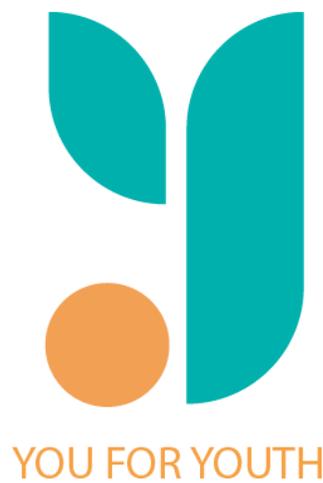




Sample Staff Handbook

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
ABC Middle School**



21st CCLC Staff Handbook

2018-19



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21st CCLC Program: ABC Middle School Staff Handbook

Purpose

The ABC School District’s 21st CCLC Program provides academic enrichment, youth development, career awareness, and related educational development activities for students and families to support the academic achievement of participating students. Through the 21st CCLC program activities, the ABC School District strives to increase the social, physical and emotional well-being of participating students.

Program Schedule

For the 2018-19 school year, ABC School District’s 21st CCLC Program: ABC Middle School (hereafter referred to as ABC 21st CCLC Program) shall operate Monday through Friday from school dismissal until 6 p.m. daily. The program shall begin on Monday, September 10, 2018, and end on Friday, June 7, 2019, unless adjusted due to inclement weather or other unforeseen emergencies. This table shows which holidays shall be observed.

Month of Operation	Holidays
September 2018	None that apply
October 2018	Student Holiday: October 9
November 2018	Thanksgiving Break: November 20 to 24
December 2018	Winter Break: December 15 to January 3
January 2019	Winter Break: January 1 to 3 Student Holiday: January 15
February 2019	Student Holiday: February 26
March 2019	Spring Break: March 20 to 24
April 2019	Student Holiday: April 5
May 2019	Student Holiday: May 27
June 2019	None that apply

If the program must be canceled due to inclement weather or other unforeseen emergencies, the ABC 21st CCLC program will observe make-up days on scheduled Saturdays in the spring. On these days, students will participate in college tours or other offsite activities as planned and facilitated by the program director, site coordinator, 21st CCLC staff, family members and participating students.

The program shall offer four ABC 21st CCLC family engagement presentations and invite the community at large. These presentations have not been scheduled but typically include two each in the fall/winter and spring semesters.





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Target Enrollment and Student Recruitment

The targeted enrollment will be 115 students at ABC Middle. Each site will target students in grades 6-9 who demonstrate the greatest need for out-of-school time services based on the following criteria:

- Families that qualify for free or reduced-price meals;
- Students who live in single parent and/or foster homes;
- Students who are repeating a grade level or required course;
- Students who did not meet standards on the state assessment in any content area;
- Students who demonstrate weakness in any content area;
- Students with excessive disciplinary referrals;
- Students with special needs;
- First-generation college attendees;
- Students with truancy concerns;
- Students who demonstrate little or no interest in school as determined through recommendations by school counselors, social workers, principals, assistant principals, parents or teachers.

The program will send applications and registration forms home with each student before the start date. After an initial enrollment period of one to two weeks, registration will be opened to all district students currently enrolled in the targeted grade levels.

Procedures for Student Recruitment

The following procedures will be implemented in an effort to successfully recruit and retain students in the ABC 21st CCLC Program:

- Students, parents and community members will be informed of the program's implementation via news articles in the local newspaper, radio announcements, flyers and/or announcements at events.
- Parents will be notified of student eligibility for participation in the 21st CCLC program through student registration forms and a letter from the program director. Student eligibility will be based on the criteria outlined in the program application (unless otherwise adjusted through a program amendment).
- If the targeted enrollment capacity is not reached during the initial enrollment period, additional registration forms will be sent home to parents inviting all currently enrolled students in the district to apply for participation in the ABC 21st CCLC Program.
- A family orientation will be held to provide parents, students, potential staff and community partners with an overview of program policies and procedures within 30 days of the start date.
- Student surveys will be completed to gauge student interest in anticipated program offerings and determine possible program courses.

Students With Special Needs

Students with special needs will be given equal access to participate in the 21st CCLC program. For all students with special needs who participate, the 21st CCLC staff will receive a copy of the student's required accommodations and/or modifications at enrollment. The special education



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director and/or the 21st CCLC program director will review modifications in the Individualized Education Program (IEP) to determine what is feasible in the program setting. No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity because of gender, race, religion, belief, national origin, age, disability or ethnic group.

Consistent Program Participation

Although the ABC School District does not anticipate that consistent, long-term participation will be an area of concern, the 21st CCLC administrative team will engage in several activities to ensure consistent participation. These activities include weekly attendance reviews; contacting parents via phone, registered mail or home visits after three consecutive, unexcused absences; and establishing close professional relationships with all families. If these measures do not result in consistent participation, the student may be removed from the program and another student will have the opportunity to participate.

All students will be informed that consistent program participation is required for attendance in scheduled special activities that reward consistent participation and academic improvements. Other areas related to student retention include these:

- Frequent monitoring of student participation and attendance by 21st CCLC staff.
- Collaborating with regular school-day staff to offer students incentives for program participation.
- Completing homework assignments during 21st CCLC program hours.
- Offering family-oriented activities.
- Encouraging student self-expression through program enrichment opportunities.
- Maintaining continuous family contact/engagement through monthly family-oriented activities.

Student Discipline Policy

ABC 21st CCLC Program is an extension of the school day. Thus, student behavior expectations and disciplinary procedures are the same as during regular school hours. Our afterschool program demands a cooperative effort among families, students and staff. Discipline problems will not be tolerated during the 21st CCLC program. The staff will manage student behavior in the classrooms and the 21st CCLC site coordinator and/or program director will intervene as needed. If an incident report is necessary, the site coordinator will interview the student, staff and any witnesses, and apply consequences according to school policy. Bus behavior will follow the same procedures that apply during the school day. An incident report will be made to the site coordinator and consequences will be determined accordingly.

After three written incident reports or one of the zero tolerance infractions during the 21st CCLC program or on the bus, the student may be removed from the 21st CCLC program.

Zero Tolerance Disciplinary Infractions

- Committing acts of a sexual nature
- Violence or threats against a staff member or another student





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- Possession of or use of weapons
- Possession of or use of drugs or alcohol

Student Accident/Incident Reporting Policy

Staff and bus drivers are required to complete a school incident report on any accidents and/or incidents that occur during the operation of the 21st CCLC program. The site coordinator and program director should be made aware of any incidents within 24 hours. Whenever possible, all notifications should be made in writing, depending on the urgency and nature of the incident.

Student Attendance Policy

ABC School District's 21st CCLC Program: ABC Middle School is an instructional program that includes a number of enrichment activities. Thus, many students would like the privilege to attend. For this reason, students may be temporarily excused from the program due to illness or a health condition, a religious observance when requested in writing by the student's parents, or family emergencies. However, once a student has four or more unexcused absences in a given quarter, the site coordinator will be notified. The site coordinator or program director will contact the parent. Staff will maintain daily student attendance and provide information to the data specialist. The data specialist maintains attendance records in the online data management system.

Days not in attendance because of official suspension or expulsion shall not be counted toward the 21st CCLC program attendance. If the student is present at the site for at least 30 minutes, the student is considered present for that afterschool activity.

Steps for Monitoring Attendance

- Daily: Students should report to the program by 3:15 p.m. daily. Each student shall be assigned a 21st CCLC home room to report to until tutorials begin.
- Tardy: Students who are tardy for program will be reported to the site coordinator after the fifth documented time. Careful consideration will ensure that the consequences are not so stringent as to encourage participating students to be absent rather than be marked tardy.
- Parent notifications: Parents will be notified via telephone once students reach three consecutive, unexcused absences.
- Removal from 21st CCLC program: After the fourth consecutive, unexcused absence, parents will be notified by phone and mail that the student is in danger of being removed from the program due to excessive absenteeism. Parents will be asked to contact the site coordinator for further information within two days.
- Program replacement: Once a student is removed from the program, another student will be placed in the program to ensure that the target attendance is maintained.



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Staff Attendance Policy

Time sheets and time and effort reports should be maintained daily and will be monitored for accuracy. Therefore, staff members must sign in and out every day. Changes can and will be made without notice when discrepancies are found. Time reports will be verified by the site coordinator and submitted to the program director at the end of the week. When an absence is anticipated, the staff member has an obligation to notify the site coordinator as far in advance as possible so that arrangements can be made for a substitute.

Purchasing Policy

No one is authorized to incur financial obligations as an agent of ABC School District's 21st CCLC Program: ABC Middle School without prior written approval from the program director. If this policy is not adhered to, the purchaser will be held personally responsible for fulfilling any financial obligations! Please keep the following procedures in mind when making purchases:

- All requests for purchases/orders must be filled out completely and submitted to the site coordinator for approval.
- The site coordinator will then submit the request to the program director for approval.
- No personal funds will be reimbursed that do not have prior written approval.
- All purchases must clearly align with guidelines of the 21st CCLC grant requirements.

Communication With Families

While consistent communication with families is strongly encouraged, all written communication with parents related to the 21st CCLC program must be approved by the program director and/or site coordinator. This communication should take place in the form of progress/update notes, letters, phone calls, emails and spotlights in monthly newsletters. Families will be notified of upcoming events with flyers, monthly calendars and newsletters.

Family Referrals

The school counselor and social worker are available for consultation when/if parents or guardians require individualized referrals to outside agencies. Staff and coordinators will refer families and students with needs to the school counselor or community/parent involvement coordinator.

Professional Learning

All staff members are encouraged to participate in professional learning events and courses based on individual and group needs. A survey of the 21st CCLC staff will be used to determine the professional learning needs of its staff.

If the program director observes a need for professional learning for any group of staff or the a whole staff, the program director will work with the site coordinator to schedule the professional learning before and after the commencement of the 21st CCLC Program.

For the 2018-19 school year, mandatory professional learning for all instructional staff will be held to ensure that all staff understand the value of hands-on, performance-based assignments on a daily basis. Research has shown a direct connection between staff preparedness and children's



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success in learning to read and write. Supporting the intellectual development of students requires staff and administrators to also be lifelong learners — constantly developing and refining their knowledge base about literacy, math concepts, and other content areas and learning methods. Professional learning offered to staff during ABC's 21st CCLC program will prepare staff to teach reading, mathematics, writing, science and social studies effectively. Professional learning communities will focus on reaching the students where they are and building on existing content knowledge. In addition to the professional learning that occurs before the program year starts in September 2018, additional training is planned as needed at the end of the program year or on assigned professional learning days. An outline of the scheduled professional learning for the 2018-19 school year will be provided separately.

Transportation

Students who participate in ABC's 21st CCLC program will be transported to and from the sites using the regular school bus system. For students with special needs who require special transportation, wheel chair-accessible buses are used.

Afterschool Program Procedures

ABC's 21st CCLC afterschool program operates using the following procedures:

- The site coordinator is responsible for day-to-day program operations at their site.
- Staff hours will follow the schedule prepared by the site coordinator. Each staff member is responsible for ensuring that his/her time sheet and time and effort report are up to date and ready by the end of each pay period. All staff time sheets should reflect hours to the nearest quarter-hour. Only actual hours worked should be recorded. Staff time sheets will be collected by the site coordinator, who will review, correct if necessary, sign and deliver the time reports to the 21st CCLC program director at the end of each pay period.
- If a 21st CCLC staff member sees a need to be absent from work or needs to adjust his/her work schedule for the week, or any other problem arises, he/she should contact the 21st CCLC site coordinator immediately.
- Payment for program staff will be based on the actual time worked on site. Any compensation for work done off campus must receive prior approval by the 21st CCLC program director.
- All 21st CCLC staff should assume responsibility for the care and safety of the program.
- ABC's 21st CCLC staff should not engage in any activity that is not directly related to the approved 21st CCLC activities during the program hours. It is the responsibility of all 21st CCLC staff to directly supervise/instruct all students. Staff members should not have personal visitors during instructional time and should not have non-program children or other youth present during assigned working hours.
- All ABC 21st CCLC staff members shall adhere to all policies established by the ABC School District.
- It is the staff's responsibility to be familiar with and enforce the program's discipline code.
- Problems and concerns relating to families and children shared during staff meetings or conferences are considered confidential and should remain so. Information about a child or parent should never be shared with other children or parents.



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- Only emergency telephone calls should be made during 21st CCLC program hours; no personal calls are permitted. Personal cell phones should be put away during program hours.

Staff members who cannot cooperate, cannot accept responsibilities, fail to submit lesson plans, do not provide adequate supervision, or are habitually late or absent for the 21st CCLC program will be considered for termination.

Daily Operations

Arrival Procedures

The program begins promptly upon dismissal of the regular school-day program at each site location. Students are to leave classrooms and proceed to designated areas. Staff members are to monitor students as they report to the designated areas, ensuring that they reach their destinations in a timely, orderly manner.

Departure Procedures

At dismissal time, students are to leave their classrooms and proceed to the bus loading or parent pick-up area. All 21st CCLC staff are responsible for monitoring halls, bus loading, and dismissal of students who leave in cars. For students who dismiss early, staff must ensure that parents sign their children out in the school office following regular school-day procedures.

Late Pick-Up Procedures

Parents must pick up students at the designated dismissal time. However, in the event that parents are more than 15 minutes late, the following procedures will be followed:

- If parents are more than 15 minutes late, the program will attempt to contact the parents by phone.
- If parents cannot be reached, law enforcement will be contacted to pick up the students.

Visitor Procedure

Visitors must report to the program office immediately upon arriving on campus and secure a visitor pass. A resource officer will be on-site during 21st CCLC hours in case any visitors fail to adhere to the ABC District's visitation policy.

Field Trip Procedures

Field trips are defined as travel away from program premises, under the supervision of a staff member, with an approved course of study, for the purpose of giving students a direct learning experience not available in the program. Student safety is a important consideration. The coordinating staff member is responsible for ensuring that all steps have been taken to meet identified safety needs, including the need for adult supervision. This will also include a list of medical needs or allergies for 21st CCLC staff participating in approved field trips.

The following procedures shall apply to all student trips:

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- It is the responsibility of the 21st CCLC program director to approve each trip. The site coordinator will be required to supervise the process used by the staff and students.
- Each trip must be integrated with the curriculum and coordinated with program activities that enhance its usefulness and relationship to the instructional program. The 21st CCLC staff member should submit a completed field trip request form, in addition to the lesson plan, to the site coordinator at least two weeks prior to the trip. All field trips must be approved by the 21st CCLC program director.
- The staff member shall be responsible for providing parents with information regarding the purpose of the trip and other pertinent information. Each student participating in a trip must first return a permission form signed by his/her parent or guardian. The permission form must include parent contact information. It is the responsibility of the staff scheduling the trip to see that permission forms have been completed for each student in advance of the trip. Only written permission forms signed by a parent or guardian will be accepted.
- School district buses will be used as the transportation for all field trips.

Program Hours

The scheduled program hours are from school dismissal until 6 p.m. Payment for 21st CCLC afterschool work begins at the end of each regularly scheduled school day. Thus, staff members are not permitted to sign in earlier than the program start time and/or work more than 3 hours per day during the afterschool program unless pre-approved by the program director.

Emergency Preparedness Procedures

In the event that ABC's 21st CCLC program closes early and/or is evacuated between the hours of 3 p.m. and 6 p.m. because of an emergency, parents will be notified via the program's automated system. If a situation requires relocating students, the police department will be contacted. Throughout the year, emergency drills are conducted during 21st CCLC program hours, and program staff will follow these same procedures in the event of an emergency. Please refer to ABC's Emergency Preparedness Plan for details about evaluation routes, relocation sites and specific guidelines for each type of emergency that may occur.

Injuries

In the event that a 21st CCLC student is injured during program hours, these actions will be taken:

- Medical personnel and the site coordinator should be contacted immediately.
- Follow first aid procedures immediately.
- Contact additional emergency personnel (if necessary) and notify parents immediately.
- Complete the school accident form and submit it to the 21st CCLC site coordinator, program director and school principal.

Emergency Drills

Each 21st CCLC site will hold a minimum of four emergency drills each school year. This process will be coordinated by the on-duty resource officer and 21st CCLC program administrators.

Personnel Policies

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Hiring

- ABC’s 21st CCLC program will abide by the hiring process located in the ABC School Staff Handbook.
- Applications for employment will be distributed at all schools, and notices of vacancies will be advertised on the local school website and/or local newspaper, if necessary.
- All staff members will undergo a criminal background check before beginning work with the 21st CCLC program, and repeat the process every year. Only individuals who have clean background checks, devoid of felonies and/or crimes involving indecency to children, will be allowed to participate in the ABC 21st CCLC program. If the background check reveals a questionable arrest, the case must be reviewed by the 21st CCLC program director. Any staff or volunteer who does not complete a successful background check will not be allowed to work or volunteer for the 21st CCLC program.
- Once approved, it is the responsibility of the 21st CCLC assigned site coordinators to select, assign and schedule staff members for daily assignments.

Procedures for Completing Staff Time Sheets

Staff Name	Enter staff name as shown on payroll records.
Position	Enter the title of your position for the 21 st CCLC program.
Date	List dates worked.
Time In	The actual time that the staff reports to work each day (not prior to 3 p.m.).
Time Out	The actual time that the staff member leaves; the end of the day or the time designated by the site coordinator.
Pay Period Total	The total hours worked for each pay period should be totaled at the bottom of the time sheet. Round to the nearest quarter of an hour. (15 min = .25 hr, 30 min = .5 hour, 45 min = .75 hour, 60 min = 1 hr). Round up or down as appropriate.
Signature of Staff	The staff member must sign the time sheet to attest that it is a true and accurate record of attendance and time worked.
Signature of Site Coordinator	The Site Coordinator must sign the time sheet attesting that the report is a true and accurate record of the staff member’s time worked.
Signature of Program Director	The Program Director must sign the time sheet attesting that the report is a true and accurate record of the staff member’s time worked.

It is the responsibility of each staff member to verify that his or her timesheet is accurate within three business days of the pay date.





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Time and Effort Reporting

Staff who are paid from more than one funding source must complete daily time and effort reporting. The staff should complete the online reporting form daily and submit at the end of each pay period to the 21st CCLC program director.

Payment/Tracking Procedures

The following procedures should be followed for all 21st CCLC staff:

- Staff sign in and out daily.
- All time sheets and time and effort reports are kept in the in the program office.
- Staff submit time reports to site coordinator at the end of each pay period
- Site coordinator signs and turns in time sheets to program director.
- The program director signs and turns in time sheets to the payroll department.

Substitute Procedures

Staff may not select their own substitutes. They are to notify the site coordinator of any anticipated absences, and the site coordinator will assign substitutes.

21st CCLC Staff Evaluations

The site coordinator/program director will perform a minimum of two activity observations each month. An evaluation should be completed for each staff member during each semester they work. Staff with unsatisfactory performance on an evaluation will work with the site coordinator and program director to create a professional growth plan that addresses deficiencies. All staff evaluation ratings will be taken into consideration for future 21st CCLC program employment. Individuals with unsatisfactory evaluations will not be recommended for future employment with the 21st CCLC program.

Technology Use Policy

Computers, iPads and other technology-related devices in ABC are used to support learning and to enhance instruction. It is general policy that all technology shall be used in a responsible, efficient, ethical and legal manner.

Our primary purpose for the Internet connection is educational, and everyone who uses this connection should understand that purpose. Internet access is now available to students and staff in all ABC programs.

The purposes of this policy are as follows:

- Clarify the program's position as to acceptable use of its technology investment;
- Ensure that all users of the technology understand the conditions for its use and the ramifications of misuse; and
- Protect the privacy of students, staff and other users of the technology.

This policy is not intended to set limitations or restrictions. Rather, it is designed to facilitate and set guidelines for exploring and using the Internet as a tool for learning.



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Students and staff will have access to the following:

- Email;
- Information and news from a variety of sources and research institutions, and the opportunity to correspond with these resources;
- Access to many university library catalogs, the Library of Congress and ERIC;
- Discussion groups on a variety of topics; and
- Alternative ways of gathering information available for program activities.

With access to computers and people all over the world comes the availability of materials that may not be of educational value in the context of the afterschool setting. The district technology department will take precautions to restrict access to controversial materials. At the 21st CCLC program, student access to and use of the Internet will be under staff direction and will be monitored, just as any other activity. However, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the value of information and interaction available on this worldwide network far outweighs the possible danger that users may procure materials that are not consistent with the educational goals of the program.

The smooth operation of the network relies on the conduct of end users, who must adhere to guidelines. In general, proper conduct means efficient, ethical and legal use of the network resources. If a ABC user violates any of these provisions, his/her account will be terminated, future access may be denied, and the student or staff member may be subject to disciplinary action.

Unacceptable uses of the technology include these:

- Using the Internet connections for non-educational purposes;
- Using profanity, obscenity or other language that may be offensive or harassing to another user;
- Copying commercial software in violation of copyright law;
- Using the network for financial gain, commercial activity or illegal activity;
- Sending anonymous messages of any kind;
- Using the network to access a file that contains pornographic pictures;
- Using the network to send/receive racist, sexist, threatening or inflammatory messages;
- Using the network to send/receive messages that are inconsistent with the school's code of conduct;
- Using the network to provide addresses, telephone numbers or other personal information that others may use inappropriately; and
- Purposely infecting any program computer or network with a virus or other program designed to damage, alter, destroy or provide access to unauthorized data or information.

The 21st CCLC program reserves the right to examine all data stored in the program machines to make sure that all users comply with these regulations. The program reserves the right to amend these rules at any time without notice.



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ABC 21st CCLC Program: Approved Pay Scale

Title	Per hour rate
Program Director	\$35
Site Coordinators	\$30
Data Specialist	\$20
Certified Teachers	\$25
Paraprofessionals	\$20
Part-Time Staff	\$20
Custodian	\$15
Bus Driver	\$15
Resource Officer	\$20

Pay Schedule for 2018-19	
Pay Period	Check Disbursement Date
September 1 - September 30, 2018	October 16, 2018
October 1 - October 31, 2018	November 15, 2018
November 1 - November 30, 2018	December 15, 2018
December 1 - December 31, 2018	January 15, 2019
January 1 - January 31, 2019	February 15, 2019
February 1 - February 28, 2019	March 15, 2019
March 1 - March 31, 2019	April 15, 2019
April 1 - April 30, 2019	May 15, 2019
May 1 - May 31, 2019	June 15, 2019

Reporting Child Abuse and Sexual Harassment

Mandated Reporting

Title IX of the Education Amendments of 1972 (Title IX) prohibits any person, on the basis of sex, to be subjected to discrimination in an educational program or activity receiving federal financial assistance. The law applies to any academic, extracurricular (student organizations and athletics), research, occupational training, and other educational program from pre-school to graduate school that receives or benefits from federal funding. All 21st CCLC staff members are required to abide by the district or board of education policy regarding the reporting of sexual harassment, child abuse or child endangerment. If there are concerns related to sexual harassment, child abuse, or child endangerment, such incidents should be reported to the designated personnel as soon as possible.

Identifying Child Abuse/Neglect/Sexual Harassment or Assault Protocol

Any staff member having reasonable cause to believe that a child under the age of 18 has had physical injury or injuries inflicted upon him/her, other than by accidental means, by a parent or caretaker, has been neglected or has been sexually abused or exploited, shall report observations to the site coordinator and 21st CCLC program director. An official report will then be made to



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the appropriate individuals or state agency.

Steps that must be followed at the program level:

- If abuse/neglect/deprivation is suspected, it must be reported to the site coordinator/program director immediately. (No child should be questioned or interviewed regarding the suspected abuse.) Only the site coordinator/program director should be notified.
- Reporting child abuse is mandated, and all information should be kept confidential between the reporter and investigative personnel.
- Failure to make a required report may lead to discipline up to and including termination of employment, as well as a professional sanction.

Mandated Reporters

Certain professionals are required by law to report suspected child abuse or maltreatment to the appropriate authorities. The law also assigns civil and criminal liability to those professions who do not comply with the mandated reporter responsibilities. Mandated reporters are required to report suspected child abuse, sexual harassment or assault, or maltreatment, or cause a report to be made when, in their professional roles, they are presented with reasonable cause to suspect said activities. Accordingly, all staff and volunteers of the ABC 21st CCLC program are bound by law as mandated reporters.

Reasonable cause to suspect child abuse or maltreatment means that, based on your observations, professional training and experience, you feel someone has harmed that child or placed that child in imminent danger or harm.

Family Education Rights and Privacy Act (FERPA)

Protecting the privacy of students and safeguarding the confidentiality of their records is a responsibility of every staff member. FERPA, or the Family Education Rights and Privacy Act, was enacted in 1974 and serves to keep these records safe from public view. FERPA protects the private educational records of students. Any information that personally identifies the individual must be kept confidential.

FERPA allows students and parents access to educational records. Educational records include files, documents and other material maintained by the program that are directly related to the student. All documents and files with personally identifiable information should be shredded after use. Student information should only be accessed on program computers with appropriate security measures and computers should never be left logged on and unattended.

If a staff member, as a representative of the program, does not protect the privacy of a student's educational records as outlined in the law, the staff and the program may face serious consequences such as loss of federal funding, loss of employment or civil liability.

There are certain instances when a program is allowed to share private student information with other parties:

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- Other educators or officials in the same school who have legitimate educational interests in the student;
- When disclosure of information is necessary to protect the safety and health of the student;
- A student is transferring to another school; and
- To comply with a judicial order.

Any disclosure of private student information should be discussed with and approved by the program director.



Sample Staff Handbook

21st CCLC Staff Confidentiality Agreement and Acceptance of Rules and Regulations

I, _____, a staff member of the ABC 21st CCLC program at ABC Middle School, hereby agree that I will not disclose, publish or disseminate any information in any form (electronic, printed, verbal, written, etc.) that I obtain under the provisions of the Family Educational Rights and Privacy Act (FERPA) related to the personal information of the participants of the 21st Century Community Learning Centers program site where I work without the prior written authorization of the program director. I also agree that I will not use, publish or disseminate any information or work product available to me for my personal use, nor will I provide it to a third party for their use, without the express permission of the program director.

I further agree to take all reasonable precautions to prevent any unauthorized use, disclosure, publication or dissemination of any materials as stated above. In addition, I fully understand that failure to comply with the policies and procedures set forth in this handbook shall result in suspension or termination from the ABC 21st CCLC program employment and/or access to any and all 21st CCLC activities in the future.

Staff Signature	Date
Site Coordinator Signature	Date
Program Director Signature	Date

