



COASTAL PLAINS
EDUCATION
CHARTER HIGH SCHOOL

Site Director Handbook

Mr. Richard Rentz, Superintendent
Central Office: 912-685-5713

www.coastalplainscharter.org

Approved by the Georgia Board of Education, February 2017

Approved by the State Charter Schools Commission of Georgia, February 2017

Accredited by the Georgia Accrediting Commission February 2017

Coastal Plains Education Charter High School is an equal opportunity employer.

(Revised June 2019)



Coastal Plains Education Charter High School

Governance Board

Bubba Longgrear, Ed.D., Superintendent
Candler County School System
210 South College Street, Metter, GA 30439
Email: blonggrear@metter.org
Phone: 912-685-5713

Jay Brinson, Ed.D., Superintendent
Wayne County School System
555 South Sunset Blvd., Jesup, GA 31545
Email: jbrinson@wayne.k12.ga.us
Phone: 912-427-1000

Garrett Wilcox, Ed.D., Superintendent
Vidalia City School System
301 Adams Street, Vidalia, GA 30474
Email: gwilcox@vidalia-city.k12.ga.us
Phone: 912-537-3088

Will Hardin, Ed.D., Superintendent
Camden County School System
311 South East Street, Kingsland, GA 31548
Email: whardin@camden.k12.ga.us
Phone: 912-729-5687

Ricky Rentz, Superintendent
Coastal Plains Education Charter High School
2900 Albany Street, Brunswick, GA 31523
Email: richard.rentz@coastalplainscharter.org
Phone: 912-399-0985

Morris Leis, Superintendent
Coffee County Schools
1311 South Peterson Avenue, Douglas, GA 31533
Email: morris.leis@coffee.k12.ga.us
Phone: 912-384-2086

Coastal Plains Education Charter High School Personnel

Central Office: 210 S. College Street * Metter, GA 30439

Richard Rentz	Superintendent
Mark Stewart	Regional Director of Operations
Kimberly Corley	Regional Director for Student Services
Elizabeth Williams	Regional Director for Instruction
Julie Jordan	Regional Instructional Technology Coordinator
Carmen Roberts	Regional Federal Programs Coordinator
Mary Wildes	Regional Director of Special Education
Lisa Smith	Regional Data Collection/Accountability Coordinator
Keith Ross	Regional Technician
Terri Underwood	Regional Registrar
Jane't Lloyd	Regional Office Manager
Sandra Floyd	Student Services Coordinator
Sabrina Woodruff	Special Education Coordinator
Melissa Purcell	GradPoint Manager
David McCurry	Southwest Regional Director
Margaret Joiner	Instructional Technology/Data Assistant/Webmaster
Julie York	Southwest Student Services Coordinator
	Southwest Special Education Coordinator

Coastal Plains Education Charter High School

Campus Sites

Camden Coastal Plains

6300 Laurel Island Parkway
Kingsland, GA 31548
Site Directors: James Gibbs, Jed DuBose
Registrar: Regina Kersten
(912)510-2100

Coffee Coastal Plains

706 West Baker Hwy, Suite. A
Douglas, GA 31533
Site Directors: Pamela Smith, Angelique Austin
Registrar: Christie Fuller
(912)389-6534

Evans Coastal Plains

102 North Clark Street
Claxton, GA 30417
Site Directors: Deanna Stoddard, Sonya Waters
Registrar: Joseph Attebery
(912)

Jeff Davis Coastal Plains

96 West Jefferson St.
Hazlehurst, GA 31539
Asst. Site Directors: Christy Burch-Stapleton, Carolyn Morris
Registrar: Leigh Spivey
(912)699-1310

Long Coastal Plains

75 West Academy St. (PO Box 428)
Ludowici, GA 31316
Asst. Site Directors: Lisa Futch, Donald Pelton
Registrar: Tina Long
(912)545-7854

Screven Coastal Plains

611 Pine Street
Sylvania, GA 30467
Asst. Site Directors: Nicole Peeples, Don Ussery
Registrar: Joseph Attebery
(912)451-2470

Wayne Coastal Plains

1365 Orange Street
Jesup, GA 31545
Site Directors: Larry Day, Sandra Jones
Registrar: Charity McGee
(912)810-1854

Candler Coastal Plains

210 S. College Street
Metter, GA 30439
Site Directors: Rosanne Ferrell, Chantel Webb
Registrar: Joseph Attebery
(912)685-5713 ext. 0587

Colquitt Coastal Plains

105 Darbyshire Road
Norman Park, GA 31771
Site Directors: Sharon Veasey, Renee Tucker
Registrar: Catherine Young
(229)890-6141

Glynn Coastal Plains

2900 Albany Street
Brunswick, GA 31520
Site Directors: Robert Pope, Andrew Madden
Registrar: Faye Miller
(912)280-6777

Liberty Coastal Plains

212 School House Road
Hinesville, GA 31313
Site Directors: Kenyatta Gilmore, Elihu King
Registrar: Tina Long
(912)877-6766

Lowndes Coastal Plains

1500 Lankford Drive
Valdosta, GA 31601-3517
Site Directors: Kip McLeod, Jeff Shealey
Registrar: Laura Howard
(229)316-8590

Vidalia Coastal Plains

413 Pete Phillips Drive
Vidalia, GA 30474
Site Directors: Kim Alexander, Denis Watkins
Registrar: Leigh Spivey
(912)538-3254

About Coastal Plains Education Charter High School

Coastal Plains Education Charter High School (Coastal Plains) is a collaborative effort of Camden, Candler, Coffee, Colquitt, Evans, Glynn, Jeff Davis, Liberty, Long, Lowndes, Screven, Vidalia, and Wayne school systems. We are an academic, self-paced, individualized, evening high school that serves students who are seeking a non-traditional school environment and who desire a Georgia high school diploma. Coastal Plains also serves students who need to make-up missed credit from their regular high school (**when room is available**), enabling them to stay on track academically and graduate with their peers.

Coastal Plains is a year-round school that offers all Georgia required curriculum courses as well as a variety of vocational courses. The teachers at Coastal Plains are certified. We maintain a low student to teacher ratio and are accredited by the Georgia Accrediting Commission (Spring 2018) and plan to go through Southern Association of Colleges and Schools accreditation during our 3rd year of service.

This collaborative effort offers students the choice to attend school at one of thirteen sites located in Camden, Candler, Coffee, Colquitt, Evans, Glynn, Jeff Davis, Liberty, Long, Lowndes, Screven, Vidalia, and Wayne counties. The educational program serves two categories of students:

1. the credit recovery student (CR), when space is available, who needs to make up or earn coursework in order to remain in their high school and graduate with their peers, and
2. the full time student (FT) who is no longer enrolled in another school and is seeking a Georgia accredited high school diploma through Coastal Plains.

Coastal Plains Education Charter High School operates Monday through Thursday. School hours are from 4:00 p.m. - 9:00 p.m. Summer hours are typically 4:00 p.m. - 8:00 p.m.

Financial Guidelines

One of the areas that can cause problems for school leaders is money management. When problems arise, they are usually the result of not following approved fiscal policies and procedures. The guidelines in this manual will, hopefully, help all site directors to make sure there are never any issues or concerns about money management at their sites.

Cash Receipts

Coastal Plains currently has one checking account at Synovus Bank. Most site revenues will be coming from our QBE state allotment and automatically deposited in the Coastal Plains account.

For those occasions when the site receives any funds directly, they should be deposited in the Synovus account, if not the day received, as soon as possible. All cash receipts should be submitted to the Finance Department in a timely manner for deposit in the bank.

Deposit forms should be kept at each site.

- When more deposit slips are needed, they can be requested from the Chief Financial Officer.

Spending and Purchasing Guidelines

- To prepare for a purchase, the site director should:
 - Select a vendor
 - Contact the vendor and receive a quote
 - If it is a large purchase, three quotes should be received.
 - Select exactly what is it you need to purchase for your site.
 - All purchases must be tax-exempt. The form for this purpose is available from the Business Operations Office and on the Coastal Plains website. Please make sure all vendors are made aware that Coastal Plains is a tax-exempt non-profit when you begin working with them.
 - Most supplies will be purchased from vendors with which we have accounts established. Please use online catalogs to list items needed for your site. Educational discounts are available from some vendors.
- When a site director is ready to request something be purchased, a detailed purchase order should be completed and sent to the Purchasing Agent or Regional Office Manager. Purchase Order forms can be found on the Coastal Plains website. The Purchase Order form should include vendor information, exactly what needs to be ordered and the quote for the purchase.
 - All expenditures must be pre-approved by the Superintendent/Executive Director.
 - Following approval by Executive Director, the Purchasing Agent will enter the purchase order into the accounting system.
 - The purchase order will be approved by the Chief Financial Officer.

- The Purchasing Agent will forward the purchase order to the vendor.
- When the item purchased is received with an invoice, the Purchasing Agent will work with the Accounts Payable clerk to pay the invoice
 - Any invoices received at the site should be signed by the site director and forwarded to the Purchasing Agent as soon as possible.
 - We cannot pay late fees with tax funds and will charge the site's account for late fees if needing to pay them becomes a habit.
- If a site director is picking up an items that is purchased, an example would be a meal for staff training or during the FTE window, the above purchasing procedures should be followed. For example when food is purchased for an event, the above purchasing approvals and process will be followed and then a check to the caterer will be cut prior to the site needing the food. The check and a tax exempt form should be given to the caterer when the food is picked up.
- In cases in which a purchase order is not acceptable to a vendor, an itemized cost estimate should be provided for pre-approval to the Purchasing Agent and Executive Director following the purchasing process described above. Approved purchases may then be made by site directors and reimbursement will be provided.
- For any student incentives given, a record of the incentives purchased and then disbursed must be maintained for auditing purposes. Site directors will be required to maintain a spreadsheet showing all incentives purchased including purchase order number and then who received the item with their signature of receipt in a column of the spreadsheet.
 - An example will be created and distributed for site use.

Travel Reimbursements

The following positions receive monthly travel allotments that will be paid on the last working day of each month:

Executive Director
 Regional Director of Operations and Southwest Directors
 Regional Student Services and Special Education Directors
 Regional Curriculum and Instruction Director
 Regional Technology Coordinator

Any other employee travel will be reimbursed using the travel expense form, which will require approval prior to payment and should be reimbursed within 10 days of approved travel expense form being received by the Coastal Plains Accounts Payable and Payroll Clerk. Travel forms should have appropriate supporting documentation submitted with the form for reimbursement which includes any applicable receipts for lodging and any miscellaneous expenses claimed.

Cell Phone Allowance

Due to our multiple sites and unique operational demands, many Coastal Plains positions require extensive use of cell phones. During the planning and budgeting process it was determined that

these employees would be provided cell phone allowances rather than a Coastal Plains cell phone which, hopefully, prevents them from having to manage multiple cellular devices.

The following positions have been approved to received cell phone allowances on a quarterly basis:

Executive Director
Regional Directors, Operations, Student Services, Curriculum and Instruction
Regional Registrar
Technology Coordinator
Site Directors

Fundraising

Fundraising is supported and encouraged but should be prior approved by the Regional Director of Operations.

- All fund raisers will be shared with the school governance team and other sites to support transparency and generate creative fundraising ideas.
- Students, parents and community members can be involved in fundraising.
- Any fundraising dollars should be deposited into the Coastal Plains Synovus bank account as they are received.
 - Deposit forms should be obtained from the Chief Financial Officer prior to the fund raiser taking place. All cash receipts should be submitted in a timely manner to the Finance Department for deposit into the bank account.
- Each site as well as the regional office will have a fundraising account where any funds raised will be kept separate from other budgeted items.
- Funds raised will always remain available for the site and roll year to year. They will not become part of the general fund balance at year end.
- Revenue and expenditure reports for fundraisers, with account balances, will be distributed to the sites quarterly, but can be obtained from the Chief Financial Officer at any time upon request.

Donations

Donations are supported and encouraged. Site Directors should always take the opportunity to ask for and encourage donations from organizations and individuals that support the school.

All donations will be reported to the school governance team and other sites to support transparency and generate creative fundraising ideas.

- Any donated dollars should be deposited into the Coastal Plains Synovus bank account.
 - Deposit forms should be obtained from the Chief Financial Officer. All cash receipts should be submitted in a timely manner to the Finance Department for deposit into the bank account.
- Each site as well as the regional office will have a donations account where any funds received will be kept separate from other budgeted items.

- Donations will always remain available for the site and roll year to year. They will not become part of the general fund balance at year end.
- Donated equipment or non-funds become the property of Coastal Plains Charter Education High School upon receipt.
- If equipment is donated, it is the responsibility of the site director to make sure it is on an appropriate inventory.
- Site directors should write thank you letters or notes for any donation received.
- If the donator requests a receipt for tax purposes, please let the Chief Financial Officer know and one will be sent.

Vending Machines

Coastal Plains Charter High School will not enter into any contractual agreements for vending machines to be located/installed in any of their sites. If vending machines are already available in sites, Site Directors should seek permission from the regular school administrators about Coastal Plains students use of the vending machines.

Staff Spirit Wear/Items

Site directors can determine if they would like to offer their staff spirit wear or other items.

- Staff cannot receive any item purchased with tax dollars for their personal use. The state and auditors see this as a gratuity which is illegal for public employees to receive.
- These items can be purchased by receiving donations, the staff paying for them or by the site using fund raising monies.
- Staff spirit wear/items should only utilize the approved Coastal Plains logo and school colors.
- Any customization of items should be limited to including your specific site name, if desired.
- The purchase of any staff spirit wear/items must receive prior approval as described in the spending and purchasing section of this manual.

Human Resources Guidelines

Staffing

Site Directors are required to maintain staffing as required by the staffing allotments given to them by the Executive Director.

Staffing a site for a school night depends solely on the number of students in attendance and will vary. It is very important that Site Directors manage the number of staff they have working based on the number of students their site is serving.

- Site Directors should keep staffing hours within approved parameters and, if additional staff hours are needed, must request approval from the Executive Director.
- Site Directors need to be in the habit of sending staff home during the school night if the number of students in attendance decreases (such as following breaks).

Evaluations

The State Department of Education LKES modified evaluation system will be used for Site Directors.

The State Department of Education TKES modified evaluation system will be used for all teachers. Teachers will be evaluated as Contributing Professionals.

- The evaluation process will be explained to each employee.
- Employees that are not evaluated as Contributing Professionals or with the LKES instrument will be evaluated using other validated evaluation instruments.

Hiring

Talent Ed should be utilized to identify all potential hires of Coastal Plains Education Charter High School.

- When a site realizes they have a vacancy, an email should be sent to the Coastal Plains Accounts Payable and Payroll Clerk, copying the Executive Director, requesting the position be posted.
- The Coastal Plains Accounts Payable and Payroll Clerk will post the position in Talent Ed with a closing date of “until filled”.
- Prospective Coastal Plains employees should have three documented references that have been contacted by Site Directors. If electronic references are embedded in Talent Ed, phone calls or other references should be documented in Talent Ed. If that cannot be done, documentation of a reference checked outside of Talent Ed can be forwarded to the Coastal Plains Accounts Payable and Payroll Clerk at the time the recommendation to hire is done to be included in the prospective employee’s file.
 - If three reference checks are not documented in some manner, the employee recommendation may be, at the discretion of the Executive Director or Chief

Financial Officer, denied and returned to the Site Director until reference checks are complete.

- Any prospective employee recommended for hire should have an application in Talent Ed for the position they are being recommended for.
- When a recommendation is made to the Executive Director, prospective hires are referred to the Coastal Plains Governance Board for approval. This process is critical for prospective employees to understand, as they are not employed until both recommended by the Executive Director and approved by the Governance Board.
- Once an employee is approved by the Coastal Plains Governance Board, an employment packet with all the necessary human resources information needed will be forwarded to their email supplied in Talent Ed.
 - Employment packets must be completed and returned to the Central Office before employees can begin working or receive a Coastal Plains email account.
- All Coastal Plains employees must also be fingerprinted within 100 days of their initial employment.
- Fingerprinting authorization and criminal background checks must be on file for a Coastal Plains employee prior to them being in the room or working with any students.
- Each employee must complete Compliance Director modules – standard and custom for Coastal Plains prior by the end of the first day of school or within 10 days of being employed. Compliance Director modules must be completed annually.

Resignations

- When an employee notifies the Site Director that they need to resign for whatever reason, employees must put their resignation in writing.
- Please ask employees to give you a resignation letter or at least a resignation email.
- Forward the letter or email to the Coastal Plains Accounts Payable and Payroll Clerk, copying the Executive Director and Chief Financial Officer as soon as you receive it.
 - Resignations are recommended to the Coastal Plains Governance Board for approval.
- Based on the position of the person resigning, request in a separate email to the Coastal Plains Accounts Payable and Payroll Clerk, copying the Executive Director and Chief Financial Officer, a vacancy posting in Talent Ed to fill the position.

Payroll

Payroll will be the 30th of each month or the closest business day to the 30th. All payroll will be done by electronic deposit.

- The payroll on the 30th will be for hours worked the previous month.
- Time records for the previous month will be required to be signed off by **both** Site Directors and submitted by the 5th of each month.

- It is strongly suggested that Site Directors verify and “sign off” on hours worked weekly so that their month end processing and final submission to payroll is easier to complete on time.

Contracted Services

Contract Services will be used to pay any person who is not an approved employee of Coastal Plains. It could possibly be used for employees that do Coastal Plains work prior to their approved start date.

For any contracted services the following documents are needed prior to the service taking place.

- Approved Contract Services Form
- eVerify Form
- W9 form

These forms have to be done or redone annually and can be found on the Coastal Plains website.

Contracted services will be paid monthly on the 20th of each month. Any contract services forms to be paid for the previous month should be received by the Coastal Plains Accounts Payable and Payroll Clerk by no later than the 10th of the month.

- If all the required approved forms are not on file for the service, payment of the contracted service will be delayed.

Communication Protocol

General Protocol

- Coordinate with your fellow Site Director to send a single message if a question or issue emerges – whether the recipient is a central office staff member, a student, a parent, one of our consultants, or a partner institution employee.

Curricular Needs

- This may include questions about course design, GradPoint or other online curricular delivery systems, course numbering, testing, Title I, or graduation requirements.
- Contact the Regional Director for Curriculum and Instruction.
- The Regional Director for Special Education should be contacted for matters related to special education services.

Student Services Needs

- This may include questions about Guidance Counselors, Social Workers, Career Specialists, TEAM Leaders/Mentors, and dual enrollment.
- Contact the Regional Director for Student Services.

Operations Needs

- This may include questions about space utilization, signage, furniture and equipment, school safety, student discipline, accreditation, graduation ceremonies, and Compliance Director.
- Contact the Regional Director for Operations.

Interacting with Partner Districts

- At Coastal Plains, we benefit from positive interaction with our partner school districts and state departments. In order to maintain these strong relationships, if a change in practice in relation to our partners is necessary, contact the Regional Director for Operations, who can locate the appropriate resource and provide guidance.
- Generally, our partners have provided space, furnishings, and in some cases the computers that our students use. We should always ensure that at the end of every evening, shared spaces are returned to the arrangement in which they were found at the start of the afternoon. Care should be taken to ensure that desks, floors, whiteboards, and other surfaces are clean and neatly arranged.
- When we enroll students, if there are questions about a student's fit, please contact the principal at the student's former school. Contact the Regional Director for Student Services if you have questions about how to approach these issues.
- Check-in with partner district principals regularly to ensure that smooth transitions are happening for students as they move between schools.

Student Services Staff

- Student Services Staff members take direction from Site Directors, but follow operations and protocol that are developed by the Student Services Department.
- Monthly Student Services meetings will provide both the Site Directors and Regional Director of Student Services with a means of identifying needs of a site's population.
- One Counselor should be selected to lead monthly Student Services meetings
- Both Site Directors should be at all student services meetings to ensure full understanding of site circumstances and needs.
- Student Services budget priorities should be developed at Student Services meetings as part of the Student Services Plan so spending recommendations can be made to the Regional Director of Student Services.

Co-Director Collaboration

- Include partner/co-director on communications with Central Office staff and site staff to ensure consistency and transparency.
- Division of duties is important to allocate tasks – it is effective to share/divide in monthly Student Services meetings, monitoring of attendance, etc.
- Both Site Directors will attend monthly Student Services meeting.

- Site Directors must enter student discipline incidents in Infinite Campus and communicate the entry to the fellow Site Director, including communications with homes/families and consequences provided to students.
- Hiring of all staff members should be by mutual agreement with both Site Directors prior to a recommendation in Talent Ed to the Executive Director.

Monthly Fire/Severe Weather Drills

The Georgia State Fire Marshal's Office requires that **two (2) fire drills be conducted** within the first 30 days of school opening, with the first fire drill to be conducted within the first ten (10) days of the start of school. Thereafter, **fire drills must be conducted each month**. During the months of November and February of each school year, the Georgia State Fire Marshal's Office **requires a severe weather drill instead of a fire drill**.

Following each of your monthly fire or severe weather drills, please send to the Regional Director of Operations the date and time of the drill, the time required to evacuate the building, and the number of students and employees participating in the drill.

Also, please be sure to have evacuation route maps clearly posted in each classroom.

School Safety Plans

The **Official Code of Georgia Annotated 20-2-1185 - School Safety Plans** requires every public school to develop a safe school plan based on crisis prevention and management: *"Every public school shall prepare a school safety plan to help curb the growing incidence of violence in schools, to respond effectively to such incidents, and to provide a safe learning environment for Georgia's children, teachers, and other school personnel. The plan shall address: natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism. School safety plans shall be updated annually and submitted to the local emergency management agency.*

Each site should communicate with the host system to obtain a copy of their school site plan and amend it to coordinate with the Coastal Plains' staff.