

# BMS 21<sup>st</sup> CCLC After School Program Teacher Handbook



## Table of Contents

|   |          |
|---|----------|
| Daily Procedure.....                                    | 2        |
| <b>Procedure for Parent or Community Complaint.....</b> | <b>2</b> |
| Student Complaints.....                                 | 2        |
| Attendance.....   | 2        |
| Lesson Plans.....                                       | 3        |
| Discipline.....   | 3        |
| Time Off.....   | 3        |
| Sign in and Out.....                                    | 3        |
| Payroll.....  | 3        |
| Telephones.....   | 3        |
| Accident Reporting and Student Injury.....              | 3        |
| Emergency Protocol.....                                 | 3        |
| Medication.....   | 4        |
| Parental Contact.....                                   | 4        |
| Curriculum.....   | 4        |
| Bus Duty.....   | 4        |
| Supply Request.....                                     | 4        |
| Student Sign Out.....                                   | 4        |
| Inclement Weather.....                                  | 4        |
| Family Literacy Night.....                              | 4        |
| Staff Development.....                                  | 5        |
| Contact Information.....                                | 5        |
| <b>Appendices</b>                                       |          |
| Appendix A.....Fraud Administrative Regulations.....    | 5        |
| Appendix B.....Child Abuse Guidelines.....              | 6        |
| Appendix C.....Harrassment.....                         | 11       |
| Appendix D.....Internet Safety.....                     | 12       |
| Appendix E.....Nepotism.....                            | 13       |
| Appendix F.....Fraud, Waste, and Abuse Procedures.....  | 14       |
| Appendix G.....Safety/Fire Evacuation Locations.....    | 16       |
| Handbook Signature Page.....                            | 17       |

## Daily Procedures

- Please be ready to take your students to the classroom as soon as your contracted school day time is over.
- Never leave your students unattended in your classroom.
- Students should not be in the halls without a specific purpose and supervision.
- Be sure discipline referrals to the Site Director are made in a timely manner (within 24 hours of the occurrence.)
- Any material relating to the BMS 21<sup>st</sup> CCLC After School Program is to be approved by the Site Director before sending. This includes notes sent home to parents.
- Staff are responsible for the safekeeping of any BMS 21<sup>st</sup> CCLC After School Program supplies and other items.
- Staff members are to sign in and out daily on the sheet provided by the Site Director.
- Please help promote a positive image of the BMS 21<sup>st</sup> CCLC After School Program to your students, parents, and the public. Make concerns known to the Site Director.
- Please attend all staff meetings. These will be held periodically and will be announced well in advance. All efforts will be made to hold these at a convenient time.

## Procedure for Parent or Community Complaint

From time to time, difficulties may arise when dealing with parents, guardians, and citizens of the community. Professional ethics, tact, and diplomacy should be used when solving these problems.

If you feel you are unable to solve a disagreement, refer the person or persons to the Site Director.

## Student Complaints

Student complaints left unresolved often become parent and community concerns. If you are unable to remedy the complaint, contact the Site Director.

## Attendance

Regular attendance on the part of the students is a must if they are to succeed in this program. Attendance will be taken as the students gather in the cafeteria at the beginning of the program. If a child misses two consecutive days, the Site Director will contact his/her family.

### Lesson Plans

Brief lesson plans should be turned in to the Site Director by classroom teachers at the beginning of each week. This is very important for our data documentation with the Department of Education. It is expected that a structured session of instruction should take place, which includes all students in your class.

### Discipline

Corporal punishment is not permitted in the BMS 21<sup>st</sup> CCLC After School Program. In the classroom, consistency is the key and students should know what is expected of them. Inappropriate behavior will not be tolerated, and the “two strikes and you’re out” policy will be in effect. Fighting will lead to expulsion from the BMS 21<sup>st</sup> CCLC After School Program.

### Time Off

All BMS 21<sup>st</sup> CCLC After School Program staff are paid only for the amount of time that is worked. If you are unable to attend, you are responsible for getting a substitute for that day, unless there is an emergency. A list of available substitutes will be provided for you by the Site Director.

### Sign In and Out

As mentioned above, staff members are to sign in at the beginning of each after school day. Please remember that you are required to put in two hours daily. The BMS 21<sup>st</sup> CCLC After School Program program meets Monday through Thursday for after school classes and Monday through Friday for morning classes. All school holidays will be observed by the BMS 21<sup>st</sup> CCLC After School Program.

### Payroll

All staff are paid monthly, according to a pay schedule. Checks will be distributed as they usually are through the Board of Education office, and your BMS 21<sup>st</sup> CCLC After School Program pay will be included with your regular paycheck. Pay will be based on the timesheets provided by the Site Directors.

### Telephones

Personal cell phones are not to be used while classes are in session. The Site Director has a cell phone if needed. The number is listed in the back of the handbook.

### Accident Reporting and Student Injury

All accidents involving injury, or possible injury, will be reported to the Site Director. If a child is injured, **DO NOT ATTEMPT TO MOVE HIM/HER**. Send for help and have the Site Director call 911.

### Emergency Protocol

21<sup>st</sup> CCLC Morning/Afterschool will follow the same emergency procedures as outlined by the Decatur County School Systems for emergency procedures with severe weather, lock down, and fire drills. All 21<sup>st</sup> CCLC Staff must have an emergency contact Sheet on file in 21<sup>st</sup> CCLC Student/Staff Information log kept in the front office. Please see evacuation locations on Appendix

### Medication

The BMS 21<sup>st</sup> CCLC After School Program staff will not administer any medication. A first-aid kit is available. Please see the Site Director.

### Parental Contact

A copy of all student registration forms will be maintained by the Site Director. Any time contact is made regarding a child, documentation must be kept by the Site Director.

### Curriculum

The BMS 21<sup>st</sup> CCLC After School Program students will be taught using a variety of instructional methods and content areas. We will focus on Math and Reading with extension classes offered in art, and physical education. A target group of students will be offered instruction utilizing the iPass system.

### Bus Duty

Please walk your students to the bus ramp beside the gym. Students should be on the bus by 5:35 PM. Students who are picked up by cars should walk to the front of the school building.

### Supply Request

To request supplies, the teacher will complete a supply request form and submit it to the Site Director in a timely manner, usually five to six days. This includes curriculum materials and classroom supplies such as pens, pencils, paper, markers, etc.

### Student Sign-out

Students who are picked up by parents/guardians are to be signed out using an the BMS sign-out sheet. Student application forms have a list of all adults authorized to pick up students. Do not allow anyone to take a student from your room without a note from the Site Director.

### Inclement Weather

The BMS 21<sup>st</sup> CCLC After School Program program will follow Decatur County School System policy regarding inclement weather. This includes advisories from the county 911/GEMA office. If school is dismissed early due to inclement weather, the BMS 21<sup>st</sup> CCLC After School Program will not be in session.

### Family Literacy Night

Every member of the staff is encouraged to attend Family Math and Reading Fun Nights, which will be held once or twice a year. From time to time, these may be mandatory, depending on the content of the meeting. This is a very important component to the program.

### Staff Development

The BMS 21<sup>st</sup> CCLC After School Program Staff Development training will be held periodically, and you will be notified in advance of these sessions.

DECATUR COUNTY SCHOOL SYSTEM  
Fraud Administrative Regulations

Reporting Suspicion of Fraudulent Activities

- Purpose: To ensure that the reporting of suspicion of fraudulent activity the Decatur County Board of Education ensures employees, clients and providers of confidential channels to report suspicious activities.
- Definitions: Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.
- Statement of Administrative Regulations: Decatur County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.
- Confidentiality: All reports of suspect fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.
- Procedures and Responsibilities:
1. Anyone suspecting fraud concerning federal programs should report their concerns to Decatur County Board of Education at 229-248-2200
  2. Any employee with Decatur County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are to contact the Decatur County Board of Education at 229-248-2200. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
  3. The Decatur County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
  4. If necessary you will be contacted for additional information.
  5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.
-

## Appendix B

### Child Abuse Guidelines and Reporting

OFFICIAL CODE OF GEORGIA ANNOTATED  
Copyright 2013 by The State of Georgia

**All rights reserved.**

\*\*\* Current Through the 2013 Regular Session \*\*\*

\*\*\* Annotations Current Through March 29, 2013 \*\*\*

TITLE 19. DOMESTIC RELATIONS  
CHAPTER 7. PARENT AND CHILD RELATIONSHIP GENERALLY  
ARTICLE I. GENERAL PROVISIONS

**GO TO GEORGIA STATUTES ARCHIVE DIRECTORY**

*O.C.G.A. § 19-7-5 (2013)*

§ 19-7-5. (For effective date, see note.) Reporting of child abuse; when mandated or authorized; content of report; to whom made; immunity from liability; report based upon privileged communication; penalty for failure to report

(a) The purpose of this Code section is to provide for the protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended

that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these children, and to preserve family life wherever possible. This Code section shall be liberally construed so as to carry out the purposes thereof.

(b) As used in this Code section, the term:

(1) (For effective date, see note.) "Abortion" shall have the same meaning as set forth in Code Section 15-11-68 1.

(2) "Abused" means subjected to child abuse.

(3) "Child" means any person under 18 years of age.

(4) "Child abuse" means:

(A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;

(B) Neglect or exploitation of a child by a parent or caretaker thereof;

(C) Sexual abuse of a child; or

(D) Sexual exploitation of a child.

However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall,

for that reason alone, be considered to be an "abused" child.

(5) "Child service organization personnel" means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.

(6) "Clergy" means ministers, priests, rabbis, imams, or similar functionaries, by whatever name called, of a bona fide religious organization.

(7) "Pregnancy resource center" means an organization or facility that:

(A) Provides pregnancy counseling or information as its primary purpose, either for a fee or as a free service;

(B) Does not provide or refer for abortions;

(C) Does not provide or refer for FDA approved contraceptive drugs or devices; and

(D) Is not licensed or certified by the state or federal government to provide medical or health care services and is not otherwise bound to follow federal Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, or

other state or federal laws relating to patient confidentiality.

(8) "Reproductive health care facility" means any office, clinic, or any other physical location that provides abortions, abortion counseling, abortion referrals, or gynecological care and services.

(9) "School" means any public or private pre-kindergarten, elementary school, secondary school, technical school, vocational school, college, university, or institution of postsecondary education.

(10) "Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any act which involves:

(A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;

(B) Bestiality;

(C) Masturbation;

(D) Lewd exhibition of the genitals or pubic area of any person;

(E) Flagellation or torture by or upon a person who is nude;

(F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;

(G) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;

(H) Defecation or urination for the purpose of sexual stimulation; or

(I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

"Sexual abuse" shall not include consensual sex acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than the minor. This provision

shall not be deemed or construed to repeal any law concerning the age or capacity to consent.

(11) "Sexual exploitation" means conduct by any person who allows, permits, encourages, or requires that child to engage ( in:

(A) Prostitution, as defined in *Code Section 16-6-9*; or

(B) Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in *Code Section 16-12-100*.

(c)(1) The following persons having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made as provided in this Code section:

(A) Physicians licensed to practice medicine, physician assistants, interns, or residents;

(B) Hospital or medical personnel;

**(C) Dentists;**

(D) Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;

(E) Podiatrists;

(F) Registered professional nurses or licensed practical nurses licensed pursuant to Chapter 26 of Title 43 or nurse's aides;

(G) Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter IOA of Title 43;

(H) School teachers;

(I) School administrators;

(J) School guidance counselors, visiting teachers, school social workers, or school psychologists certified pursuant w Chapter 2 of Title 20;

(K) Child welfare agency personnel, as that agency is defined pursuant to *Code Section 49-5-12*;

(L) Child-counseling personnel;

(M) Child service organization personnel;

(N) Law enforcement personnel; or

(O) Reproductive health care facility or pregnancy resource center personnel and volunteers.

(2) If a person is required to report child abuse pursuant to this subsection because that person attends to a child pursuant to such person's duties as an employee of or volunteer at a hospital, school, social agency, or similar facility, that person shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified

shall report or cause a report to be made in accordance with this Code section. An employee or volunteer who makes a

report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection

Under no circumstances shall any person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, to whom such notification has been made exercise any control, restraint, modification, or make other



change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

(d) Any other person, other than one specified in subsection (c) of this Code section, who has reasonable cause to believe that a child is abused may report or cause reports to be made as provided in this Code section.

(e) An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney. If a report of child abuse is made to the child welfare agency or independently discovered by the agency, and the agency has reasonable cause to believe such report is true or the report contains any allegation or evidence of child abuse, then the agency shall immediately notify

the appropriate police authority or district attorney. Such reports shall contain the names and addresses of the child and

the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. Photographs of the child's injuries to be used as documentation in support of allegations by hospital employees or volunteers, physicians, law enforcement personnel,

school officials, or employees or volunteers of legally mandated public or private child protective agencies may be taken without the permission of the child's parent or guardian. Such photographs shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

(f) Any person or persons, partnership, firm, corporation, association, hospital, or other entity participating in the making of a report or causing a report to be made to a child welfare agency providing protective services or to an appropriate police authority pursuant to this Code section or any other law or participating in any judicial proceeding or any other proceeding resulting therefrom shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such participation pursuant to this Code section or any other law is made in good faith. Any person making a report, whether required by this Code section or not, shall be immune from liability as provided in this subsection.

(g) Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole

or in part upon any communication to that person which is otherwise made privileged or confidential by law; provided, however, that a member of the clergy shall not be required to report child abuse reported solely within the context of confession or other similar communication required to be kept confidential under church doctrine or practice. When a clergy member receives information about child abuse from any other source, the clergy member shall comply with the reporting requirements of this Code section, even though the clergy member may have also received a report of child abuse from the confession of the perpetrator.

(h) Any person or official required by subsection (c) of this Code section to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

(i) A report of child abuse or information relating thereto and contained in such report, when provided to a law enforcement agency or district attorney pursuant to subsection (e) of this Code section or pursuant to *Code Section 49-5-41*, shall not be subject to public inspection under Article 4 of Chapter 18 of Title 50 even though such report or information is contained in or part of closed records compiled for law enforcement or prosecution purposes unless:

(1) There is a criminal or civil court proceeding which has been initiated based in whole or in part upon the facts regarding abuse which are alleged in the child abuse reports and the person or entity seeking to inspect such records provides clear and convincing evidence of such proceeding; or

(2) The superior court in the county in which is located the office of the law enforcement agency or district attorney which compiled the records containing such reports, after application for inspection and a hearing on the issue,

shall permit inspection of such records by or release of information from such records to individuals or entities who are

engaged in legitimate research for educational, scientific, or public purposes and who comply with the provisions of this paragraph. When those records are located in more than one county, the application may be made to the superior court of any one of such counties. A copy of any application authorized by this paragraph shall be served on the office of the law enforcement agency or district attorney which compiled the records containing such reports. In cases where the location of the records is unknown to the applicant, the application may be made to the Superior Court of Fulton County. The superior court to which an application is made shall not grant the application unless:

- (A) The application includes a description of the proposed research project, including a specific statement of the information required, the purpose for which the project requires that information, and a methodology to assure the information is not arbitrarily sought;
- (B) The applicant carries the burden of showing the legitimacy of the research project; and
- (C) Names and addresses of individuals, other than officials, employees, or agents of agencies receiving or investigating a report of abuse which is the subject of a report, shall be deleted from any information released pursuant to this subsection unless the court determines that having the names and addresses open for review is essential to the research and the child, through his or her representative, gives permission to release the information.

**HISTORY:** Code 1933, § 74-111, enacted by Ga. L. 1965, p. 588, § 1; Ga. L. 1968, p. 1196, § 1; Ga. L. 1973, p. 309, § 1; Ga. L. 1974, p. 438, § 1; Ga. L. 1977, p. 242, §§ 1-3; Ga. L. 1978, p. 2059, §§ 1, 2; Ga. L. 1980, p. 921, § 1; Ga. L. 1981, p. 1034, §§ 1-3; Ga. L. 1988, p. 1624, § 1; Ga. L. 1990, p. 1761, § 1; Ga. L. 1993, p. 1695, §§ 1, 1.1; Ga. L. 1994, p. 97, § 19; Ga. L. 1999, p. 81, § 19; Ga. L. 2006, p. 485, § 1/SB 442; Ga. L. 2009, p. 453, § 2-2/HB 228; Ga. L. 2009, p. 733, § 1/SB 69; Ga. L. 2012, p. 899, § 5-1/HB 1176; Ga. L. 2013, p. 141, § 19/HB 79; Ga. L. 2013, p. 294, § 4-23/HB 242; Ga. L. 2013, p. 524, § 2-1/HB 78.

**NOTES:** DELAYEYO EFFECTIVE DATE. --Paragraph (b)(1), as set out above, becomes effective January 1, 2014. For

version of paragraph (b)(1) in effect until January 1, 2014, see the 2013 amendment note.

**THE 2009 AMENDMENTS.** --The first 2009 amendment, effective July 1, 2009, substituted "Department of Human

Services" for "Department of Human Resources" in the first sentence of subsection (e). The second 2009 amendment,

effective May 5, 2009, substituted "any person" for "a child's parent or caretaker" in the introductory language of paragraph (b)(4).

**THE 2012 AMENDMENT,** effective July 1, 2012, in subsection (b), added present paragraph (b)(1), redesignated former paragraphs (b)(1) through (b)(3) as present paragraphs (b)(2) through (b)(4), respectively, inserted "that" in present subparagraph (b)(4)(A), added paragraphs (b)(5) through (b)(9), redesignated former paragraphs (b)(3.1) and (b)(4) as present paragraphs (b)(10) and (b)(11), respectively; added "or nurse's aides" at the end in subparagraph

(c)(1)(F); deleted "or" at the end of subparagraph (c)(1)(M), substituted "; or" for a period at the end of subparagraph (c)(1)(N), and added subparagraph (c)(J)(O); in paragraph (c)(2), in the first sentence, inserted "child", and substituted

"an employee of or volunteer at" for "a member of the staff of", and substituted "An employee or volunteer" for "A staff

member" at the beginning of the second sentence; in subsection (e), twice substituted "employees or volunteers" for "staff", and substituted "photographs" for "photograph" at the beginning of the fifth sentence; at the end of subsection

(g), inserted the proviso at the end of the first sentence, and added the last sentence. See editor's note for applicability.

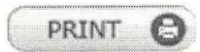
THE 2013 AMENDMENTS . --The first 2013 amendment, effective April 24, 2013, part of an Act to revise, modernize,

and correct the Code, substituted "Chapter 26" for "Chapter 24" in subparagraph (c)(1)(F). The second 2013 amendment, effective January 1, 2014, substituted "Code Section 15-11-681" for "*Code Section 15-11-111*" in paragraph (b)(1). The third 2013 amendment, effective July 1, 2013, inserted "physician assistants," in subparagraph (c)(1)(A). See editor's note for applicability.

Page 5

O.C.G.A. § 19-7-5

## Harassment



It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy GAAA/JM, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

### Introduction

It is the policy of Decatur County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### Definitions

Key terms are as defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the Decatur County Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Inappropriate Network Usage - Supervision and Monitoring

It shall be the responsibility of all members of the Decatur County Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

As required by the Children's Internet Protection Act, Decatur County Schools will educate 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 the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Chief Technology Information Officer or designated representatives.

Appendix E

Decatur County Board of Education  
21st Century Community Learning Centers (21st CCLC) Nepotism Policy

---

The Decatur County Board of Education 21st CCLC Program prohibits any 21st CCLC employee from directly supervising his/her immediate family members. For the purpose of this policy, a family member is defined to include spouses, parents, children, grandparents, grandchildren, brothers, sisters, brothers- and sisters-in law, fathers- and mothers-in law, nieces, nephews, step-parents, step-brothers, step-sisters, step-children and any relatives living in the residence of the employee.

The provisions of this policy may be waived by the 21st CCLC Director when the assignment or placement of both relatives is of such nature that no reasonable alternatives are available.

## Appendix F

### DECATUR COUNTY SCHOOL DISTRICT FRAUD, WASTE, AND ABUSE PROCEDURE PURPOSE:

-In compliance with White House Executive Order 12731, the Decatur County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The

Decatur County School System shall not tolerate fraud, waste, or abuse of any kind and has an established system for the reporting and investigating of suspicious activities.

### DEFINITIONS:

"Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Decatur County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

"Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

"Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality; or extravagant or excessive use so as to abuse one's position or authority.

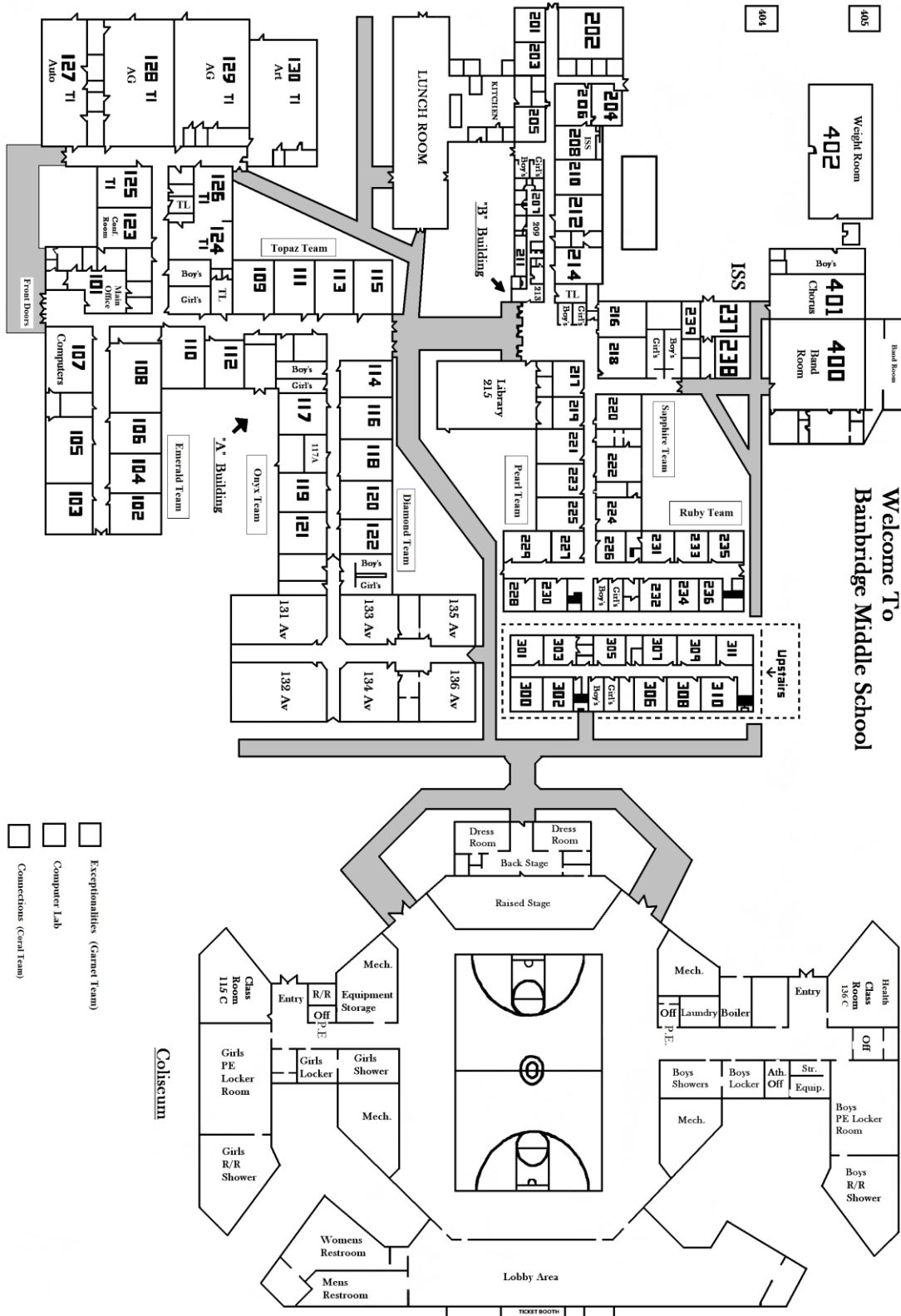
### EXAMPLES OF FRAUD, WASTE, AND ABUSE: (NOT ALL-INCLUSIVE)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment -Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)

- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property



# Appendix G



---

Please sign below and return to the Site Director:

*I have read the above information contained in the BMS 21<sup>st</sup> CCLC After School Program Staff Handbook and I am in agreement and understanding.*

*School* \_\_\_\_\_ *Position* \_\_\_\_\_

*Please print name* \_\_\_\_\_

*Signed,* \_\_\_\_\_ *Date* \_\_\_\_\_