



Strength of Character and College Ready

Before & After School Programs Fee Based

2021 – 2022 Parent Handbook

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Bibb County Before & After School Programs

Central Office Staff

Dr. Janice Flowers, Director
Violetta Hudson, Administrative Budget Assistant
LaDaphne Hall, Program Coordinator
Dr. Tracey Muff, Program Coordinator
Christian Patterson, Data Specialist

2021 – 2022 Site Directory

Elementary School Sites

School	Site Address	Site Manager	Program Hours	Phone
Alexander II Elementary	1156 College Street	Lynnea Zwally	Monday – Friday 6:50 – 7:50 AM 3:30 – 6:00 PM	779-2700
Carter Elementary	5910 Zebulon Road	Christi Watson	Monday – Friday 3:30 – 6:00 PM	779-3350
Lane Elementary	990 Newport Road	Christina Franklin Genevieve Johnson	Monday – Friday 3:30 – 6:00 PM	779-3150
Northwoods Academy	709 Pierce Avenue	Erin Radney	Monday – Friday 3:30 – 6:00 PM	779-3200
Vineville Academy	2260 Vineville Avenue	Leigh Childs	Monday – Friday 3:30 – 6:00 PM	779-3250

Middle School Sites

Howard MS	6600 Forsyth Rd.	Veronica Hoskins	Monday - Friday 7:00 a.m.- 8:30 a.m.	779-3500
Miller MS	751 Hendley St.	Sharon Finch	Monday-Friday 7:00 a.m. – 8:00 a.m.	779-4050

General Policies & Procedures

Registration Policy

Bibb County Before & After School Programs (BASP) is a service, open to students attending participating schools.

Registration is completed through the online system. The parent must complete both a Registration Form and Parent Agreement Form and submit it with a \$10.00 (BSP) and/or a \$25.00 (ASP) non-refundable registration fee **per child** for enrollment. Children will not be allowed to attend the ASAP until all forms have been completed. Individual school offices do not handle registration for the **ASAP Before and After School Programs**.

Students will be accepted in the program on a first come first serve basis. A new registration must be completed each school year. Registration must be completed by parent or guardian.

The registration link is: <https://bcsdk12.ce.eleyo.com>

Health and Safety Information

Pick-up Procedures:

All students must be signed in/out by the parent/guardian, or a person designated by the parent/guardian according to the registration form. All person(s) picking up a student during the first two weeks of school will need to show their driver's license for identification. Any person may be asked for I. D. at any time if the staff member does not recognize him/her as someone authorized on the registration form. If an unauthorized person shows up to pick up a student, the student will not be released. All students must be accounted for each day.

Late Pick Ups:

To ensure the safety and security of all students in the Before & After School Program, the Campus Police Department (779-2040) will be contacted by school officials should an emergency occur which threatens the welfare of students.

The Bibb County Sheriff's Office (746-9441) will be contacted if a student has not been picked up within **15 minutes after your program end time**.

In no case will staff transport a student to the campus police or to the student's residence in his/her personal vehicle.

Injuries (See Policy JGFG attached)

If a child is injured in BASP, the following procedures will be followed:

1. Follow first aid procedure immediately.
2. Notify parents immediately.
3. Notify Program Coordinator/BASP Director or Principal (if available) immediately.
4. Complete the Accident/Incident Form and submit it to the BASP Director.

Site Safety Procedure Checklist

The following site safety procedures will be conducted each semester in October & February: 1) lockdown drill; 2) fire drill; 3) severe weather drill.

COVID-19 Precautionary Procedures

After School Arrival procedures

All Face to Face after school student participants will remain in their classroom until a grade level BASP staff person arrives to escort them to their assigned classroom. Upon arrival into the assigned classroom, grade level teacher will then administer a temperature check of each student within their assigned room at 1:10 ratios. If the temperature measures a temperature of at least 100.4, the student will be reassigned to a designated space monitored by the Site Manager. A subsequent phone call will be made to student's parent/guardian and student will remain in the holding space until parent arrives.

Snacks procedures

All students will remain in assigned classroom and a pre-bagged snack will be delivered to their classroom by a designated BASP staff member via snack cart. Any unconsumed snacks will be discarded, and no snack sharing is allowed.

Activity Session rotation procedures

Students will remain in assigned classroom and enrichment teachers will rotate to designated classroom for enrichment classes, i.e. art, music, dance.

Before Care Arrival Procedures

Students enrolled in Before Care will have their temperature checked by BASP staff prior to entering the school building. Prior to leaving the before care school site parents will be informed of a satisfactory temperature of 100.3 or lower, or an elevated temperature exceeding 100.4. If an elevated fever exists, the student will not be allowed to remain at the school site. Medical clearance must be provided by the child's physician upon the students' return to school.

Dismissal Procedures

Bus Riders will remain in their assigned classroom and dismissed by grade level, one classroom at a time as directed by Site Manager. Car riders will be dismissed from the classroom. As parents arrive for car rider pickup, they will sign students out and remain at designated check out area until the student arrives to be dismissed. Sanitizer and wipes will be provided during dismissal sign out to support optimal safety precautions.

Attendance

All attendance will be entered daily in the Eleyo Attendance iPad app.

Student Behavior & Discipline

Behavioral expectations in the Before & After School Program are consistent with the Bibb County School District's Code of Conduct.

A student must receive **3 written notifications**, before the student can be dismissed from the program. The Site Manager and/or staff member will document attempts to contact the parent/guardian in regard to the discipline infraction. Parents of students who are picked up daily must be notified on the day the disciplinary infraction occurred. A copy of the discipline form must be forwarded to the Before & After School Office. **After the third written notification, a dismissal letter will be sent to the parent/guardian via certified U.S. Mail.**

Snacks

1. BASP snacks consist of one wet (juice) and one dry (crackers/pretzels) item provided by School Nutrition. Snacks are reserved for student consumption only.
2. Each student must receive a snack in his/her hand. If the student does not want his/her snack, the snack can be placed on a sharing table.
3. Students must wash hands with soap and water before and after receiving snacks. Sanitizer is not acceptable.

Sample Weekly Schedule

Management must provide a “working” weekly programming schedule to include time, day, location, and supervising teacher for each academic and enrichment activity. Weekly schedules MUST be posted outside of each classroom used during afterschool hours – see next page.

**Anywhere Elementary School – SAMPLE
Academic & Enrichment Schedule, 2012-2013**

Grades	Time	Monday	Tuesday	Wednesday	Thursday	Friday
All	3:45-4:00	Snack (Cafeteria)	Snack (Cafeteria)	Snack (Cafeteria)	Snack (Cafeteria)	Snack (Cafeteria)
K & 1st Grade	4:00-6:00	ACADEMICS Math Reading Homework Rm. 402 Ms. Alabama	ACADEMICS Math Reading Homework Rm. 402 Ms. Alabama	ACADEMICS Math Reading Homework Rm. 402 Ms. Alabama	ACADEMICS Math Reading Homework Rm. 101 Ms. Carolina	ACADEMICS Math Reading Homework Rm. 101 Ms. Carolina
		ACADEMICS Math Reading Homework Rm. 402 Ms. Alabama	PHYS. ED. (Outside or Gym) GAMES/CENTERS Rm. 402 Ms. Alabama	SuccessMaker Lab Rm. 224 Ms. Alabama	Computer Lab Rm. 209 Ms. Carolina	TENNIS (3:45 – 4:20) Gym Ms. Carolina ART/PLAY Rm. 101 Ms. Carolina
2 nd Grade		ACADEMICS Math Reading Homework Rm. 404 Ms. Florida	ACADEMICS Math Reading Homework Rm. 404 Ms. Florida	ACADEMICS Math Reading Homework Rm. 404 Ms. Florida	ACADEMICS Math Reading Homework Rm. 404 Ms. Florida	ACADEMICS Math Reading Homework Rm. 404 Ms. Florida
		ACADEMICS Homework Math Reading Rm. 404 Ms. Florida	SuccessMaker Lab Rm. 224 Ms. Florida	Computer Lab Rm. 209 Ms. Florida	PHYS. ED. (Outside or Gym) GAMES/CENTERS Rm. 404 Ms. Florida	TENNIS (3:45 – 4:20) Gym Ms. Florida ART/PLAY Rm. 404 Ms. Florida
3 rd Grade		ACADEMICS Math Reading Homework Rm. 216 Ms. Colorado	ACADEMICS Math Reading Homework Rm. 216 Ms. Colorado	ACADEMICS Math Reading Homework Rm. 216 Ms. Colorado	ACADEMICS Math Reading Homework Rm. 216 Ms. Colorado	ACADEMICS Math Reading Homework Rm. 216 Ms. Colorado
		ACADEMICS Math Reading Homework Rm. 216 Ms. Colorado	Computer Lab Rm. 209 Ms. Colorado	PHYS. ED. (Outside or Gym) GAMES/CENTERS Rm. 216 Ms. Colorado	SuccessMaker Lab Rm. 224 Ms. Colorado	TENNIS (4:25 – 5:00) Gym Ms. Colorado ART/PLAY Rm. 216 Ms. Colorado
4 th Grade		ACADEMICS Math Reading Homework Rm. 201 Ms. Delaware	ACADEMICS Math Reading Homework Rm. 201 Ms. Delaware	ACADEMICS Math Reading Homework Rm. 325 Ms. Tennessee	ACADEMICS Math Reading Homework Rm. 325 Ms. Tennessee	ACADEMICS Math Reading Homework Rm. 201 Ms. Delaware
		ACADEMICS Math Reading Homework Rm. 216 Ms. Delaware	PHYS. ED. (Outside or Gym) GAMES/CENTERS Rm. 201 Ms. Delaware	Computer Lab Rm. 209 Ms. Tennessee	SuccessMaker Lab Rm. 224 Ms. Tennessee	TENNIS (4:25 – 5:00) Gym Ms. Delaware ART/PLAY Rm. 224 MS. Delaware
5 th Grade		ACADEMICS Math Reading Homework Rm. 405 Ms. Texas	ACADEMICS Math Reading Homework Rm. 405 Ms. Texas	ACADEMICS Math Reading Homework Rm. 405 Ms. Texas	ACADEMICS Math Reading Homework Rm. 405 Ms. Texas	ACADEMICS Math Reading Homework Rm. 405 Ms. Texas
		ACADEMICS Math Reading Homework Rm. 405 Ms. Texas	Computer Lab Rm. 209 Ms. Texas	SuccessMaker Lab Rm. 224 Ms. Texas	PHYS. ED. (Outside or Gym) GAMES/CENTER Rm. 405 Ms. Texas	TENNIS (5:00 – 5:35) Gym Ms. Delaware ART/PLAY Rm. 405 Ms. Texas
All	6:00	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

The Before & After School Programs in Bibb County Schools are a service provided to children in grades K – 5 and their parents. The maximum daily teacher to student ratio is 1: 15.

Facts to Understand:

1. Registration Forms will be completed at the beginning of each new school year. The required registration fee is due at the time of registration. Students may not participate until this fee is paid.
2. Late fees are \$1.00 per child per minute after the program end time. Children whose parents fail to pick them up by the close of the program THREE TIMES may be WITHDRAWN from the Before & After School Program.
3. Students remaining at the site fifteen (15) minutes after the program end time will be picked up by Campus Police. If Campus Police is unable to locate parents of students, the Campus Police office will notify DFACS.
4. Fee-based Before & After School Programs operate on a pre-paid tuition basis only.
5. Parents who do not keep tuition payments current will have their children **WITHDRAWN** from the program.
6. A late payment letter will be given to the parent/guardian **after 2 weeks without payment and the student(s) CAN NOT return to the program until the delinquent amount has been paid in full.**
7. Behavioral expectations in the Before & After School Program are consistent with the Bibb County School District's Code of Conduct. Misbehavior that results in three written discipline reports can cause a student to be WITHDRAWN from the program.
8. If students have been withdrawn from the Before & After School Program because of misbehavior, late pick-up or lack of payment of tuition, and parents make no provision for Before & After School care, but leave them at school anyway, the school will contact the Campus Police Department for parental neglect and abandonment.

WE ARE COMMITTED TO PROVIDING A QUALITY BEFORE & AFTER SCHOOL PROGRAM FOR OUR STUDENTS. PARENTS AND SCHOOLS WORKING TOGETHER COOPERATIVELY CAN RESULT IN QUALITY PROGRAMS.

Program Closure

In the event of unexpected school closure for any extended period, the Before and After School Programs will not provide fee-based programming and will follow the schedule as outlined by the Bibb County School District.

Accounting Procedures

Fee Structure and Financial Aid Operation

Fee-based programs are PREPAID. Our weekly fee is **\$10 per child for before care and \$50 per child for after care for every student participating** in BASP. The first week fees are non-refundable. There is a yearly non-refundable registration fee of \$10 per child for before care and \$25 per child for after care. This fee is subject to change from one year to the next. In some instances, school will not operate for a full week. Daily fees are available.

\$10 per day, per child

\$50 per week or \$10 per day, per child

Payment Record:

Tuition payments are nonrefundable and are due by 6:00 p.m. on Friday prior to the upcoming week of service. Payments should be made online at <https://bcsdk12.ce.eleyo.com>. We strongly encourage online

payments; however, payments may also be made in person by check or money order made payable to Bibb County School District. Parent name, address and phone number must be included on checks.

Department of Family and Children Services (DFCS) Childcare Participants

The Before & After School Program accepts payments through the childcare assistance program sponsored by the Bibb County Department of Family and Children Services/GACAPS.

1. The parent/guardian is responsible for corresponding with his or her caseworker to obtain the childcare certificate providing a copy to the Before & After School Program staff.
2. The Before & After School Program office will contact the Site Manager to update him/her about the approved certificate and start date for the student.
3. Parents are charged the contracted weekly rate. Daily fees do not apply to CAPS recipients.

Policies

**Policy
Student Accidents****Descriptor Code: JGFG****Student Accident/ Illness**

Should a child be injured, an effort should be made by the available personnel to contact the parents of the child for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the child to be taken to a doctor or to a hospital for treatment. This action on the part of any of our personnel does not obligate the personnel or the schools to assume financial responsibility for the treatment of the child.

An "emergency care authorization" for every pupil shall be on file in the school office.

When a minor illness occurs, the child should be referred to a person designated to this duty. If the child must go home, a parent must be contacted for instructions. The child should not be permitted to start home alone, nor should the child be left home alone except with parental permission.

Accidents to students, no matter how slight, must be reported to the principal or supervisor immediately on an accident report form. Accident reports are to be maintained by the school principal.

Every school shall be provided with a first aid cabinet with first aid instructions attached. The cabinet shall be placed in a location which is readily accessible.

Bibb County School District

Date Adopted: 12/18/2014

Last Revised: 12/9/2014

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference

O.C.G.A 19-09-0127

O.C.G.A 20-02-0142

O.C.G.A 20-02-1090

DescriptionTemporary written permission to seek emergency medical treatment or other services for childrenPrescribed coursesAccident insurance for children on school buses

**Policy
Medication****Descriptor Code: JGCD**

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student whom the school has on file supporting medical documentation may carry at all times with parent/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in

perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Bibb County School District

Date Adopted: 12/9/2014

Last Revised: 7/16/2015

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference

O.C.G.A 16-13-0073	<u>Labeling prescription containers of dangerous drugs</u>
O.C.G.A 16-13-0075	<u>Drugs to be kept in original container</u>
O.C.G.A 20-02-0774	<u>Self-administration of asthma medication</u>
O.C.G.A 20-02-0776	<u>Student retention and self-administration of auto-injectable epinephrine; liability of school system</u>
O.C.G.A 20-02-0776.1	<u>Administration of auto-injectable epinephrine by school personnel</u>
O.C.G.A 20-02-0776.2	<u>Stock supply of auto-injectable epinephrine; requirements; limited liability.</u>
O.C.G.A 20-02-0776.3	<u>Stock supply of levalbuterol sulfate; requirements; limited liability.</u>
O.C.G.A 20-02-0776.4	<u>Administration of levalbuterol sulfate by school personnel</u>
O.C.G.A 20-02-0779	<u>Care of students with diabetes; training of school employees; diabetes medical management plan; no liability for staff</u>
O.C.G.A 26-04-0116.1	<u>Licensed health practitioners authorized to prescribe auto-injectable epinephrine for schools; pharmacists authorized to fill prescriptions</u>
Rule 160-4-7-.02	<u>Free Appropriate Public Education (FAPE)</u>
Rule 160-4-8-.18	<u>Diabetes Medical Management Plans</u>

Federal Reference

20 USC 7101	<u>ESEA: 21st Century Schools-General Provisions</u>
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Policy
Child Abuse or Neglect

Descriptor Code: JGI

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Bibb County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional relevant and necessary information when making the report.

Bibb County School District

Date Adopted: 12/9/2014

Last Revised: 7/16/2015

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference

Description

O.C.G.A 15-11-0002

[Definitions-juvenile code](#)

O.C.G.A 15-11-0134

[Required findings; justifying removal from the home](#)

O.C.G.A 16-06-0005.1

[Sexual assault by persons with supervisory or disciplinary authority](#)

O.C.G.A 16-06-0009

[Prostitution](#)

O.C.G.A 19-07-0005

[Reporting child abuse](#)

O.C.G.A 19-15-0002

[Child Abuse Protocol](#)

O.C.G.A 20-02-0200

[Regulation by Professional Standards Commission; rules and regulations; fees](#)

O.C.G.A 20-02-0314

[Development of rape prevention, personal safety education, and teen dating violence prevention programs](#)

O.C.G.A 20-02-1184

[Mandatory reporting of students committing certain prohibited acts](#)

O.C.G.A 49-05-0041

[Persons and agencies permitted access to records](#)

Rule 160-4-8-.04

[Child Abuse and Neglect Reporting](#)



**Board Policy Manual
Bibb County School District**

Regulation GANA-R(1): Infectious Diseases - Regulation

Status: ADOPTED

Original Adopted Date: 04/04/2020 | **Last Revised Date:** 05/14/2020 | **Last Reviewed Date:** 05/14/2020

A. Infectious Diseases - Regulation

In accordance with Board Policy GANA, the Superintendent has hereby authorized the implementation of this regulation. The regulation is based upon the following:

1. On March 26, 2020, Georgia Gov. Brian Kemp ("Gov. Kemp") issued an executive order that closed elementary and secondary schools until April 24, 2020. He further ordered that public elementary and secondary schools would remain closed for in-person instruction through April 24, 2020, with limited exceptions for meal preparation and distribution, continuity of distance learning opportunities, and any other necessary functions as determined by the local school superintendent.
2. On April 1, 2020, Gov. Kemp issued an executive order that closed elementary and secondary schools until the end of the 2019-2020 school year. He further ordered that nothing in the order would prohibit online learning or remote programs developed for students by the local school district. Nor would the order prevent faculty or staff from being asked to work or return to campuses as needed to maintain essential services.
3. On April 2, 2020, Gov. Kemp issued an executive order for a statewide shelter in place to stop the spread of the novel coronavirus (COVID-19). In supporting documents for the statewide shelter in place order, the U.S. Department of Homeland Security's March 28, 2020, memorandum, ADVISORY MEMORANDUM ON IDENTIFICATION OF ESSENTIAL INFRASTRUCTURE WORKERS DURING COVID-19 RESPONSE, was provided. In this memorandum, in the section entitled OTHER COMMUNITY- OR GOVERNMENT-BASED OPERATIONS AND ESSENTIAL FUNCTIONS, educators supporting public and private K12 schools and colleges, and universities for the purpose of facilitating distance learning or performing other essential tasks are identified.
4. Based on the above and Board Policy GANA, the Superintendent is issuing this regulation in response to COVID-19. This regulation is effective Monday, April 6, 2020. It has five phases that are of interest.
 - a. Phase I: March 19 – 25, 2020. This was the period when BCSD began planning to move from normal operations to implementing Board Policy GANA.
 - b. Phase II: March 26 – April 5, 2020. This was the period when BCSD implemented eLearning, the preparation and delivery of food, and the sanitation of selected facilities for COVID-19.
 - c. Phase III: April 6, 2020 until the close of the 2019-2020 school year. This is when BCSD knew it would not have students returning for in-person instruction this school year and developed and implemented plans for ending the school year in eLearning mode.
 - d. Phase IV: The close of the 2019-2020 school year until July 20, 2020. This is the period that BCSD will plan for the opening of school year 2020-2021, ending prior to New Teacher Orientation.
 - e. Phase V: July 21, 2020, is the start date for this phase, which includes New Teacher Orientation and other activities that coincide with the opening of the 2020-2021 school year.
5. Superintendent's Guidance:
 - a. The District has a mission of three parts: (1) to implement eLearning, (2) to prepare and deliver meals, and (3) to take care of the District's employees.
 - b. The school year is scheduled to end on May 22, 2020, with post-planning ending on May 27, 2020. As this situation is constantly changing, BCSD should plan on the school year ending earlier. The Board of Education will have a meeting April 16, 2020. The Superintendent will recommend an ending date at that meeting. For now, plan on the month of April being completed in eLearning mode.
 - c. The turn-in of computer and electronic devices will occur after the last day of school (unless the last day remains as it is now). Plan on a two-week window for device turn-in.

- d. All employees are designated essential personnel for COVID-19 response and are subject to being asked to come in to work. Additionally, the District has paid all employees thus far. Based on the orders and policies cited, this will continue with some exceptions. If an employee is asked to return to the work site and refuses to do so, the employee may be subject to loss of pay as well as disciplinary actions, up to and including termination.
- e. Nutrition, transportation and custodians who are asked to help with the preparation and delivery of food, as well as custodians who are helping to sanitize facilities and equipment, will receive extra pay. The Chief of Staff will coordinate with directors and finance to finalize the details. Additionally, the District will cap the number of meals prepared to the current number of 3,800 per meal period.
- f. The process of eLearning will continue. Grades for students in K-8 will be based on the 3rd nine weeks progress report. Students will work with their teachers to remediate this grade. Under no circumstances will the end of semester grade be lower than the 3rd 9 weeks progress grade. Grades K-8 will finish the year with letter grades. Grades 9-12 will have grading as normal with averages. Beginning with the end in mind, students will be given a report at the end of the year showing the teacher's assessment of their learning by standard. These standard reports will be used in August to help teachers and students determine what gaps have been created in the student's learning as a result of COVID-19 school closures. Further guidance is provided in the exhibit, Frequently Asked Questions.
- g. The District is not ready to decide on graduation ceremonies currently.
- h. BCSD will plan for a summer school program that may be in-person or virtual. As conditions develop, the District will finalize this part of planning.
- i. The District will not participate in any face-to-face in-state or out-of-state conferences in June or July. Representatives from the Office of District Effectiveness and Federal Programs and from the Professional Learning Department will contact principals to cancel conference travel arrangements for their staff. This will include recuperating any pre-paid registration fees, air fares and hotel expenses.
- j. This guidance is subject to change based on the conditions on the ground. Additionally, the Board of Education can always act to confirm, modify or eliminate any decision or actions the Superintendent has taken between Board meetings. Remain flexible. Use the Frequently Asked Questions that are included as an exhibit to this regulation as an additional resource. Any inconsistencies should be brought to the attention of the staff member in charge of the activity or action.
- k. Employees have done an amazing job. Let it be known the Superintendent is proud, and the students and the community are the beneficiaries of employees' hard work.

B. Infectious Disease Control Committee.

In accordance with Policy GANA, the Superintendent will organize an Infectious Disease Control ("IDC") Committee and the Initial and In Progress Review (IPR) process to determine how the District will prepare and respond to any infectious disease that is anticipated to affect District operations. The IDC Committee will assist in the implementation of the following:

- 1. Annually provide employees with information, education, or training related to the transmission of infectious diseases;
- 2. Make appropriate personal protective equipment (e.g., face masks, gloves) readily available for tasks associated with interaction with individuals with actual or potential infections;
- 3. Immediately counsel employees and students (and parents of such students) who are suspected of having an infectious disease of the need to obtain an appropriate medical evaluation;
- 4. Involve the school nurse, public health agency representatives, health care professionals, and school

system administrators in operational decisions concerning an employee or student who has an infectious disease;

5. Establish school exclusion and disease management protocols that are consistent with evidence-based guidelines developed by health authorities and the recommendations of the Georgia School Health Resources Manual; and
6. Follow universal precautions when handling blood or other bodily fluids.

The IDC Committee will include, but is not limited to, a representative(s) from the following departments:

- Teaching and Learning
- Technology
- Human Resources
- District Effectiveness and Federal Programs
- School Nursing Program
- Maintenance
- Capital Programs
- Student Information System
- Safety and Security
- Finance
- Communications
- Transportation
- Student Affairs
- School Nutrition
- Athletics
- Campus Police

Currently, the District has a partnership with the Bibb County Health Department ("Health Department"). The Health Department, in collaboration with the Director of Communications, Director of Risk Management, and School Nurses or appropriate school level personnel will coordinate the District's response to any infectious diseases that presents itself in the District. The IDC Committee will support all efforts in response to an infectious disease.

The Health Department has worked in conjunction with District to prepare responses to any of the 33 infectious diseases, including COVID-19, that may present in the District. The District's response and course of action to any disease is directed by the Director of Risk Management. The District's required written notices are maintained and distributed by the Assistant Superintendent of Human Resources.

In addressing or responding to an infectious diseases outbreak within the District, the District will comply with the Family Educational Rights and Privacy Act ("FERPA").

Below is a list of childhood illnesses that the IDC Committee will monitor in carrying out its duty to help prepare the District's response to infectious diseases.

Childhood Illnesses

This list has been prepared by Children's Healthcare of Atlanta and in cooperation with the State Health

Department

Disease, Illness or Organism

Report to County Health Department

Bronchiolitis, Bronchitis, Cold, Croup, Ear Infection,	NO
Pneumonia, Sinus Infection and Most Sore Throats	NO
Cold Sore	NO
Conjunctivitis (Pink Eye)	NO
Diphtheria	YES
Influenza (The flu)	NO
Mononucleosis (Mono)	NO
Mumps	YES
Respiratory Syncytial (Virus) (RSV)	NO
Strep Throat	NO
Tuberculosis (TB)	YES
Whooping Cough	YES
Gastroenteritis-Bacterial	YES
Gastroenteritis-Viral	NO
Giardia (a parasite)	YES
Hepatitis A (virus)	YES
Pinworms	NO
Haemophilus influenza type B	YES
Neisseria meningitides	YES
Streptococcus pneumoniae	YES
Viral Meningitis	YES
Chickenpox	YES
Fifth Disease	NO
German Measles	YES
Hand, Foot and Mouth Disease	NO
Head Lice (A parasite)	NO
Impetigo	NO
Measles	YES
MRSA (Methicillin-resistant Straph aureus)	NO
Molluscum	NO
Ringworm on body and Ringworm on scalp	NO
Roseola (virus)	NO
Scabies (A parasite)	NO
COVID-19	YES

The Superintendent reserves the right to amend this regulation, as deemed necessary.



**Before & After School Programs
Fee-Based Parent Policies and Procedures Handbook
Parent Acknowledgement**

Licensed-Exempt Child Care Learning Facility

I have received and read the Fee-Based Parent Policies and Procedures Handbook. I agree to abide by the Before & After School Programs Parent Policies and Procedure Handbook and the Bibb County School District Policies and Administrative Directives. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Site Manager Signature

Date