate the safety of students is being addressed.**

Check In:

Site Coordinators at each school will coordinate with school-day staff to create a site-specific plan for transfering students from the school-day classroom to the afterschool program. Once students are under the supervision of the 21st CCLC staff, the Site Coordinator will check attendance and pass out snacks. This attendance will be entered into the Cayen Software so that daily activity attendance can be tracked and monitored. A rotation schedule is followed at each site so that the Program Director can quickly and easily locate children at all times.

Check Out:

Site Coordinators will develop a check-out system that is appropriate for their specific site/location. The Site Coordinator will maintain early checkout documentation each month and submit the checkout sheets to the Program Director at the end of each month which will be kept on file in the Program Director’s office. The Site Coordinator is responsible for removing students who check out early from any missed activities in the Cayen System.

Students who do not check out early will be dismissed by means of a supervised, car-rider line following the same procedures as school-day dismissal. The car-rider line system will be used for pick-ups at all sites. 21st CCLC staff will make sure the child is released to parents/guardians in the line. If the staff member does not recognize the individual, he or she will ask for a name and check the student information sheet to ensure the individual is an approved pick-up person.

Documentation Indicator 25

South Tippah School District

**Goal: Maintain written plans for activities and forms to track student participation in activities.**

The Program Director will work with Site Coordinators to create rotation schedules for each site. Rotation schedules must include all program components necessary for grant fulfillment. Activity schedules for grades first through sixth must include daily homework help, math and/or reading remediation, and a variety of enrichment activities (art, music, character education, drug prevention, foreign language, etc). Targeted classes will be scheduled based on need and teacher availability in grades 7th through 12th.

Based on rotation schedules, the Program Director will enter activities for each site in the Cayen system. Daily attendance will be entered in Cayen by the Site Coordinator to track each student’s daily activity participation. Activity reports from Cayen will be used to gather required data for 21 APR.

Documentation Indicator 26

South Tippah School District

**Goal: Succeed in providing educational and related activities that will compliment and enhance the academic performance, achievement, and positive youth development of the students.**

The same best practices that drive programming during the regular school day will drive programming during after school hours. South Tippah School District licensed teachers will manage the program using the same district policies for remediation, safety, wellness, parental involvement, and multi-tiered instruction that they adhere to during the regular school day.

The district’s needs assessment surveys and sata show that in the past, our method of remediation, our intervention process, and our system of parent involvement has been successful. The 21st CCLC program will simply complement what we are already doing successfully.

Documentation Indicator 27

South Tippah School District

**Goal: Grantee will maintain the following:**

1. **Organizational chart listing all personnel**
2. **Written job descriptions for each employee of the 21st Century Program**
3. **Certifications and qualifications for all key staff**

The Program Director will maintain a list of all personnel at each site. Every employee will be submitted to the school board for approval. The Program Director and Project Coordinator will work together to create job descriptions for every position employed by 21st CCLC. All certified staff members have a copy of license on file at the District Office. The Program Director should make a copy of license for the program’s records.

Documentation Indicator 28

South Tippah School District

**Goal: Ensure that funds under this part will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds.**

The South Tippah School District has a methodology that ensures that all State and local funds are first allocated fairly to each school. Formula grant federal funds are allocated to schools according to federal regulations. Competitive grant funds, like 21CCLC, are then allocated out to schools according to federal regulations and are used to supplement, enhance and in no case supplant the state, local and other federal funds used to meet the goals of the South Tippah School District

Evaluation Indicator 29

South Tippah School District

**Goal: Ensure a system of accountability and continuous evaluation in place to support program improvement, ensure parent and participants’ satisfaction, and identify necessary change.**

The Program Director will work the Project Coordinator to select and hire an External Evaluator. The Program Director and External Evaluator will coordinate site visits throughout each term. During the site visits, the External Evaluator will collect qualitative data via informal discussions and interviews with students, parents, and staff members. The External Evaluator will collect quantitative data from the Program Director. The External Evaluator will compile a yearly Evaluation Report.

The Program Director will work with Site Coordinators to administer student, parent, staff, and school-day teacher surveys in the Spring and Summer terms. These surveys will be administered using the Cayen Software System in year two and three of the grant funding. Either the Program Director or the Cayen System will compute survey results.

Evaluation Indicator 30

South Tippah School District

**Goal: Evaluate the effectiveness of the program.**

The Program Director will follow recommendations made by the External Evaluator to improve program performance.

The survey data from students, parents, school-day teachers, and afterschool staff will be used to guide instructional/programmatic planning and decision making for the program.

Evaluation Indicator 31

South Tippah School District

**Goal: Evaluation findings are regularly and effectively communicated to staff, collaborators, partners, parents, students, and other key stakeholders.**

At the end of each year, the Program Director will compile a report that outlines reading and math growth percentages, reading and math classroom grade improvements, and behavior improvements, as well as, survey results from students, parents, staff, and school-day teachers. This data report will be shared with the LEA leaders (including school board), as well as the Advisory Council members. The report will be submit electronically via email to those inside the LEA system and a hard copy will be given to those outside of the LEA. The data report will also be available under the 21st Century link on the district website.

External evaluation reports will be submitted to all stakeholders via email or the 21st Century link on the district website.

Survey results will be shared during Advisory Council meetings, parent meetings, and posted on the district’s website.

The Program Director will submit a quarterly report to the Superintendent which will be shared with the school board.

Evaluation Indicator 32

South Tippah School District

**Goal: Coordinate other Federal, State, and local programs for effective use of resources to meet mutual goals including Title I, USDA Food and Nutrition Services, Summer Food Service, etc.**

The Federal Programs Director and the 21st CCLC Program Director will work with the district’s Food and Nutrition Services department to provide daily nutritious snacks for our afterschool program. The Program Director will be required to maintain and submit required documentation to the Food and Nutrition Services Director to ensure state reimbursement for the snacks provided.

Summer Food Service programs will be utilized to offer summer camp participants under the age of 18 free breakfasts and lunches. The Program Director will work with the district’s Food and Nutrition Services Director to coordinate summer feedings.