

Walton County School District

Nita M. Lowey 21st Century Community Learning Centers

Parent & Student Handbook 2020-2021



2020 - 2021 Parent/Student Handbook
Nita M. Lowey 21st CCLCCC (CCLC)



Dear Student, Parents or Guardian,

Thank you for the opportunity to share a wonderful experience with your child through the Nita M. Lowey 21st Century After-School Program (NML 21st CCLC). This book is intended to communicate the rules and guidelines of the program as a complement to WCSD Policy. **This and other 21st CCLCCC grant information, contacts, procedures, protocol, and evaluations are on the website www.walton.k12.ga.us . The information is also presented on a regular basis to NML 21st CCLC stakeholders.** We look forward to serving you and your child, if you have any questions, please feel free to call 770-207-3173.

Purpose and Objective: To work hand-in-hand with the community to provide an after-school program in which children have the opportunity to learn, increase academic success and have fun in a positive and safe environment. NML 21st CCLCCC is an opportunity to complement and enhance a student's regular school day. After school staff support and communicate with the student's regular day teachers, and the program offers students homework help, academic enrichment, tutorial services, unique project based learning experiences, personal enrichment activities and snacks - with small class size ratios. Transportation is available. At this time, Virtual Programming is available (subject to change). NML 21st CCLCCC offers literacy and related educational development for families. We seek ways to help you help your child succeed in school. We pursue different methods that help to break down learning barriers at every turn that we possibly can, support social and emotional wellness and work towards the goal of students' success in school and in life.

Recruitment, Enrollment and Retention

A Site Coordinator leads the day-to-day operations within each NML 21st CCLC program. The Site Coordinator promotes the NML 21st CCLCC program during the school's Open House Night, other school functions, via emails, phone calls, and flyers. A registration form must be completed in its entirety and submitted before it can be processed. The form can be obtained at the school or online. Site Coordinators and school staff also send invitations and applications home with students who may need extra support. NML 21st CCLC is a voluntary program. Registration is open to all students. However, **priority is given to students who are most in need for**

academic help. As applications are received, the NML 21st CCLCC Site Coordinator reviews student's records and works with the regular day staff to identify students for the afterschool program. Parents/Guardians are contacted regarding acceptance to the program and further details. Please note that students may be placed on a waiting list. Site Coordinators continue to consult with school administration, day teachers, counselors, and special education teachers/directors throughout the year. NML 21st CCLC also identifies at risk, special education students and students receiving IEP or EIP services. When a child is receiving IEP or EIP services, the Site Coordinators and special education day staff collaborate in order to provide appropriate accommodations for IEP and EIP students who participate in the program. NML 21st CCLC activities are also offered and opened to private school students. To ensure that meaningful consultation with private school officials takes place, invitations to participate and consult with the NML 21st CCLC Project Director and staff take place prior to the program start and ongoing several times per year. Private school officials submit an "Intent to Participate" form. Consultation is ongoing. No child is denied attendance based on race, color, religion, national origin, age, gender or disability. During the 2020-2021 School Year, NML 21st CCLC will offer virtual programming. In order to be eligible, your child must be enrolled in WCSD's day school distance learning option. The NML 21st CCLC's virtual programming will still offer robust project based academic and personal enrichment, along with sessions for families. Parents should choose either On-Site or Virtual programming on the registration form. A schedule will be provided for both programs. **PLEASE NOTE: Virtual NML 21st CCLC programming may be discontinued at any time and for any reason.** In such case, your child will have opportunity to attend On-Site. During the On-Site program, the same safety precautions and protocols as the regular school day will be put in place. However, in some instances, the NML 21st CCLC On-Site program protocols may be more stringent. **Attendance requirements are still in place regardless of which option is selected. The procedures for recruitment and registration does extend into Virtual NML 21st CCLC programming.**

Attendance Plan: Attendance is monitored daily and requirements strictly enforced to ensure regular attendance. Due to limited spaces, students who enroll but do not attend regularly will be removed from the program to open up a spot from the waiting list. Additionally, parents are asked to communicate to the Site Coordinator if student will be withdrawing from the program. Seats that become available will be filled from the students on the waiting list (or new students recruited for available spots if applicable). New availability is announced to daytime staff and parents. No

child is denied attendance based on race, color, religion, national origin, age, gender or disability. At day school dismissal, students transition to the designated location within the school for a healthy snack. Attendance is taken at that time and again during the first learning session. Regular attendance each week is very important in order for your student to reap the full benefits of the program. Each day, your child will participate in engaging project based activities that promote overall school success. The small group learning environment allows for more personalization and opportunities for creative activities within the teaching environment. Home school and private school students who live in attendance area are allowed attendance based on program criteria and priority. Virtual Program students must log-in and participate to be counted as present. **The policy for attendance does extend into Virtual NML 21st CCLC programming.**

Communication: In order to be successful, this program MUST have open and regular communication across internal and external stakeholders (program staff, school personnel, community partners, students and parents, etc.). The program offers several opportunities and workshops for families and all family members are welcome and highly encouraged to attend. Family involvement is naturally related to retention and the ability to optimize services for the students and families. NML 21st CCLC program will keep the program website updated to keep the community updated about the program. All materials are made available in other languages when necessary.

On-Site Opening Procedures: Each student will be checked in by the appropriate personnel at the beginning of program. If a student is absent from NML 21st CCLC, we cross check our list with the regular day absentee list. If the child is not on the absentee list, we check to see if there is a written note from the parent regarding the student's absence. If there is no written note, the student is expected to be at the NML 21st CCLC program.

Program Operation Hours and Schedule: The NML 21st CCLC program operates for 3 hours upon school dismissal. A Site Coordinator at each school develops and maintains a comprehensive schedule that supports 21st CCLC purpose and objectives. Goals and Objectives are posted on the WCSD website. The program runs 120 days during the school year and follows the regular school day calendar in terms of school holidays, early release days, and inclement weather days. The program also operates for 60 hours during the summer.

ELL. Walton County School District collaborates with Walton County Chamber of Commerce, Piedmont Migrant Agency, DFACS, Walton County Family Connections, and social workers to monitor mobility, identification, and needs of the ELL population. As these students enter the school system the Home Language Survey is completed by the school to determine the language of students. All ELs are assessed annually on the state-adopted English proficiency measure with their continued eligibility for language assistance determined through a Language Assessment Conference (LAC). NML 21st CCLC hosts ongoing activities for all parents, including parents of EL students. Every effort is made to inform the parents of EL's of ways they can assist their students academically. NML 21st CCLC follows the district's Translation and Interpretation Services Plan (as per under Title I or Title III) which guides staff in supporting parent in need of these services. Upon registration, the district asks parents to indicate their preferred language for receiving school information. To the extent practicable, communications are provided in the parent's preferred language. Resources available to translations and interpretation include Language Line, a phone based interpretation service with over 180 language options, a district-maintained list of approved interpreters (including sign language), and a contract with Carmazzi Global Solutions for professional translation of certain documents. **The procedure for EL students does extend into Virtual NML 21st CCLC programming.**

Student Behavior: WCSD's NML 21st CCLC generally follow Policies and Procedures as described per the WCSD **Student Code of Conduct**. However, program policies and procedures may be more stringent. Please remember that NML 21st CCLC is a voluntary program, intended to create a healthy, safe, and upbeat learning environment and allow for robust academic enrichment activities and enjoyment for enrolled students within smaller groups. Therefore, behavior that does not support or interferes with this environment is unacceptable. A positive program climate is highly important for positive learning, therefore, violations of the Student Code of Conduct levels I, II, and III (no matter the level of offense) are subject to discipline which could include removal from the program for a determined period of time or permanently. One Discipline Referral could result in removal from the program. School administrators will be notified. Parents will be notified. Re-entrance into the program is not guaranteed. Students are expected to participate fully in the program learning process; show respect for the knowledge and authority of site coordinators, teachers, other students, other and auxiliary personnel; and show concern for and encouragement of educational achievements and efforts of others. Staff are trained in Positive Behavioral Interventions and Supports (PBIS): PBIS standards encompass (1) clear

expectations for students, (2) staff understanding of social and behavioral dynamics, and (3) a collaborative approach (student, staff and parent) to reward good behavior. Application of disciplinary measures will at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent applicable in any particular situation, will be afforded all students. Discipline records are a part of student's confidential record and are protected by FERPA guidelines. **The policy for behavior does extend into Virtual NML 21st CCLC programming.**

Bullying Policy: *See Board Policy JCDA.* Bullying will not be tolerated. All bullying reports will be handled by the Bullying Protocol outlined in WCSD **Student Code of Conduct**. All students have a right to a safe and healthy school environment. All schools within the WCSD have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Student behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions; in person, in writing, or in the form of cyber-bullying. WCSD Student Code of Conduct prohibits bullying, harassment, and intimidation and is printed in the student/parent handbook and made available to students, parents, and staff at the beginning of the school year. **The policy for bullying does extend into Virtual NML 21st CCLC programming.**

Transportation, Car-Riders, Check-out, Pick-up: Ensuring the safety of all afterschool students is a priority of the NML 21st CCLC. Students are expected to behave on the bus and there is a **zero tolerance policy regarding behavior**. Students may be suspended from the school bus for a determined period of days or permanently. If suspended from the bus, the parent must arrange pick-up to arrive 10 minutes prior to program dismissal and enter the reception area to check-out the student. Additionally, suspension from the NML 21st CCLC bus may also result in suspension from all Walton County School buses; meaning a student may not be allowed to ride the bus to school in the morning or home in the afternoon via the regular bus route if suspended for behavior on the NML 21st CCLC bus. Bus behavior infractions and bus suspension are reported to school administration who will then enter the information into the district's student data record (REF system). Once accepted into the program, students may not ride the bus until routed through WCSD Transportation Department, which can take up to 2 weeks. However, once accepted, parents may provide transportation and the student may begin attending the program until routed on a bus. The parent and child will be notified once routed and assigned a bus number. **PLEASE**

NOTE: Buses will only drop a student off at the home address or bus stop that is recorded in Infinite Campus (student registration system) as primary address. Requests to ride a different bus or be dropped off at a different location other than the recorded address will not be accepted. Bus notes or passes are not accepted. Students who stop riding the bus regularly will be dropped from the bus list and other transportation arrangements will be the responsibility of the parent. Only the Superintendent, Project Director, or Transportation Director can approve cancellation or changes of transportation. WCSD buses may be used for the transportation of students and district personnel to and from school related activities. Buses shall not travel on private roads or driveways. The district will provide homeless students (McKinney Vento), students with disabilities, and students with limited English proficiency services that are comparable to services offered to other students in the school, including transportation services. All vehicles used and drivers employed for transportation purposes shall conform to the specifications, standards, requirements, and qualifications established by the State Board of Education and regulations of the Walton County Board of Education. Students shall receive instruction annually in safe riding procedures. Bus drivers receive extensive training and shall read bus safety rules monthly to reinforce the safety of students being transported. During school year 2020-2021, Bus Drivers are required to wear masks. Site Coordinators are responsible for submitting student transportation lists before transportation is provided, therefore, it is crucial that addresses are kept current in Infinite Campus. If a student is brought back to the school for any reason after program hours, staff will attempt to reach the parent. If a parent cannot be reached, attempt will be made to reach individuals on the approved emergency contact list in Infinite Campus. Anyone who picks up the student must show ID. If the emergency contact cannot be reached, Student Services and the Project Director will be contacted for further instruction. Every attempt will be made, but if no one in the student's record can be reached, staff may contact the sheriff's office. If car pick up is arranged moving forward due to this problem, the parent/guardian must arrive at the school 10 minutes prior to program dismissal.

Car Rider transportation is allowed. However, ID's will be checked and only authorized individuals will be allowed to pick the student up. Parents of Car Rider students must be in the carpool lane 10 minutes prior to program dismissal. No child will be released until the correct pick-up is in line. For student safety, abuse of Car Rider Procedures or Bus Drop Off Procedures may result in the student being removed from the program.

Early Check-outs are strongly discouraged. However, if students need to be checkout early, **on**

occasion, the parent/authorized person must enter the reception area and sign the child out – no exceptions. The person at the desk will call for the child. The child will not be called until AFTER signed out and the parent/authorized person must wait inside for the child. A child will not be released to anyone who is not authorized as listed in Infinite Campus. Photo IDs will be checked. In order for all children who are registered within the program to benefit from attending, habitual early check-outs may result in a student being removed to open up a spot on the waiting list for someone who can benefit from the program in its entirety. Additionally, early check-outs will only be allowed during 2 of the 3 program hours. If students are habitually checked out prior to 2 hours, the student will be required to switch to being a regular car or bus rider and follow those procedures.

Parent and Family Engagement

The NML 21st CCLCs have on-going communication with parents. A minimum of 5 parent literacy-related events shall be held each year. Parent involvement is defined as the participation of parents in regular, 2-way, meaningful communication involving learning. Site Coordinators engage in ongoing 2-way communication with parents about their child's experiences, successes, and challenges within the program. Parent events are designed to help parents who need literacy-related services themselves and also to help parents participate in their child's learning. The goal is to ensure that parents and families receive extraordinary services and experiences that will lead to improved academic achievement and support for whole child.

Civil Rights

The Walton County Board of Education and NML 21st CCLC does not discriminate on the basis of race, color, religion, national origin, age, gender, disability, or in its employment practices, student programs and dealings with the public. It is the policy of the Walton County Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), IDEA and all accompanying regulations. The Walton County Board of Education will not tolerate discrimination or harassment on the basis of race, color, religion, national origin, age, gender or disability or by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities. **The policy for civil rights does extend into Virtual NML 21st CCLC programming.**

Program Evaluation/Student Progress: Progress is measured through academic grades in

ELA, reading & math, state assessments, student/teacher surveys, attendance, & student / parent focus groups. Daily, students participate in small group, grade level activities, a transition time from school day, snacks, & rotation through a series of learning sessions during On-Site programming. Specific site activities are based on need & interest, & time for homework help. In both Virtual and On-Site, program adjustments and revisions are implemented based on formal and informal evaluation results, academic progress data, and student interest. Personal enrichment sessions, recreation & wellness opportunities ensure that we are addressing the "whole child." Outside Program Evaluators provide evaluations to the Project Director, who reviews for accuracy & approves. Completed reports are forwarded on to grant staff, principals & stakeholders. A copy is available at all times and posted on the website. Financial reporting is produced by the Grant's Finance Coordinator. The Project Director reviews /approves the report. The Project Director and Superintendent sign the report when satisfied with the accuracy of the report.

Field Trips: On occasion, NML 21st CCLC students may participate in field trips following normal school district procedures. During school year 2020-2021, students may have opportunities for "Virtual Field Trips". Site Coordinators coordinate the trips to be approved by the Project Director. A comprehensive emergency protocol is in place that spans across all sites. To obtain a copy, please contact the Site Coordinator at your school. You may also reference Walton County School District Board Policy IFCB-R for more information.

Wellness: NML 21st CCLC partners with several community resources who provide educational sessions on topics such as good nutrition, risky behaviors, dental health, exercise and hygiene.

Community: NML 21st CCLC links with numerous community partners to strengthen opportunities to serve our families/students; in order to provide the most robust after school experience possible. Volunteers from the community (and parents) are welcome and may help with programming. However, all volunteers (and staff) must have a clear national background check on an annual basis prior to working with students. **The policy for volunteers does extend into Virtual NML 21st CCLC programming.**

Acceptable Usage - Internet Guidelines: See *Board Policy IFBD(2), IFDB-R, IFBGA, IFBGA-R*. The Walton County School District takes no responsibility for any information or materials that are

transferred through the Internet. Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using his or her Walton County School District Internet account, he or she shall refrain from downloading this material and shall not identify or share the location of this material with others. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence. Personnel are required to make report to the district technology department immediately if there is suspicion of cyber threat or if inappropriate materials are discovered. Staff are trained on cyber-security prior to working each year and also throughout the school year via KnowBe4. The Walton County School District makes no guarantees, implied or otherwise, regarding the reliability of the data connection or network. The Walton County School District shall not be liable for any loss or corruption of data resulting while using the Internet connection. The Walton County School District reserves the right to examine all data stored in the devices involved in the Internet link to make sure that all users are in compliance with regulations. No user shall use the Internet to perform any act that may be construed as illegal or unethical, including the use to gain unauthorized access to other systems on the network. Staff are strictly prohibited from sharing their log-in credentials with other staff or students. Such action could result in formal discipline of the employee, including possible termination. Employees are prohibited from leaving their passwords visible to others and are required to log off of their computer when away from their work station. The Walton County School District administration reserves the right to change these rules at any time without notice. The Walton County School District condemns the illegal distribution of software, otherwise known as pirating or other cyber threats. Any students or employees caught transferring such files, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy or violation of copyright law are federal offenses and punishable by law. All users should keep in mind that when they use the Internet they are entering a global community and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner. Preapproved sites are the only sites the students are allowed to use during regular day hours as well as during NML 21st CCLC program hours. The district distributes a list of approved software each year to day and afterschool personnel. During the 2020-2021 school year, only district approved software and platforms will be allowed for Virtual Programming. Staff conducting virtual sessions will be trained by the district's technology department. **The policy for acceptable internet usage does extend into Virtual NML 21st CCLC programming.**

Cell Phones: Generally, cell phones are to be turned off or placed in the vibrate mode during after school (staff and students). Staff and students are expected to refrain from personal cell phone usage with the exception of emergencies, outstanding circumstances, virtual learning or **academic** games led by adult instructional staff. Students nor Staff members will not be called to the telephone except in cases of emergency. In cases less urgent, the office staff will be happy to relay a message. Please keep all calls as brief as possible.

Illness: NML 21st CCLC reserves the right to release a child if he or she appears too ill to participate in the After School program or considered contagious. NML 21st CCLC will notify the child's parent or emergency contact and request that the child be picked up within a half hour. If the child has not been picked up with the allotted time, NML 21st CCLC reserves the right to take any necessary action to ensure the health and safety of the child. For the 2020-2021 School Year, NML 21st CCLC will follow the COVID-19 procedures set forth by the district. These procedures follow the Georgia Department of Public Health's guidelines. If you would like detailed information, please click on this link: [COVID-19 WCSD](#) In addition, the Student Services Department and school principals train NML 21st CCLC staff on COVID-19 procedures and/or procedure changes regularly.

Emergency Preparedness: *(Please also see Board Policy E).* A minimum of six emergency drills (fire, weather, lock-down) are conducted during the school year and during NML 21st CCLC after school hours. Drills are taken very seriously; all staff and students participate. These drills assure that students and staff are aware of the plan for as it pertains to after school – especially since students and staff may be utilizing rooms other than what they are accustomed to during the school day and due to COVID-19 room facility guidelines. Each after school teacher has an emergency envelope near the doorway of his/her room. This folder includes a copy of the emergency communication information. Each classroom has a copy of the Walton County Safety codes flip chart. Each classroom has a fire drill evacuation route map posted near the classroom door and one in the emergency envelope. Every classroom has a copy of the Safe Areas for Severe Weather locations posted near the door and in the emergency procedures envelope. This is the location used in case of a severe weather announcement or other emergencies. Students and staff must follow proper procedures. NML 21st CCLC staff are also trained on other possible emergency situations: playground supervision, CPR/AED, first aid, Epi-pen, seizures, field trip

emergencies, active shooter, suicide protocol. There is a chain of command protocol in place should a live emergency situation take place. Chain of command is specific to the type of emergency and may include staff, site coordinator, school administration, project director, assistant superintendent, and student services. All staff are trained on the chain of command to ensure safety of students. All WCSD schools have locked security vestibules. Doors remain locked at all times and individuals entering the building must be buzzed in for security.

Confidentiality of student information: All schools within the WCSD have an obligation to maintain the confidentiality of student information. Staff receive formal training on an annual basis. In NML 21st CCLC, only the Site Coordinator at each school can access student information in Infinite Campus to register students, monitor grades, attendance, transportation and parent contact information. Staff will not disclose, publish or disseminate any information in any form (electronic, printed, verbal, written, etc.) that is obtained under the provisions of the Family Educational Rights and Privacy Act (FERPA) and Georgia State Statutes or developed for WCSD related to the personal information of the participants at the NML 21st CCLC without the prior written authorization of the NML 21st CCLC. Staff will not use, publish or disseminate any information or work product available for personal use, nor will provide it to a third party for their use. Staff further agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication or dissemination of any materials as stated above. In addition, failure to comply with this policy shall result in suspension or termination from employment and/or access to any and all NML 21st CCLC activities in the future. Staff are trained annually on FERPA and sign a confidentiality agreement upon hiring. **The policy for confidentiality does extend into Virtual NML 21st CCLC programming.**

Child Abuse Reporting: See *Board Policy JGI*. All NML 21st CCLC employees are **Mandated Reporters** and required to report known or suspected cases of child abuse, neglect, or dependency and, to the extent possible all acts alleged to have been committed by any adult against a child that would constitute abuse, neglect or dependency if they were perpetrated by a child's parent, guardian, custodian or caretaker. The report shall be made immediately at the time the employee becomes aware of or suspects that a child has been abused or neglected. The employee must make the report to the school counselor or to an administrator. If the school counselor and administrators are not in the building, the report should be made to the NML 21st

CCLC Site Coordinator or the Program Director; or to the Student Services Department. **The policy for mandated reporter does extend into Virtual NML 21st CCLC programming.**

Sexual Harassment: Walton County Schools will not tolerate sexual harassment of its students or employees. Persons found to be in violation of the sexual harassment policy shall be subject to disciplinary action which may include for employees, but is not limited to, written warning, demotion, transfer, suspension or dismissal, and for students' appropriate forms of discipline as found in the Code of Conduct. Complaints against non-school personnel shall be forwarded to the appropriate law enforcement agencies. **The policy for sexual harassment does extend into Virtual NML 21st CCLC programming.**

Supplanting: NML 21st CCLC funds will be used to provide services not being provided by Title I or any other Federal, State or local funds that the Walton County School District (WCSD) or the contributing partners might receive. Funds will **supplement** (increase) current funding **not supplant** (replace). WCSD cannot use these funds to supplant funds that would, in the absence of NML 21st CCLC funds, have been spent on participating students. **The policy for supplanting does extend into Virtual NML 21st CCLC programming.**

Partners, Advisory Council and Communication: NML 21st CCLC is partnered with co-applicant Family Connections Walton County and Student Success Alliance. Staff must become familiar with the organizations and their goals. Co-applicants and other community partners work hand-in-hand with NML 21st CCLC. Other numerous community partners provide resources to assist staff in serving students. Contact your Site Coordinator. The Partnership Collaborative lists the NML 21st CCLC centers as a resource in all their publications and on their website, and a monthly update is given at the Partnership meetings where members are made aware of the program and asked to encourage families to participate. Websites and newspaper articles keep the community informed about activities and successes. An Advisory Council made up of internal and external stakeholders (The Partnership Board) meets monthly; the Project Director provides the Advisory Council with reports which are included in meeting minutes. An external evaluator submits a NML 21st CCLC formative evaluation in January and a NML 21st CCLC summative evaluation in June. The reports are presented to the Advisory Council. The Advisory Council makes recommendations and the final report is released to the stakeholders; school personnel, NML 21st CCLC staff, parents and partners. Copies of reports are made

available to the public at each school office and on the website. The Project Director is responsible for ensuring information is disseminated. All materials are translated for families where a language barrier exists. All attempts will be made to communicate with families in students' primary language.

Reporting Fraud, Waste, Abuse & Noncompliance

NML 21st CCLC provides a confidential means for reporting suspected wrongdoing involving fraud, waste & abuse of and school assets or resources. Reportable activities may include, but are not limited to:

- Neglect of duty - Noncompliance with applicable rules, laws and regulations; misuse or abuse of time during work hours.
- Misuse of Property - Negligence in the care and handling of property, unauthorized or inappropriate use of property or equipment, intentional abuse or destruction of property, theft of property, or of another employee's property.
- Falsification of Information - Falsification of personnel records, time records, or any other and employee record or report.

How to report Fraud, Waste, Abuse & Noncompliance Complaints

If unsure how to proceed with a concern, contact Robin Bryant, Director of Finance during normal business hours at (770) 266-4439 for guidance prior to completing the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#)

- **In person or writing:** The Finance Department is located in the Walton County Board Office at 200 Double Springs Church Road, Monroe, GA 30656
- **By phone:** (770) 266-4439.
- **Online:** Complete and submit the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#).

We define abuse, fraud and waste as:

- "Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality; or extravagant or excessive use so as to abuse one's position or authority.
- "Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to local government that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact,

whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

- "Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.
- "Noncompliance" means not following guidelines set forth by local, state and federal regulations and grant requirements.

Complaint Procedures Regarding the NML 21st CCLC: Please try to resolve complaints with **NML 21st CCLC** or the school district before moving forward on a formal complaint. For complaints about **NML 21st CCLC** please call the Program Director at 770-207-3173 for resolution or for a copy of the complaint form. To initiate a formal complaint, a person must submit the Nita M. Lowey 21st Century Community Learning Center Complaint Form to the Walton County School District. This complaint form may be obtained by contacting the Program Director for Walton County School District at (770) 207-3173, or 200 Double Springs Church Road, Monroe, GA 30656. You may also contact: Ms. Deirdre Smith, Program Manager, 21st Century Community Learning Centers, GA Department of Education. Office: (404) 232-1197 desmith@doe.k12.ga.us.

Acknowledgement Page

Student/Parent/Guardian Consent and Agreement: In the event I cannot be reached in an emergency, I hereby give permission to the appropriate medical personnel, selected by the Director, to provide medical treatment deemed necessary by such personnel. Also my signature below signifies that I give permission for my child to be transported by the NML 21st CCLC After-School Program if needed.

In consideration of the participant being permitted to enroll in the program, I hereby release, indemnify, and hold harmless NML 21st CCLC, its employees, operators, counselors and instructors from any and all claims and demands, costs, charges, and expenses for harm, injury, damage, or loss which may be sustained by the participant as a result of or relating to participation in NML 21st CCLC.

I have received my copy of the Parent / Student handbook. I understand that this handbook is not a complete statement of the Walton County School District's policies and procedures, but this a summary guide meant to complement school board policy. Moreover, changing circumstances may require modifications to this handbook or the benefits it summarizes, and NML 21st CCLC and Walton County School District reserves the right to modify, delete or improve any of the benefits or policies at any time without notice.

I HAVE READ AND I UNDERSTAND

Student _____ Date _____

Parent/Guardian _____ Date _____

School _____