

YES PROGRAM

Nita M. Lowey 21st Century Community Learning Centers Program



Staff-Student-Parent Handbook

Updated 5.3.21

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GOALS & OBJECTIVES

OakHill Middle School

1) Improve academic achievement

- 60% of regularly participating students (attending the program 30 days or more) in grades 6 – 8 will improve their reading level.
- 50% of regularly participating students (attending the program 30 days or more) in grades 6 – 8 will meet or exceed district and state standards or show academic growth in math.
- 50% of regularly participating students (attending the program 30 days or more) in grades 6 – 8 will meet or exceed district and state standards or show academic growth in science.

2) Increase positive student behaviors

- 85% of regularly participating students (attending the program 30 days or more) will be absent 10 days or less from YES during the academic year.
- 50% of regularly participating students (attending the program 30 days or more) will demonstrate improvement in homework completion.
- 50% of regularly participating students (attending the program 30 days or more) will demonstrate improvement in behavior.

3) Increase Family Involvement

- 90% of parents/caregivers will attend at least one parent engagement opportunity during program year.
- 75% of parent caregivers attending engagement opportunities will increase their understanding of student academic achievement and learning.

GOALS & OBJECTIVES

Lakeview Academy

1) To Improve Academic Performance

- 40% of regularly participating students will demonstrate an improvement in reading.
- 40% of regularly participating students will meet or exceed district and state standards or show academic growth in math.

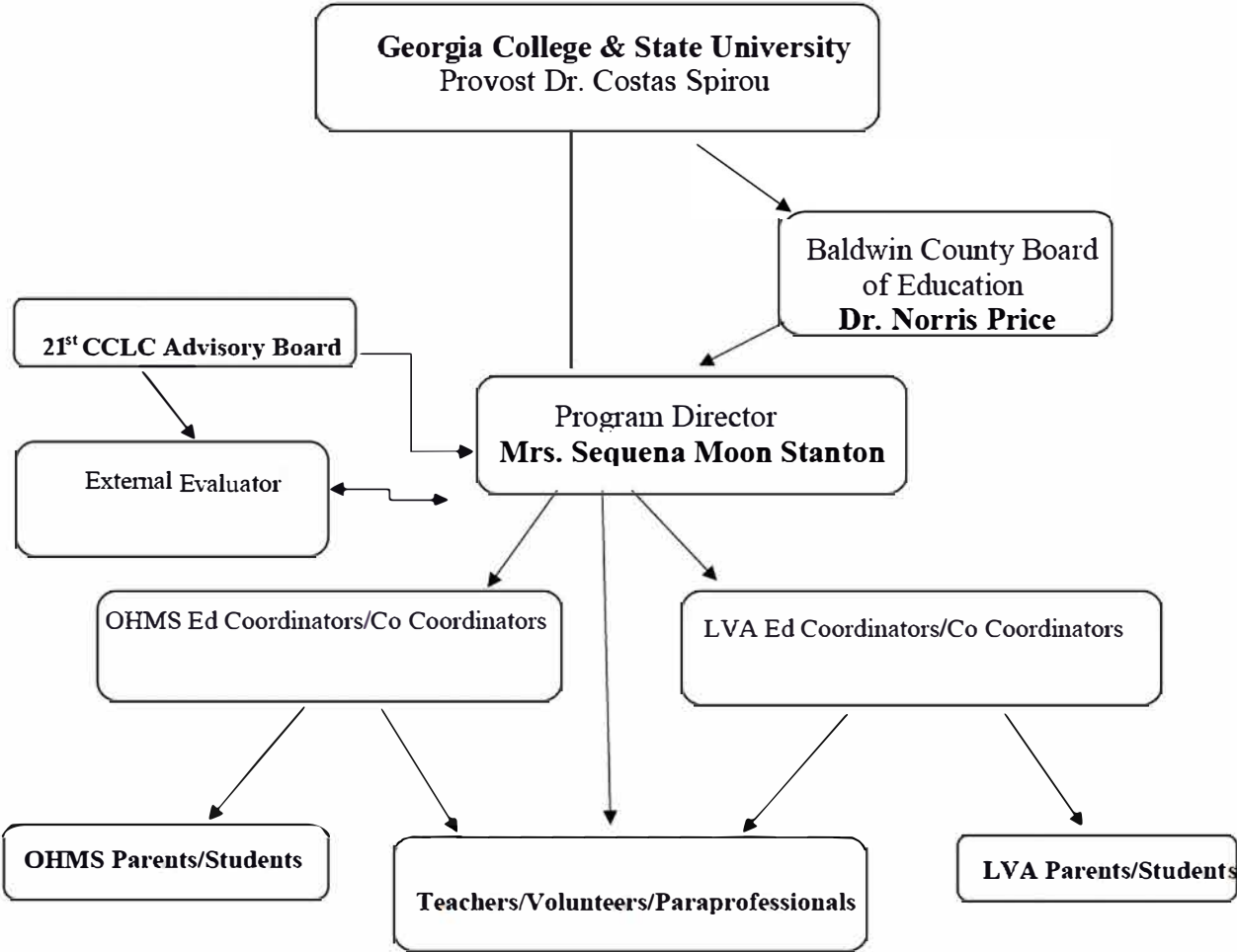
2) Build Student Capacity

- 85% of regularly participating students will be absent 10 days or less from day school during the academic year.
- 50% of regularly participating students will demonstrate an improvement in behavior.
- 50% of regularly participating students will demonstrate an increase in knowledge relating to entrepreneurship and life skills.

3) Increase Family Engagement

- 90% of parent/caregivers will attend at least one engagement opportunity.
- 90% of parent/caregivers will attend at least one Learning opportunity.

YES Program Organization Chart





Lakeview

3:00-6:15

Oak Hill

3:15-6:30

Free UDSA snack & meal served daily



ACADEMICS

- HOMEWORK HELP
- READING
- ENGLISH
- MATH
- SCIENCE

The purpose of the YES Program is to help students understand “how” to do their homework. YES does not guarantee that homework will be finished. Please check your student’s assignments.



Enrichment activities are designed to be hands-on learning experiences. All students are required to participate. Enrichment activities are geared to promote social and emotional growth.

Students will have the opportunity to rotate through a variety of project-based learning opportunities

- Science
- Technology
- Engineering
- Arts
- Math



Students must be in good standing in the YES program to participate in field trips; attendance and behavior.

Parent Participation and Learning

Activities will be planned for parents and guardians of YES students designed to help their student be successful in school. YES parents and guardians are required to participate in **one** parent meeting (orientation in August and update session in January) and **one** parent learning activity.

- Applications are available Lakeview Academy and Oak Hill Academy students in grades 3-8
- Applications are accepted throughout the year; no application deadline
- Area private school students are also eligible to attend after submission of a YES application
- Acceptance is based on one or more of the following:
 - state scores and day school grades
 - attendance and discipline
 - space availability in program

Acceptance & Enrollment

- Completed and approved application on file.
- One application per student.
- Unregistered students may not attend.
- Students may only attend YES at their day school site during the academic year.
- Application may be denied due to discipline problems both past and present.
- Students with questionable past attendance and discipline records may be accepted but placed on probation. This probation period is 29 days from the first day of attendance.
- Applicants will be placed on a “wait list” if space is unavailable.
- Selection from the wait list for open positions is determined based on need and not “first come first serve”.
- Applicants may be removed from the roster due to irregular attendance.
- Parents or guardians must always have a working primary and secondary phone number on file. Students may be removed from the roster if contact with parents is chronically unsuccessful.



Targeted students are selected from grades 3-8 by the elementary and middle school education coordinator based on their state-mandated test scores, grades from the previous year, and RTI/Special education status for participation in the program

Attendance

Lakeview -LEAP Target 130

OHMS-GPA-Target 140

STUDENTS: Attendance will be taken 3 times per day; 1st block, snack/dinner, and 2nd block. Students skipping sessions will be considered "Out of Place" and may be dropped from the program. This is a serious offense and is strictly enforced to ensure the safety of every student. All attendance is entered into Cayen AS21 as required by the Georgia Department of Education and 21st CCLC. 80% or higher attendance is expected.

PARENTS OR GUARDIANS: Sign-in sheets will be posted at every meeting provided by YES. As attendance is mandatory, failure to attend may result in the student's dismissal from the program. THIS PROGRAM IS FREE. Following attendance and meeting requirements is critical to keep the funding.

Points to Ponder



Students must attend to receive academic support and tutoring. Please support our efforts.

Early Checkout

- Its encouraged that all students should remain in the program until regular dismissal.
- More than 3 early checkouts per month is considered excessive and may result in the student's removal from YES.

Sign-Out

- Only individuals designated on the application will be allowed to pick up a child.
- Anyone picking up a student must enter the cafeteria, present his or her government issued ID, and sign the student out. **NO EXCEPTIONS.**
- In emergency situations, please ask someone from the approved list to pick up your student.
- Do not arrive early and ask for your student to be called from his or her classroom.

Discipline

- YES maintains a strict stance on behavior.
- YES believes that every student has the ability to correct undesirable behavior.
- Discipline problems will be reported to the day school Principal, if warranted.

Discipline Steps

1. Teacher prepares a written statement and completes disciplinary form.
2. Education Coordinator reviews information and contacts parents/guardians, if necessary.
3. Information with disciplinary recommendations are sent to Director and Principal.
4. Appropriate consequences for behavior are implemented which includes probation, suspension, or removal from program.
5. OUT OF AREA=OUT OF PROGRAM

Policies

- **ATTENDANCE:** Regular attendance is essential to meet the grant goals. Students are expected to maintain an 80 – 100% attendance.
- **CELL PHONES or other electronic devices:** The use of cell phones or other electronic devices is strictly prohibited.
- **CODE OF CONDUCT:** Each student must have a signed Georgia Code of Conduct on file. No exceptions. It is the responsibility of the parent or guardian to ensure that the student understand the expectations as set forth by Georgia College.
- **COMMUNICATION:** YES staff will communicate with the parents/guardians of YES students during car-rider pickup time or in private meetings. Feel free to request a meeting with our staff by appointment.
- **CONTACT INFORMATION:** Any changes to cell phone numbers, addresses, and any other information necessary to contact the parents or guardians must be updated at all times. It is the responsibility of the parent or guardians to ensure this information is current.
- **DISCIPLINE:** YES maintains a strict stance on behavior and discipline. If at any time the student's behavior becomes disruptive or dangerous to other students, he or she will be removed from the program immediately. Disciplinary forms will be shared with the Principal and consequences are consistence with both OHMS/YES disciplinary procedures listed in the School's handbook.
- **EMERGENCIES:** Staff members are authorized to administer first aid in a health emergency using emergency information on file with the Education Coordinator. The teacher or Education Coordinator will contact the parents and arrange additional care.
- **EMERGENCY INFORMATION:** For staff and student protection, YES requires every student to provide emergency information when applying to the program. It is important that this information (allergies, injuries, and medications taken) be kept up-to-date. It is the responsibility of the parents/guardians to make sure this information is accurate. Please report any changes **IN WRITING** to the Education Coordinator.
- **FRAUD, WASTE & ABUSE:** All individuals associated with the YES Program have the responsibility to report suspected fraud, waste, abuse, and non-compliance concerns to the Network, the University System of Georgia reporting system by calling 877-516-3432 or by calling the Georgia Department of education, 21st CCLC Program at 404-232-1197.
- **INTERNET USAGE:** If using the internet, the YES Program prohibits access to or transmission of any material in violation of any US or State Regulation or school board policy, including, but not limited to, copyrighted, threatening, or obscene material. This includes compliance with 15 USC Chapter 91, the Children's Online Privacy Protection Rule as well as the Title XIII, the Children's Internet Protection Act, 21st CCLC program officials must obtain parent/guardian consent for email and/or internet communication usage by any student under the age of 13

Policies

- **LATE POLICY:** Students may be removed from the program after 3 “late” pick-ups from the program and a signed acknowledgement from the parent.
- **MEDICINE:** No medicine (prescription or over the counter) will be given by YES staff. NO EXCPTIONS.
- **SECOND BLOCK ACTIVITIES:** Every student participating in a school-based extracurricular activity MUST check out with the Education Coordinator. This will be strictly enforced.
- **STUDENT PICKUP:** To ensure safety of all students, only individuals authorized on the YES application may pickup a student. **Any changes made in transportation must be made in person or in writing in advance.** No telephone changes will be implemented. Unconfirmed changes will be denied.
- **TRANSPORTATION:** Contingent upon funding, The YES Program will provide transportation home to all participating students using the BOE District buses which includes field trips. All expectations as set forth in the Baldwin Board of Education Student handbook will apply. If/When using the Georgia College buses, students will be expected to abide by Georgia College and Baldwin Board of education transportation policies. Students will be expected to leave the buses “clean” when returned. Teachers are expected to account for and ensure the safety of the students and the cleanliness of the buses.
- **VALUABLE PERSONAL PROPERTY:** Students should bring only personal items necessary for program. YES is not responsible for any money or valuables that are lost or stolen.
- **PROGRAM SUSPENTION/REMOVAL:** The YES program reserves the right to suspend/ dismiss students from participating in the Program due to the following: Out of place, fighting, unsatisfactory attendance, violating the late policy, unmanageable behavior and/or more than 3 disciplinary programs. Suspensions can reflect days/ semester/year.





- Staff members are authorized to administer first aid in a health emergency.
- The Education Coordinator will use the emergency information provided in the application.
- Parents or guardians will be contacted immediately for further care of the student.
- It is important to keep allergy, injuries, and medications updated.
- No medications (prescribed or over the counter) can be given by YES staff.
- Report any changes to the Education Coordinator.



YES conducts six emergency preparedness drilling per program year; 3 in August and 3 in January. Education Coordinators are required to take the staff and students through the emergency procedures as follows:

- Tornado drills: When alarm sounds, staff and students will move together into the designated location (free from windows and exterior doors) and be seated on the floor facing the wall with the head between the knees as protection from flying objects and debris. **DO NOT LEAVE THE BUILDING!** All windows and doors should be closed.
- FIRE drills: Each staff member will accompany his or her students as they evacuate the building in an orderly manner. Staff must check roll upon arriving at the safe location (located on the back side of the parking lot). Emergency evacuation routes are to be posted in every YES room at all times.
- STRANGER DANGER drills: Staff will keep the classroom doors locked at all times. Upon being alerted of an intruder, staff is to cover any windows, silence her cell phone, and move students to a safer area in their area. **AT NO TIME IS THE STAFF AND STUDENTS TO LEAVE THE ROOM.** All-clear notification will be provided by security officers. Code words will be used to ensure safety.



If the schools are closed for any reason, the YES program will also close. YES will follow the instructions of the building Principal or Superintendent. If YES is cancelled, an all-call message will be sent to the telephone number on file. When possible, flyers/reminders will be sent home with the students prior to closure.



YES is a Georgia Department of Education and Nita M. Lowey 21st Century Community Learning Center (21st CCLC) grant-funded Program. YES provides academic and academic enrichment opportunities during out of school (OST) time. Regularly participating students received assistance in meeting state and local academic standards in reading, English language arts, math and science. The vast array of afterschool enrichment opportunities are created to compliment the regular school day and founded in STEAM (Science, Technology, Engineering, Arts and Math).

YES has been a part of the Baldwin County School System since 2007 bringing over 15 million dollars to the school district and community. YES is a division of Georgia College & State University with partnerships with the Baldwin County Board of Education; Oak Hill Middle School and Lakeview Academy.

Key Contacts

Oak Hill Middle

Desiree King/Alicia Jenkins
desiree.king@baldwin.k12.ga.us
alicia.jenkins@baldwin.k12.ga.us

Lakeview Academy

Chelsea Gauthier/Dimitra Veal
chelsea.gauthier@baldwin.k12.ga.us
dimitra.veal@baldwin.k12.ga.us

Sequena Moon Stanton
**Director, Afterschool
Achievement** 478.387.6179
sequena.stanton@gcsu.edu

STAFF *Policies*

Attendance Plan and Procedures

The YES Program follows the 21st CCLC procedures for documenting student attendance. Just as we expect regular attendance from our students; the same applies to the staff. Regular attendance on the part of our staff is essential to meet the grant goals and objectives. If you are going to be absent, please notify your EC at your earliest convenience. If an emergency occurs, notify your EC asap. Frequent absences may result in termination of employment.

Acceptable Usage

All teachers must follow the Usage Policy as established for students. At no time should a YES staff member have his/her phone out for reading, texting, listening to music, or surfing the Internet. This sets a poor example for our students. Please remember, you are being paid to perform the duties as outlined in the job description and 21st CCLC. Failure to follow this policy may result in the termination of employment.

Behavior Management

In addition to the Behavior Management Plan provided on page 7, teachers are expected to handle the discipline issues within the classroom. When situations occur that place the other students or you in danger; contact the EC immediately. A Discipline Report must be written up immediately following the incident and given to the EC. A copy of the incident report will be provided to the parents in a called meeting.

Child Abuse Reporting Procedures

YES personnel are mandated by state law to report child abuse and neglect. This policy applies only to children who are less than eighteen (18) years old. Any teacher or school employee who has reasonable cause to believe that a child's physical or mental health or welfare may be affected by abuse or neglect shall report it to the EC who will then report it to the Director. The Director will arrange a meeting with the school's counselor and will turn the matter over to them at that time. The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law. In accordance with this law, the superintendent shall establish the necessary rules and regulations.

Communication Plan

With Principals and Administration:

- The director meets with the Education Coordinator and school Principal at least twice a year. If possible, every 9-weeks would provide the opportunity to review program direction and seek timely assistance.
- The Principal is invited to attend all parent orientations and meetings and asked to serve on the Advisory Committee.

With ESL families

- YES materials are provided in English and Spanish.
- If needed, translation assistance can be received through Baldwin Board of Education at Georgia College.

With Day Teachers

- The Director makes contact with the teachers at the beginning of the year by email through the Principal.
- Presentations are made to school staff during planning time.
- Continuous communication with departments will be done through the department chair throughout the year.
- Teachers are communicated with during the academic year via email or notes placed in mailboxes

With Parents

- YES staff members are expected to be in touch with families.
- During sign-out time, staff members have the opportunity to get to know the parents and/or guardians.
- Schedule a private meeting to discuss issues with students
- Parents are to be kept aware of activities and schedule through the use of handouts, Class Dojo, REMIND, or emails/texts.

Hiring

Antidiscrimination: It is the policy of Georgia College and the Baldwin Board of Education not to discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, or handicap in its educational programs, activities or employment.

YES staff members are all Georgia College employees that have been processed through the Georgia College Human Resources Department. Anyone interested in joining the YES team must apply online at www.gcsujobs.com under the appropriate position listing. The on-boarding process takes four weeks to complete. Individuals receiving a Letter of Offer from Georgia College YES Program cannot begin work until clearance is given by GCHR.

Hiring – Continued....

Ethical Expectations: It is the responsibility of the employee to report any issues relation to compensation directly to the Director. This applies to “underpayment” and “overpayment”. In the case of underpayment, employees will receive compensation owed on the next pay cycle. HOWEVER, if the employee has been overpaid, he or she is responsible for reporting the error immediately. **Repayment of the funds is mandatory.**

Classroom Expectations: Afterschool is meant to compliment day school; not duplicate it. This program is increasing understanding, not just grades. Students should be provided assistance in areas of need. Differentiated learning is an expectation of YES. Please request any supplies that you feel will take your afterschool time to another level.

Recruitment

Teachers play a tremendous role in the recruitment of students. Each teacher is expected to assist in maintaining a 1:10 teacher to student ratio in the classroom. Classes that cannot maintain ten (10) students will need to be collapsed until enough students are enrolled to meet the grant guidelines. A teacher may return to work when the enrollment is increased.

Professional Learning

All staff members are expected to participate in any professional learning offered through the YES Program. PL provided through day-school does not count toward YES PL. Each year the professional learning sessions for the afterschool staff will be defined by the observed needs of the program. Recommendations and requests are welcome.

Observations/Evaluations

YES staff and programs will be observed throughout the program year; external observation, formal observation, and informal observations. YES staff will receive at least one evaluation per year with feedback for continued improvement. The observer will be visiting classrooms, watching transition times, evaluating activities, and making suggestions for improvement. Any programmatic corrections will be addressed by the Director with the site Education Coordinator. All evaluations are reported to the Director

Sexual Harassment

All YES employees work for Georgia College and must follow GC policies and procedures found at the GC Human Resources website.

<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Office-Of-Human-Resources/Harassment>

Transportation: Contingent upon funding, The YES Program will provide transportation home to all participating students using the BOE District buses which includes field trips. All expectations as set forth in the Baldwin Board of Education Student handbook will apply. If/When using the Georgia College buses, students will be expected to abide by Georgia College and Baldwin Board of education transportation policies. Students will be expected to leave the buses "clean" when returned. Teachers are expected to account for and ensure the safety of the students and the cleanliness of the buses."

Pickup/Checkout

YES staff will follow the dismissal format developed by the Program. See page 7 for additional information.

Emergency Procedures

Fire Evacuation:

- Each classroom has an Evacuation Plan showing the designated exits posted in plain view. The teacher will lead the students to the nearest exit. Please review the map with the students.
- The teacher should prearrange for a person to lead the line out of the building, and one to follow at the rear of the line.
- All doors and windows should be closed. Leave lights on.
- The teacher reports to the EC when all students are accounted for.

Severe Weather:

- Teacher and students are to remain in or move to rooms without windows/interior rooms.
- Have everyone move close to the wall in a kneeling position with the face to knees, hands over head, backs to wall.
- Remain until the all clear signal is given.

Stranger Danger – CODE RED LOCKDOWN

- Lock classroom doors and cover windows.
- Move to a secure location; under desks, supply closet, corner of room
- REMAIN SILENT!
- Do not open the door until an all-clear/secret signal is received from a familiar person.

CODE OF CONDUCT

Georgia College is committed to the safety and protection of children. This code of conduct applies to all faculty, staff, employees, volunteers, and students who interact with children and young people in both a direct and/or unsupervised capacity.

The public and private conduct of faculty, staff, employees, students, and volunteers acting on behalf of Georgia College can inspire and motivate those with whom they interact or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact which exploits, abuses, or harasses. We are to provide safe environments for children and youth at all campus locations.

We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, instruction, or celebration.

Georgia College personnel and volunteers are prohibited at all times from physically disciplining a child.

Physical contact with children can be misconstrued both by the recipient and by those who observe it and should only occur when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open or a window providing clear visibility, and another staff member or supervisor is notified about the meeting.

We must realize our duties as a Mandatory Reporter. We must immediately report any reasonable suspicion or knowledge of abuse of a minor to the Georgia College Department of Public Safety and the appropriate supervisor or program manager who can take immediate action.

Faculty, staff, employees and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol, and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept gifts from, or give gifts to children without the knowledge of parents or guardians.

Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between parents, administration, teachers, personnel, volunteers, and minors: **(1) communication between Georgia College (including volunteers) and minors that is outside the role of the professional or volunteer relationship (Teacher, coach, host, etc.) is prohibited; (2) where possible, email exchanges between a minor and a person acting on behalf of the school are to be made using a school email address; (3) Electronic communication that takes place over a school network or platform may be subject to periodic monitoring; (4) Faculty, staff and volunteers who use any form of online communications including social media and text messaging to communicate with minors may only do so for activities involving school business.**

STAFF *Policies*

The YES Program follows the Georgia After-school and Youth Development Standard to model best practices for after school programs.

Georgia's After-school and Youth Development Quality Standards are grounded in the widely held and well-established understanding that children, youth, and families benefit when programs increase their capacity to realize their mission by providing high quality programming. Most importantly, the ASYD Quality Standards are informed by research in a variety of disciplines including education, child development and psychology, organizational psychology, business management and public health. The standards were carefully crafted to ensure that each standard and the supporting indicators are evidence-based, reflect current best practice and correlate with positive intermediary and long-term outcomes in youth. Standards 1-9 are as follows:

Quality Element 1 / Programming & Youth Development

Quality Element 2 / Linkages with the School Day

Quality Element 3 / Environment & Climate

Quality Element 4 / Relationships

Quality Element 5 / Health & Well Being

Quality Element 6 / Staffing & Professional Development

Quality Element 7 / Organizational Practices

Quality Element 8 / Evaluations & Outcomes

Quality Element 9 / Family & Community Partnerships

Staff members that compromise the integrity of the Program and/or challenge the Program's core values by displaying *ANY behavior that reflects negatively on the Program will be addressed using the following guidelines:

1. Written warning to rectify the behavior by the Site Coordinator/Director
2. Meeting with the Director to implement a corrective action plan
3. Termination

**** Examples include disregarding the Code of Conduct pertaining to student interaction, creating a hostile learning environment for students/colleagues, excessive tardiness or absences, not following the guidelines in the SPS Handbook.**

Resignations: Please email any resignations, alternating work schedules, etc to the site's Coordinator

Statement of Acknowledgement of Code of Conduct

I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing services to the children and youth participating in Georgia College programs.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with children and/or youth at activities without another adult being notified.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- Comply with mandatory reporting regulations as detailed in the orientation and this document.
- Cooperate fully in any investigation of abuse of children and/or youth.

I will not:

- Touch or speak to a child and/or youth in a sexual or inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own a ride home alone.
- Accept gifts from or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving university business.
- Use profanity in the presence of children and/or youth at any time.

I understand that as a person working with and/or providing services to children and youth under the auspices of Georgia College, I am a subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person working with children and youth I agree to follow these standards. I understand that any action mandated by this Code of Conduct may result in disciplinary action up to and including removal from my position and/or Georgia College.

A separate Code of Conduct form will be provided for signature.

2021-2022 School Calendar



Baldwin County Schools

July 27-Aug. 3	Pre-Planning
August 4	First Day of School
September 6	Labor Day Holiday
September 24	Early Release/Parent Conference Day
October 11-15	Fall Break
November 22-26	Thanksgiving Holidays
December 17	Early Release
December 20-31	Winter Holidays
January 3-4	Professional Learning/Staff Day
January 5	Students Return
January 17	Dr. Martin Luther King Jr. Day
February 18	Holiday for Staff & Students
February 21	Holiday for Staff & Students
March 18	Early Release/Parent Conference Day
March 21	Professional Learning/Staff Day
April 4-8	Spring Break
May 26	Last Day of School/Early Release
May 27	Post Planning

PL Days: Teachers Report/No Students
Holidays: No teachers or students
Early Release Day/PL
Early Release/Parent Conferences
***Inclement Weather Days if Needed**

1st Semester: 87 Days
 Aug. 31: Midterm 1st 9 Weeks
 Oct. 4: End of 1st Nine Weeks
 Nov. 9: Midterm 2nd 9 Weeks
 Dec. 17: End of 2nd 9 Wks/ 1st Sem.

2nd Semester: 93 Days
 Feb. 4: Midterm 3rd 9 Weeks
 Mar. 14: End of 3rd 9 Weeks
 April 26: Midterm 4th 9 Weeks
 May 26: End of 4th 9 Wks/2nd Sem.

July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					20	

September 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					21	

October 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					16	

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					17	

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					13	

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				18	

February 2022						
Su	M	Tu	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
					18	

March 2022						
Su	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					22	

April 2022						
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May 2022						
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June 2022						
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2022-2023 School Calendar



Baldwin County Schools

July 26-Aug. 2	Pre-Planning
August 3	First Day of School
September 5	Labor Day Holiday
September 23	Early Release/Parent Conference Day
October 10-14	Fall Break
November 21-25	Thanksgiving Holidays
December 16	Early Release
December 19-30	Winter Holidays
January 2-3	Professional Learning/Staff Day
January 4	Students Return
January 16	Dr. Martin Luther King Jr. Day
February 17	Holiday for Staff & Students
February 20	Holiday for Staff & Students
March 17	Early Release/Parent Conference Day
March 20	Professional Learning/Staff Day
April 3-7	Spring Break
May 25	Last Day of School/Early Release
May 26	Post Planning

PL Days: Teachers Report/No Students
Holidays: No teachers or students
Early Release Day/PL
Early Release/Parent Conferences
*Inclement Weather Days if Needed

1st Semester: 86 Days	2nd Semester: 94 Days
Aug. 30: Midterm 1 st 9 Weeks	Feb. 3: Midterm 3 rd 9 Weeks
Oct. 4: End of 1 st Nine Weeks	Mar. 13: End of 3 rd 9 Weeks
Nov. 10: Midterm 2 nd 9 Weeks	April 25: Midterm 4 th 9 Weeks
Dec. 16: End of 2 nd 9 Wks/ 1 st Sem.	May 25: End of 4 th 9 Wks/2 nd Sem.

July 2022						
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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Baldwin County School District Social Media Guidelines and Expectations

The School District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media presents certain risks and responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines and expectations for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's website, webpage or blog, journal or diary, social networking web bulletin board or a chat room, whether or not associated or affiliated with the School District, as well as any other form of electronic communication.

The lines between public and private, personal and professional are blurred in the digital world of social media. Even when you have a disclaimer or use a different user name or handle, you are still a School District employee. As a School District employee, it is imperative that you represent the District in a positive manner and serve as a role model for our students.

Always think and write like an educator and remember that the information you publish may be viewed by members of your community, including parents and students. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the District.

You create your online reputation through the information you share on Facebook, Twitter, Instagram and other social media apps. The images and information you post online will affect people's opinion of you. As such, your social media activity has the potential to reflect upon you as a School District employee, whether it should or not. Messages posted online travel quickly and though they can be deleted, others can save or capture images causing the information to be saved indefinitely.

Know and Follow Policies and Procedures

Carefully read these guidelines and expectations and School District Policy GAAA, Equal Opportunity Employment, and Policy JAAA, Equal Educational Opportunities. Additionally, certified employees are expected to adhere to Board Policy GBU, Professional Personnel Ethics, and to apply ethical behavior, practices and responses when using social media. You should ensure your postings are consistent with these policies.

You are responsible for educating a diverse student population and preparing our students to be contributing members of our local and global communities. Therefore, the following behavior will not be tolerated:

- Making social media posts or comments that disrupt District operations, interfere with working relationships or efficient workflow, or undermine the public's trust in the School District will not be tolerated;
- Acting in a manner that diminishes your ability to positively lead and impact students' lives or your ability to be viewed as positive role models; or
- Making inappropriate postings that include discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will also not be tolerated and may subject you to disciplinary action, up to and including termination of employment.

Employees that engage in the above-listed behavior online may be subject to discipline, up to and including termination:

Best Practices When Using Social Media

The District also expects that you consider the following when using social media:

- Think before you share! Would you be comfortable if others saw it? Or saw it ten years from now?
- Be respectful, fair and courteous.
- Consider carefully what you post through comments and photos, even "Facebook likes" convey your opinion on a subject.
- Make sure you are always honest and accurate when posting information or news. If you make a mistake, correct it quickly.
- Keep information relating to students and their families confidential.
- Do not share confidential information on internal school discussions.
- Make sure to check privacy controls on social networking apps and sites. Choose a level of privacy you are most comfortable with.
- Separate personal and professional profiles, especially when communicating with students.



MEMORANDUM

To: USG Institutional Leads for Programs Serving Non-Student Minors
From: Wesley Horne, Director of Ethics & Compliance
Date: June 1, 2020
Re: Best Practices for Virtual / Online Youth Programming

Background Information

The following information has been gathered from resources to include those made available by the American Camp Association (ACA)¹ and the Higher Education Protection Network (HEPNet)² and is intended to serve as a resource for USG institutions that are hosting online youth programming for non-student minors.

Please note that programs/activities serving minors, including those held online, must adhere to each institution's policy regarding programs serving minors and the [USG's Implementing Procedures](#). Any recommendations provided here are in addition to, not in lieu of, USG policy requirements. Also, any camps or programs serving non-student minors must comply with the [Executive Orders](#) from Governor Kemp.

Recognizing that every program/activity is different, Administrators and Sponsoring Units must evaluate the nature of the program/activity and take appropriate actions to ensure the safety and security of all individuals involved.

Technology Considerations:

- Pick a suitable online platform/service for your program/activity.
 - Coordinate with your institution's designated Information Technology (IT) professional regarding safety/security.
 - Do not improvise with platforms or services that have not been reviewed and approved.
 - If program staff are required to use personal electronic equipment, work with your institution's IT Department to determine what security settings are preferred.
- Consider appropriate safety implementations, such as:
 - Requiring use of login credentials.
 - Branding the online platform.
 - Limiting information that is shared with other participants, staff, or guests. *E.g.* showing first name only, limiting audio and screensharing capabilities.
 - Controlling who has access to your programming by taking steps to eliminate presence of unregistered attendees and risk of "Zoom bombing."
 - Requiring the program/activity leader admit each participant individually or check attendees against registration lists.

¹ <https://www.acacamps.org/>

² <https://www.higheredprotection.org/>

- Taking reasonable steps to prevent and discourage participants from sharing meeting links.
- Determine how online records will be retained securely.
- Consider accessibility and disability accommodations in the online environment.
 - *E.g.* can minors with sensory impairments participate? Do your videos include closed-captioning?
 - Do learners have a variety of options on how to interact?
- Decide whether to record the program/activity.
 - The best approach is probably to prohibit recording and adhere to the minimum two adult rule with all interactions. If the program/activity director determines recording is necessary, take reasonable steps to record the instruction only, limiting the inclusion of participants names, faces, or chat box comments.
 - Prohibit kids/parents/guardians from recording, perhaps making an exception for a disability accommodation.
 - Understand the risks of participants taking screenshots or videos of the program/activity and consider how to structure the platform or service in a way to minimize this threat.
 - If program staff may (or must) record, decide where the recording will be housed and how long it will be kept in accordance with record retention policies. Be transparent about the process and consider how to provide notice that the session is being recorded (audio only or audio + video).

Program Directors:

Define the oversight service roles of program directors in the online environment.

- How do they supervise program staff?
- Do they "sit in" on programs, perhaps at random, unannounced times?
- How do parents/guardians contact them?
- How can directors hold staff meetings, reinforce staff training, and hold discussions with individual staff?

Background Checks:

Background check requirements are still applicable to online programs/activities. However, you may need to reconsider who has "direct contact" with a minor. This list may be longer for an online program/activity than an in-person camp.

- For example, if you have a guest speaker or other individual who would not typically have direct contact with minors, that person might require a background check for online camps.
 - Ask: Would the individual have potential for one-on-one time (aka direct contact) with the minor or would they, as a result of their participation in the camp, have information sufficient to contact individual campers online outside of the approved online program/activity?

Code of Conduct:

Review the Code of Conduct for Program Staff and Students. Update to reflect any additional risks or concerns with the online setting, particularly in regard to communications:

- Limit all communication to an official program platform, designated email, or telephone number.
- Remind Staff to maintain appropriate boundaries, reinforcing prohibitions on contacting youth outside of the program, the use of social media or other unofficial communications.
 - Keep discussions to curriculum or activity; no discussion of personal issues, sexual conversations, pornography, drugs, or alcohol.

- If you have a need for staff to text youth, involve another adult, and consider blocking personal phone numbers.
- Make sure participating minors know:
 - To talk to a trusted adult if anything makes them feel uncomfortable.
 - That there should be no secrets between you and the person you're interacting with online.

Training:

Supplement staff training with specific advice about the online program/activity. Training must be tailored to your specific program/activity, but some online considerations include:

- Professional appearance and setting.
- Finding a secure and quiet environment for conducting programs/activities.
- Utilizing a secure internet connection.
- How to address technical problems and accessibility issues.
- Relevant online conduct rules for kids and themselves, as well as how to report concerns including bullying, discrimination/harassment.
- Planning for emergencies. *e.g.* What if a youth without a supervising adult disappears for an undue amount of time or perhaps has a medical emergency?

Communicating with Parents and Guardians:

- Gather emergency contact info for parents/guardians and make sure directors and staff have access.
- If their minors have participated in similar in-person programs/activities in the past, describe any changes they should anticipate in moving the program/activity online.
- Ensure that Parents/Guardians understand that all minors must be supervised during the program/activity. The required level of supervision will be program/activity dependent and should be determined by the Program Administrator in coordination with their Approving Official.
 - Preference for supervision is a parent/guardian/older sibling.
 - For older youth, determine in advance whether a parent/guardian/older sibling must be present with the minor OR if there will be two program staff online at all times during the program/activity.
- Communicate in advance what resources participants will need to participate.
 - Will the program/activity will be synchronous or asynchronous? Consider the availability of WIFI for synchronous activities, streaming videos, and downloading materials.
- Discuss how to report technical problems, raise concerns about staff or the program, report discrimination/harassment, and request disability accommodations. Make clear the days/hours of the program and the prohibition, if you have one, of interaction outside the established times.
- Confirm the need for a Participation Agreement prior to the start of a program/activity.
- Review the Participant Code of Conduct. Should include discussion of appropriate online behavior, security/data privacy awareness.
- Notify Parents/Guardians of any policy on recording.

- End -



YES PROGRAM

Student-Parent Receipt of Handbook 2021-2022

The student-parent handbook outlines important information and I understand that I should consult with the Director regarding any questions not answered in the handbook.

The information, policies and code of conduct described are necessarily subject to change, and I acknowledge that revisions to the handbook may occur. All such changes will be communicated through verbal or written notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I also understand that my child must read and comply with the policies contained in the student Handbook and any revisions made to it. I acknowledge that if my child does not adhere to the handbook, there will be disciplinary measures for his/her behavior and may result in removal of the program.

PARENT/GUARDIAN name (print): _____

PARENT/GUARDIAN signature: _____

Student Signature: _____

School where your child will attend the YES program: Lakeview Academy Oakhill Middle School

Date: _____



The YES Program is a Nita M. Lowey 21st Century Community Learning Center funded through the Georgia Department of Education

YES PROGRAM

STAFF

Receipt of Handbook

2021-2022

The YES handbook outlines the Program’s expectations, opportunities, procedures, and policies and I understand that I should consult with the Director regarding any questions not answered in the handbook.

The information, policies and code of conduct described are necessarily subject to change, and I acknowledge that revisions to the handbook may occur. All such changes will be communicated through verbal or written notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

It is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. By signing below, I am indicating that I read, understand, and comply to the information in the handbook.

Staff Name(print): _____

Staff Signature: _____

YES SITE: Oakhill Middle School Lakeview Academy

Date: _____