



Sample Policy and Procedures Guidebook

This document is provided as a sample. The details, policies and information presented here illustrate common program information to help guide your planning and ensure that you include important topics. Nothing you see here is required. Please customize this document by developing and inserting policies and guidelines for your program, students and families.

ABC School District 21st Century Community Learning Centers Policies and Procedures Guidebook



YOU FOR YOUTH

2018-19



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Policies and Procedures

Organizational Structure

The 21st CCLC program operates at four district campuses: ABC High School (Center 1), ABC Middle School (Center 2), ABC Intermediate School (Center 3), and ABC Elementary (Center 4). The administrative team is composed of the following members: one full-time Director who oversees all programs, one full-time Academic Liaison, and four full-time Site Coordinators.

Communications

Weekly Administrative Meetings: The Project Director, Academic Liaison and Site Coordinators will meet to discuss enrollment, performance goals, current issues and upcoming activities. An agenda will be provided by the Director to guide the meeting. Minutes will be taken, transcribed and disseminated by the Academic Liaison each week. Enrollment and attendance updates will be provided to Site Coordinators by the Academic Liaison to ensure goals are met.

Program Planning Team: The 21st CCLC Program Planning Team will meet quarterly to review progress toward performance goals, review the continuous improvement plan and work on the sustainability plan. In addition, the Program Planning Team will work with program staff to update the five-year strategic plan and to assist with work assigned to their committees. An agenda will be created for each meeting, and notes will be taken, transcribed and disseminated to members. Meetings will be logged on the Meeting Tracking Form by the Director.

Principal Meetings: Site Coordinators will meet with their principals as needed and at least once a month throughout the school year to ensure core-day connections and implementation of campus needs assessment. An agenda will be prepared by the Site Coordinator and meetings notes will be taken. The meetings will be logged on the Meeting Tracking Form and that tracking form will be turned in to the Academic Liaison monthly.

Team Meetings: Site Coordinators will participate in campus grade-level team meetings as often as necessary to ensure that students in the program are represented and core-day teachers are supported. Notes will be taken and meetings will be logged on the Meeting Tracking Form.

Parent Meetings: Parent meetings will be held on an as-needed basis to discuss individual student needs. These meetings will be tracked on the Meeting Tracking Form.



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Fiscal Management

Annual Budget: The budget year runs from August 1 through July 31. The annual budget will be developed by the Project Director and included in the Continuation Grant. Once approved by the Finance Department and the State Department of Education, the budget will be provided to Accounting to set up in the online budget system. Oversight of the budget will be the responsibility of the Project Director. Amendments will be done as needed, and the final amendment must be completed 90 days prior to the end of the grant year.

Payroll: The Project Director's salary is paid 75 percent from 21st CCLC and 25 percent from local funds. Site Coordinators are paid 90 percent from 21st CCLC and 10 percent from local funds. Records of time and effort are kept electronically.

Time and Effort: Time and effort logs will be kept on all staff whose salaries are split between budgets. These logs will be submitted monthly to the Project Director and they will be kept electronically in the Project Director's files. Time and effort reports will be kept for seven years beyond the life of the grant.

Weekly/Monthly Reporting: The program secretary will keep an ongoing shadow budget for all program expenditures. The shadow budget will be compared to the district's accounting department budget to ensure accuracy. A copy of the year-to-date budget will be supplied to the Project Director at the first of each month for review. The reports will be kept in the Budget Notebook in the Director's office.

Purchase Orders: Purchasing is completed by the secretary in the online budget system. Purchases must be made from approved vendors (list in office) or be approved by the Purchasing Department. Once purchase orders have been put into the system, the Project Director will receive a message to review and approve each purchase order before it is sent electronically to the accounting office. Once all approvals are in place, the program secretary will receive notification to place the order.

All purchases must be ordered and received by the last day of the grant year (July 31). If they are not received, the grant cannot cover the expense under that year's budget and the expense will either need to be paid from the next year's budget or returned.





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Collaboration Between Partners and 21st CCLC

Memorandum of Understanding: An MOU will be completed for every contractual partner. These MOUs will be kept in the grant binder and in the director’s file cabinet. MOUs will be reviewed each year and revised as necessary.

If a partner is being paid, the organization must complete the contractor certification forms and return them to the human resources office. For in-kind services, the partner must complete the Volunteer Certification for each staff member working on the project and return forms to the human resources office.

Forms can be found with the program secretary.

Core Day: A memorandum of understanding will be completed for each campus included in the grant. A new MOU will be signed when there is a change in principal at the campus.

Current 21st CCLC Community Partners:

Learning Town	Jerry Brown	555-555-5555
Art Place	Lisa Smith	555-555-5556
Workforce Board	Lynn Stone	555-555-5557

Current 21st CCLC District Partners:

Migrant/Homeless	Rachel Fellows	Ext. 5557
Communications	Raul Green	Ext. 5556
Credit Recovery	James Marks	Ext. 5555





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Human Resources

Hiring: Applications for all 21st CCLC positions will be downloaded from the program website. Interviews are set by Site Coordinators and the Academic Liaison. Site Coordinators will be responsible for all interviews. Prior to interviewing a candidate, a questionnaire will be completed and given to Site Coordinators to review. Coordinators will complete a scoring sheet. A recommendation form will be completed for all chosen candidates and the 21st CCLC secretary will submit and follow through on all background checks. The human resources office is responsible for setting the pay level for all incoming staff. The program secretary will follow up with human resources to determine the hourly rate for each staff member and enter that rate into the payroll tracking spreadsheet.

A copy of the recommendation, application/resume, background check and all other pertinent data will be placed in a file in the secretary's filing cabinet.

All administrative staff files will be kept in the Director's office.

Payroll: Timesheets for all hourly employees will be submitted weekly for the Director's approval. Staff are paid every two weeks following the District's pay schedule. Staff who currently work within the school district system will do paper timesheets to avoid confusion with their core-day timekeeping. All temporary part-time staff will use the online payroll system to track their time. All time records are due to the administrative office Monday morning.

Paraprofessional staff are paid 1.5 times their regular pay for hours worked afterschool. Certified teachers are paid \$12 an hour for training and \$25 an hour for instructional work. All other staff salaries are determined by human resources based on experience. A salary will be determined after the Recommendation for Hire is submitted and human resources meets with the candidate.

Leave Requests: Leave requests for all full-time employees must be submitted in writing at least three days prior to the date requested.

Sick Leave: All full-time staff are required to call in and talk to their supervisor if they are unable to come to work due to illness. Voice mail or email may result in a write-up. Part-time staff should follow organizational policy.

Progressive Discipline: ABC's progressive discipline policy will be followed in all circumstances. Site Coordinators are responsible for verbal warnings to Site Assistants. If a formal write-up becomes necessary, the Project Director, Academic Liaison and Site Coordinator will meet with the staff member. All verbal and written documentation will be sent to the administrative office and kept in files in the Director's office.

Staff Handbook: The school district staff handbook and the 21st CCLC Staff Handbook will be implemented and followed. The 21st CCLC Staff Handbook outlines specific requirements pertaining to the afterschool program.



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Training: All 21st CCLC staff require training in project-based learning. All incoming staff will be required to complete the Project-Based Learning course on the Y4Y website. In addition, training in areas such as child development and classroom management will be provided prior to the start of any program semester. Site Coordinators and the Academic Liaison have been certified as trainers and provide all training for incoming staff.

Evaluation: Formal evaluations will be completed for all administrative staff each spring. Human resources personnel will provide the evaluation forms. Each staff member will be required to complete a self-assessment. Once complete, the Project Director will complete the evaluation, and meet with the staff member to review the evaluation. A copy of the evaluation will be kept in the employee's file and the original returned to the human resources office.

Evaluations for frontline staff will be completed in April of each year. The forms for these evaluations are kept in the cabinet in the secretarial area.

Site Coordinator evaluations will be completed by frontline staff. These evaluations will be done anonymously and returned together in a brown envelope to the Project Director for review. The evaluations will be presented to the Site Coordinator at their annual evaluation meeting.



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Enrollment

Enrollment Numbers: The number of students to be enrolled at each campus is determined by what was written in the original, approved grant proposal. That enrollment goal represents the number of “regular attendees” (attending 30 days or more throughout the year) the campus must serve to avoid losing funding. The number of students a campus is required to serve cannot be changed under any circumstance.

Elementary: Students who enroll in the program should meet at least one of these criteria:

- Income (based on eligibility for free or reduced-price lunch)
- Lost job in the past 6 months
- Academics (C or less in any core-day classes)
 - Failed one or more standardized tests
 - Performed below average on standardized tests
- Attendance (chronic absences)
- Behavior (repetitive, nonviolent, referrals)
- Principal and counselor referral
- English language learner
- Student with special needs

Once initial enrollment is completed using the above criteria (after two weeks), enrollment will be opened to ensure all eligible students are able to participate. Site Coordinators should keep at least 10 spots open for students who need the program later in the semester.

Transportation will be provided at some campuses upon verified need

Student Individualized Education Program (IEP) Plans: Site Coordinators will work with campus administration and teachers to develop an IEP for students enrolled in the program. Strategies such as quantity of services and types of services offered to each student will be outlined in the file. The program will support students by providing guided tutoring and homework assistance in areas of highest need, and by providing opportunities for project-based learning enrichment to target knowledge and skills that most need improvement.

Adults: Families of students enrolled in the program are required to attend at least two family activities annually. Parents who do not comply may lose enrollment for their child/children. Families will be provided a calendar each semester and required to sign up for two activities upon enrolling their child. Enrollment rosters will be built based on those sign-ups, and reminders will go out to all parents who registered. New flyers will go to all families who may want to sign up.



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Implementation

Project Plan: The Project Plan serves as the guide for each year of the grant and aids in planning for sustainability beyond the grant years. It will be reviewed quarterly by the Program Planning Team and all program staff. Adjustments will be made as necessary and goals will be updated. Annually in August, the plan will be reviewed and updated for the next year.

Annual Operation Plan: In February each year, work will begin on the annual operating plan, which outlines program hours and targeted enrollment. The plan will be completed after individual campus needs assessments are complete. This plan is required to be submitted along with the Continuation Grant. The document will also become a component of the Project Plan. The annual operating plan will be used to guide yearly program implementation.

Campus Needs Assessment: In February of each year, Site Coordinators will work with their campus principal and other stakeholders to complete their campus needs assessment. This assessment will be turned in to the Project Director (date to be announced) and the data will be analyzed to update the campus annual operating plan and the program annual operating plan.

Student Interest Inventory: Student interest inventories will be completed in November and April of each year. The inventory will help drive programming for the upcoming semesters. These data will be included in the site needs assessment and be used to develop the site operating plan.

Activities: All campus sites will offer activities in the categories listed below each semester (fall, spring and summer):

- Academic Intervention
- Academic Enrichment
- College/Career
- Enrichment/Recreation
- Family Education (literacy and family involvement)

The Project Director and Academic Liaison will be responsible for entering activity categories in the online reporting system to ensure accurate coding. Site Coordinators will be responsible for entering sessions into the system.

Activity Schedule: Each campus will develop a weekly activity schedule that shows activities offered each day at their site. The schedule should indicate the staff member who leads the activity and the room number where they will meet.

Family Activity Calendar: Family activities will be listed on the annual calendar and disseminated to campus leaders and families of enrolled students.



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Supplies: A Resource Room has been set up at the office to house commonly used supplies (consumable and non-consumable). Supplies are ordered in bulk to help provide quick turnaround on supply requests. Supply requests are to be submitted on the supply request form. Forms are due in the administrative office on Wednesday each week. Pick-up day for the requested supplies is the following Thursday. Order status will be sent to the Site Coordinators by a secretary for the items not in the Resource Room.

The designated Site Coordinator will pull supplies from the Resource Room and place in campus bins when possible. All other supplies will be purchased and placed in bins. Site Coordinators will be responsible for picking up their bins each Thursday and disseminating supplies to their staff.





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Daily Operations

Hours: The number of hours a center will be open are determined by the content of the original, approved 21st CCLC grant proposal written for each site. The number of hours a campus is open were determined by campus needs assessments and cannot be changed for any reason. If adjustments must be made (that is, plan to operate on Saturday in original grant, but not getting attendance and want to add the hours to afterschool), a letter should accompany your amendment and/or continuation grant that indicates why the change is needed. This letter should be signed by the Superintendent.

Operating Days: The number of days a center will be open are determined by the content of the original, approved 21st CCLC grant proposal. In August of each year, 21st CCLC administrative staff will review each campus needs assessment and determine the specific days they will be open each semester. Centers must provide programming in the summer for at least five days per week, four hours per day, for six weeks.

Transportation: Transportation home from the program will be offered to students who live more than two miles from their campus. Central drop will be used rather than door-to-door on most campuses to shorten the time students are away from home. For students in grade 5 and below, an adult is required at the bus stop before the student will be allowed to leave the bus. A letter will go home with all new students outlining the Central Drop Off policy and must be signed by the parent before a student can begin attending. If no adult is present, the child will be taken back to the bus barn and a guardian will be required to pick up from there. Efforts will be made to encourage parents to pick up their students at the campus to encourage parents to become more involved in the program.

Snacks: The following procedures will be used at all campuses for all programs.

- Inform cafeteria manager how many snacks will be needed for each day by 9:30 a.m.
- Pick up snacks for the day between 2 p.m. and 2:15 p.m. for elementary (staff leave at 2:30) or 2:30 p.m. and 2:45 p.m. for secondary (staff leave at 3 p.m.).
- Distribute entire snack to students; all students must receive all components before marking roster as to who received snacks. Partial snacks are not reimbursable.
- Secure extra snacks in the program office and refrigerator for the night.
- By 9:30 a.m. the following day, return extra snacks to cafeteria manager with previous day's roster (remaining snacks plus roster equals amount given). Let manager know at this time how many snacks are needed for the current day.

Student Discipline: Children who attend the 21st CCLC program will adhere to the district's school-day discipline policy. Any child whose behavior endangers others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If necessary, the parent will be called to pick the child up for the day.





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Guidance will always be positive, productive and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened or subjected to verbal or physical abuse while in the care of the 21st CCLC program staff.

The 21st CCLC program reserves the right to remove a child without use of the three steps listed below if the Project Director and Site Coordinator deem it appropriate.

Serious behavioral problems will be documented, and the following actions will be taken:

- First Offense: Counsel the child, and send a note and make a phone call to parent.
- Second Offense: Remove child from class, counsel, and hold a parent/teacher conference before child returns to program.
- Third Offense: Child may be removed from program.

Options will be available to prepare the child for re-entry into the program.





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Data Collection

Teacher Surveys: Teacher surveys will be completed in May of each year to determine if students enrolled in the program are improving. Site Coordinators will be responsible for disseminating surveys, collecting the data and reporting results in a chart to the Project Director. These data will be included in the year-end report and in the program needs assessment used to drive updates to the strategic plan and annual operating plan.

Family Surveys: Family surveys will be completed at the end of the year to determine satisfaction with the program and impact on students in school and at home. Site Coordinators will be responsible for disseminating surveys, collecting the data, and reporting results to the Project Director. These data will be included in the year-end report and in the program needs assessment used to drive updates to the strategic plan and annual operating plan.

Student Interest Inventories and Focus Groups: Student interest inventories will be completed in November and April of each year for elementary, intermediate and middle school students. The inventory will help drive programming for the upcoming semesters. These data will be included in the campus needs assessment and be used to develop the campus operating plan. Focus groups will be held in September and February at the high school, and students will use the information gathered to help design their program for the year.

Attendance: Attendance will be entered daily into the online reporting system. Weekly reports on enrollment, average daily attendance and regular attendees will be run and analyzed by the Project Director and Academic Liaison. Enrollment graphs will be produced showing progress toward enrollment and attendance goals. This report will be shared with Site Coordinators each week. One copy will be filed in the grant notebook or weekly report file.

Internal Monitoring: Data will be reviewed for accuracy by the Project Director, Academic Liaison and Site Coordinators on a weekly basis. The enrollment report and demographic reports will drive the continuous monitoring of movement toward enrollment/attendance performance goals.

Monitoring: Campus monitoring will be done through classroom observations by the Site Coordinator and will measure strategy effectiveness, ability to teach new skills and implementation of training. The Academic Liaison will review at least one campus each day using the Site Observation Form to ensure grant compliance and implementation of best practices.

Reporting: The Project Director and Academic Liaison will enter all data into the online data system except for session set-up and daily attendance. Site Coordinators will enter data daily into the online data system. Coordinators will also collect the following data:



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Grades	First six weeks (collect no later than mid-October)
	Final six weeks (collect by June 3)
	Total classes taken and passed each semester (collect in December and May)
	Core-day attendance each semester (collect in December and May)
	Discipline each semester (collect in December and May)

Dates for data to be entered will be communicated by the Project Director and Academic Liaison. Depending on state reporting deadlines, it may become necessary to collect data earlier than the end of semester.



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Program Planning Team for 21st CCLC

The Program Planning Team will be composed of program leaders, district leaders, community leaders, families and, as appropriate, students. The Program Planning Team will meet at least quarterly to review the Project Plan and to work toward program sustainability.

The Program Planning Team members are listed on the member roster and members can be removed or added as the Director deems appropriate.

An agenda, sign-in sheets and meeting notes should be completed for each meeting and copies of each placed in the grant notebook.

District Contacts

Information Needed	Contact Person	Number
Human Resources	Andrea Plant	Ext. 1111
Accounting	Sheila Mayberry	Ext. 2222
Payroll	Amanda Rodgers	Ext. 3333
Communications	Laurie Abrams	Ext. 4444
Maintenance	Thomas Woods	Ext. 5555
Custodial	Alfred Andrews	Ext. 6666
Nutrition	Alex Gaines	Ext. 7777
IT	Randy Smith	Ext. 8888

Budget Codes

000 00 0000 00 000 0 00	Professional Personnel: Teachers, paraprofessionals
111 11 1111 11 111 1 11	Professional Personnel: Director, Academic Liaison
222 22 2222 22 222 2 22	Support Personnel: Secretaries, coordinators, instructors
333 33 3333 33 333 3 33	Professional Services/Contractual
444 44 4444 44 444 4 44	General Supplies
555 55 5555 55 555 5 55	Transportation Expenses, Buses

