BIBB COUNTY SCHOOL DISTRICT

STRENGTH OF CHARACTER AND COLLEGE READY

The VIP Club - Where Membership Has Its Privileges

Nita M. Lowey
21st Century Community Learning Centers
Middle Schools
Parent & Student
Handbook
2025-2026



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Bibb County School District

Nita M. Lowey 21st CCLC After School Programs

Central Office Directory

(478) 765-8660

Dr. Shirley McClendon, Director

Deborah Fraley, Administrative Assistant

Valeka Franklin Harden, Program Coordinator

Lashonda Gilbert, Program Coordinator

LaDaphne Hall, Program Coordinator

Jacqueline Penn, Family Engagement Specialist

Alexis S. Coney, Federal Program Support Specialist

STAFF DIRECTORY				
SCHOOL	SITE ADDRESS	SITE MANAGER	PROGRAM HOURS	PHONE
Appling Middle	1210 Shurling Dr	Benjalyn King Brandice Maynard	Monday – Friday After School: 4:10 – 6:40 PM	478-779-2200
Ballard Middle	1070 Anthony Rd	Cierra Grimes	Monday – Friday After School: 4:10 – 6:40 PM	478-779-3400
Howard Middle	6600 Forsyth Rd	Veronica Hoskins	Monday – Friday After School: 4:10 – 6:40 PM	478-779-3500
Miller Magnet Middle	751 Hendley St	Alicia Chambliss Naketa Cornegay	Monday – Friday After School: 4:10 – 6:40 PM	478-779-4050
Rutland Middle	6260 Skipper Rd	Portia Nottingham Jazmynn Payton	Monday – Friday After School: 4:10 – 6:40 PM	478-779-4400
Weaver Middle	2570 Heath Rd	LaDalia Howard Brittany Maynard Kederick Quimbley	Monday – Friday After School: 4:10 – 6:40 PM	478-779-4650
VIP Academic Middle	2011 Riverside Dr	Sucada Covington	Monday – Friday After School: 4:10 – 6:40 PM	478-779-4872

Program Purpose, Goals, & Objectives

PROGRAM PURPOSE

The After School Program is designed to provide academic enrichment opportunities that help students meet local and state academic standards. In addition, the program provides art, music, character education, and recreation to enhance the program's academic component.

PROGRAM GOALS AND OBJECTIVES

Goal 1: Improve student classroom performance (Behavior, Homework, and Course Performance)

Objective 1.1: Fifty percent of the students regularly participating in the afterschool program will demonstrate improvement in homework completion as measured by semi-annual regular- classroom teacher surveys.

Objective 1.2: Fifty percent of the students regularly participating in the afterschool program will demonstrate improvement in classroom behavior as measured by semi-annual regular-classroom teacher surveys.

Goal 2: Increase Family Engagement

Objective 2.1: The local site will offer the families of participating students a minimum of 2 opportunities for literacy and related education development annually. Sign-in sheets, event evaluation forms, and Cayen Afterschool 21 database will be used to verify the data quarterly.

Objective 2.2: A minimum of 35 family members of participating students will attend at least one literacy and related education development opportunity annually. Sign-in sheets and Cayen Afterschool 21 database will be used to verify the data quarterly.

Goal 3: Improve student academic performance on standardized tests

Objective 3.1: Forty percent of the students in sixth through eighth grade regularly participating in the afterschool program (attending the program 30 days or more) will be determined as Developing, Proficient, or Distinguished Learners in English Language Arts as demonstrated on Georgia Milestones test.

Objective 3.2: Forty percent of the students in sixth through eighth grade regularly participating in the afterschool program (attending the program 30 days or more) will be determined as Developing, Proficient, or Distinguished Learners in math as demonstrated on Georgia Milestones test.

STRATEGIES AND ACTIVITIES

Strategy #1: Educational Intervention and Acceleration

MobyMax-is a technology-based, web enabled program of differential practice, embedded assessment and targeted instruction developed using state standards. Each day students K-8 will have 30 minutes of individualized reading instruction with explicit, systematic, and structured practice essential skills of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Student progress will be measured using the MobyMax assessment that is embedded and provides educators with actionable, norm-referenced data. Student progress can be accelerated because the scalable approach provides students with fun, engaging, age-appropriate activities built to maximize student potential and accelerate academic growth. By using this curriculum, we will be able to identify each one of our students' strengths and needs and move them towards success on the Georgia Milestones and in their everyday schoolwork.

READ 180 is a blended learning intervention program that builds vocabulary, comprehension, academic vocabulary, and writing skills for struggling students in grades 6-8. READ 180 provides differentiated practice while collecting data based on the students' responses. The system adjusts instruction to meet each student's needs at his or her level and accelerates his or her path to reading mastery. Students will

participate for 30 minutes in developing word knowledge and interdisciplinary literacy skills, fluency, vocabulary acquisition, phonemic awareness, and reading comprehension skills.

STAR Reading (Grades K-8) is a computer-adaptive assessment program that provides estimates of students' skills and comparisons of students' abilities to national norms. STAR Reading allows educators to get a baseline of students' reading performance and key areas of literature and informational text. Star Reading also measures students' progress and offers changes to instruction as needed to ensure students are developing the skills needed to read proficiently and meet grade-level standards. Star Reading provides access to a wide variety of resources to guide and differentiate instruction. It is intended to supplement the curriculum and instruction by providing feedback about students, classroom, and grade level progress. The program reports grade equivalents, percentile ranks, and normal curve equivalents.

STAR Math (Renaissance Learning) educational software programs help the student gain an understanding of mathematical concepts, fluency with number relationships, and the ability to apply this knowledge to solving story problems. STAR 360 Math develops a conceptual understanding of mathematics in order for students in grades K-8 to gain a strong foundation of underlying mathematics principles, as well as improve math comprehension and performance. Also, STAR Math is a web-enabled program with a visual and highly intuitive interface that helps students to understand math a conceptual level. This curriculum targets students in grades K-8. Students gain a strong foundational understanding of math principles and become better equipped to take on basic and advanced math subjects. It works by using conceptual learning principles that allow the students to build their own understanding of numeracy. Students will use the program every day for 30 minutes until their individualized program. STAR 360 Math is an intensive math intervention and enhancement that meet each student at their lowest skill gap and guides each through an individualized study plan to each student. On-going assessment data from STAR 360 Math records students' progress through each activity level. The program uses the data to determine the appropriate sequence of tasks by branching the student to the tasks that are identified as specific areas of strength.

Strategy #2: "Homework Helpers"

Each day of the program, all attending students will participate in the "Homework Helpers" component. This component provides tutoring and homework assistance utilizing data provided by the regular school day teacher. Students will participate in a variety of activities including homework completion and skill building activities using manipulatives. With this additional homework time, our targeted students will have the help to understand and complete assignments. Afterschool teachers will make comments in the students' agendas if the student completed his or homework in afterschool program.

Strategy #3: Enrichment Activities-STEAM

Club Invention (STEAM Activities) will provide hands-on-grade specific curricula that will support science, math, and technology instruction for one hour each week. Club Invention is a program that allows students to explore STEAM concepts via hands-on, creative problem-solving activities. It inspires children to be curious about the world and prepares them for the future. This type of instructional opportunity scientifically proves to increase conceptual understanding of content and build academic and technical BIBB COUNTY SCHOOL DISTRICT 8 | Page vocabulary in an engaging manner. Club topics are for 1-2 segments once a week with a new STEAM topic/module introduced every 6-8 weeks. Club Invention will give our students the opportunity to put into action the knowledge that they acquire in the regular classrooms. This will increase our targeted students' understanding of math and science along with their conceptual understanding and vocabulary while engaging them in the topic.

At least one day per month the students will participate in additional enrichment activities (academic enrichment, cultural and recreational enrichment, and/or social and emotion development sessions).

This will include a variety of programming from community organizations that include but are not limited to the following: the United Way of Central Georgia, Girl Scouts of Historic Georgia, Hutchings College and Career Academy, Legacy Builders Foundation, Museum of Arts and Sciences, The Step After, LLC, Torchlight Academy, Inc., and the Tubman Museum. These activities will provide opportunities for students to take part in activities that they may not have a chance to do at any other time. Hutchings College and Career Academy (HCCA) will provide campus tours for third, fourth and fifth graders. In addition, college and career presentations will be held at the school for all grades by Hutchings College and Career Academy. Torchlight Academy INC. prepared activities will offer opportunities for team building as well providing physical activities. The Girl Scouts of Historic Georgia will provide lessons on self-esteem and character. The staff from Bibb County's Athletic/Physical Education Department and district partners will work with our children to practice making heathy choices through exercising and diet. The Museum of Art Sciences and the Tubman Museum will engage our students in activities that are not only fun, but also full of scientific knowledge through off-campus visits. The students will participate and attend a civic opportunity to meet the mayor of Macon-Bibb County, their zoned commissioner and superior court judge in Macon judicial circuit (made possible through activities planned by Torchlight Academy, Inc.). All of these activities will help to develop the whole child and thus increase achievement and attendance in school.

StarBase Robins offers a hands-on science, technology, engineering, and mathematics (STEM) Curriculum to students from local school systems as well as several area private schools. StarBase Robins is a department of defense (DOD) educational program sponsored through a partnership with the Air Force Reserve Command (AFRC), the Museum of Aviation, and the Museum of Aviation Foundation, Inc. StarBase Robins emphasizes the importance of goal setting, teamwork, and communication in everyday life. StarBase 2.0 After School Mentor Program combines science, technology, engineering, and mathematics activities with a relationship-rich, school-based environment to provide the missing link for at risk youth making the transition from elementary to middle school. It extends the positive impact of StarBase through a team mentoring approach, which solidifies students' attachment to school and engagement in STEM.

Strategy #4: Family Involvement

Adult family members will have two opportunities to engage in high interest literacy and skill building activities with their children. The Program Coordinator along with the Site Managers will plan quality activities for families such as Managing Your Money Personal, Family and Education (organized by BCSD), Test Success, Opening Doors through STEAM activities and Accessing Free Resources in Middle Georgia workshops Evaluation, and documentation will include sign in sheets, surveys, power point, and/or agendas. The workshops along with family conference opportunities will encourage open communication and support between the families and teachers. Adult family members will be encouraged to visit the afterschool classrooms as often as possible. Individualized conferencing will be available to meet the needs of parent/family members with at-risk learners. In addition, teachers will send home monthly BIBB COUNTY SCHOOL DISTRICT 9 | Page afterschool progress reports to the families.

Strategy #5: Summer Program

21st Century Middle Schools will offer a four-week summer program Monday – Thursday from 8:00 AM to 5:00 PM from June 2 to June 27, 2025. Seventy-six students will participate. The BCSD will provide an orientation and series of STEAM Summer Activities that focus on STEAM education, summer enrichment opportunities, and summer STEAM camps. 21st CCLC Emerging Young Leaders and Program Participants will begin with an orientation and preliminary assessment that provides for:

- Pre-assessment
- Individualized student learning plans
- Progress reports that are monitored

Components of the After School Program

1. Tutoring and homework assistance will provide academic/skill sharpening. Students will participate in a variety of activities such as science, technology, engineering, and math assisted learning activities, and hands-on manipulatives.

2. Enrichment will provide hands-on grade specific curriculum supporting science, math, and technology. It will be implemented to accelerate student achievement and engage and motivate students for 45 minutes– 1 hour each week.

3. Snacks will be provided daily for students' consumption.

Recruitment, Enrollment, Attendance, and Retention (REAR) Policy

The Office of Before and After School Programs will meet with the school administration to deliver technical requirements of the program, including indicators to be used when recruiting students. Individual students identified by the school administration as particularly needing the program, including special needs students, will be actively recruited by staff directly contacting the parents. Private schools will also be notified of the programs and the availability of slots. From among the applicants, site staff will work with school administration to select students. Some factors to be considered i n c l u d e eligibility for free or reduced lunch, standardized testing scores, grades, attendance, siblings, behavior, and parental support. Enrollment rosters will be completed using the data supplied on the registration forms of those students who are selected for participation. Continuous recruitment to keep slots filled will be conducted by the site manager and staff at each site.

Student retention will be accomplished by delivering a quality program that provides both academic support and enrichment services. Parents of students who are absent more than three (3) consecutive days will be contacted to ascertain the reason for absence and to encourage continued participation. Students will only be dropped from the program after excessive absences or for repeated discipline incidents. Students and parents will be encouraged to remain in the program if they are enrolled at a participating school. In the second and third years, preference for slots will be given to those who attended in prior years.

Daily attendance is encouraged for students to fully benefit from the program. Staff will contact the parents of frequently absent students to determine the reason for absences. Staff will work with parents to help ensure students attend daily.

Registration Policy

The After School Program (ASP) is a service open to children attending participating schools.

A. Age restrictions
   6th – 8th grade students (enrolled at participating schools) are eligible for the 21st Century Community Learning Centers grant program.

B. Registration Form

   BASP will have a completed registration form which includes emergency contact information for each child (one form per child) signed by the parent or guardian before participation of the child(ren) in BASP. This form will provide all necessary information about each child registered in the program.

C. Parents at grant sites must complete and sign a Student Registration Form, Parent Acknowledgment Letter, Parent/Guardian Registration Form, Handbook Receipt & Acknowledgement, and Parent Participation Contract to enroll in the BASP each new school year.

Hours of Operation

The 21st Century Community Learning Centers grant programs will operate Monday – Friday from school dismissal until 6:40 pm for middle schools. The program will NOT operate when schools are closed – holidays, inclement weather, etc.

Sample Weekly Schedule

Afterschool Programs Sample Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
4:10 pm – 6:40 pm	Refuel and Refresh	Refuel and Refresh	Refuel and Refresh	Refuel and Refresh	Refuel and Refresh
	Homework Help, Tutoring, and Math Club	Homework Help, Tutoring, and Math Club	Homework Help, Tutoring, and Math Club	Homework Help, Tutoring, and Math Club	Homework Help, Tutoring, and Math Club
	Cultural Activities/Arts	Reading Club	Technology	Personal Enrichment	Enrichment Activities
	Recreation *Parent* Education	Recreation Parent Education	Recreation Parent Education	Recreation Parent Education	Recreation Parent Education

Administration & Staff

The Site Manager is ultimately in charge of the Afterschool Program. He/she is the contact person for the program at your school. Please address any issues and/or concerns with your program's Site Manager. The afterschool staff consists of certified teachers and, in some cases, qualified non-certified staff to assist your students with academic success.

Safety & Emergency Preparedness Plan

An updated Emergency Preparedness Plan is in place for the Site Manager and staff to be used in case an evacuation is necessary. In the event of an emergency, the Site Manager and staff will follow the emergency response plan as outlined by the school district. Student emergency contact information is kept on file with the Site Manager at the program level.

Sign Out Procedures

Students must be signed out daily only to those listed on the student registration form.

All students must be signed out by the parent, or a person designated by the parent according to the registration form. Identification of the person picking up the child may be required.

Emergency Drills

The Afterschool Program will conduct safety drills once each semester to include a code red/intruder drill, fire drill, and a tornado drill (October & February).

Inclement Weather Alert

The Afterschool Program will inform parents that the site has an emergency protocol to ensure the safety of students and staff in the event of inclement weather.

Attendance

Student attendance is a major component of the 21st Century Community Learning Centers grant. All students should attend the ASP daily to gain the full benefits of the program.

Parents will be notified if a student misses 3 consecutive days of the program to determine the cause of the absences. After 3 unexcused absences, the student may be dismissed from the program.

Injuries:
If your child is injured during the ASP, you will be notified immediately. Please make sure that the Site Manager has your updated contact information.

COVID-19 Precautionary Procedures

Afterschool Arrival Procedures

All Face-to-Face afterschool student participants will remain in their classroom until a 21st CCLC grade level staff person arrives to escort them to their assigned classroom or area. If a child's temperature measures 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 an assigned area and a pre-bagged snack will be distributed by a designated 21st CCLC staff. 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.

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, they will sign students out and remain at the designated check out area until the student arrives to be dismissed. Sanitizer and wipes will be provided during sign-out to support optimal safety precautions.

Early Release

If regular day school closes due to inclement weather or any other reason, the 21st CCLC After School Program will be closed as well.

School Closures

If regular day school is in virtual operation, the 21st CCLC After School Program will be offered in a virtual platform.

Asynchronous Learning Days

If regular day school is in virtual operation, the 21st CCLC After School Program will be offered via a virtual platform.

Pick Up & Late Pick-Up Procedures:

For the safety of our students, only those persons listed on the registration form as contacts may sign a student out of the program. A driver's license (or photo id) may be checked by the management staff. The student must be signed out by an adult (18 years or older) parent/guardian or designee listed on the sign-out sheet located at the school.

Parents are responsible for picking up their child(ren) daily at the end of the program. If a student remains at the site 15 minutes after the program end time, Campus Police will be contacted. Students in the ASP may be dismissed from the program if there is a history of late pickups.

Student Transportation Plan

Bus transportation will be provided by the Bibb County School District's Transportation Department. Students will be transported to a neighborhood bus stop area if they live outside of the school's walk zone.

The afterschool programs are held at their respective schools. Students will not be leaving their school campus until dismissal. To maintain on-site safety, parents/guardians will be required to sign-out students who do not ride a bus home. Only those adults who are listed on the student's registration form will be allowed to sign- out a student. Parents will decide and specify the mode of transportation for their child on the program's enrollment form. Copies of this form will be stored at the program site. The program will follow the District's policy and procedures if a parent desires to make a change regarding their child's mode of transportation.

We utilize buses provided by the school system for student transportation. The bus drivers are Bibb County School District bus drivers. They already have the correct licensing, training and safety credentials required by the district to be a driver. The bus drivers are fingerprinted each year per grant requirements. The school system maintains liability insurance on their fleet of vehicles, including school buses. The school system ensures that all bus drivers are trained in safety, student discipline, and emergency procedures before they are allowed to drive for the program. The buses may not have bus monitors. The expected maximum length of time students will be on the bus is 30 minutes.

length of time is predicted based on the regular school day bus routes and run times. Students riding the bus will be dropped off at designated bus stops.

Student Safety

It is the student's responsibility to follow the rules and the direction of their school bus driver. Students should be aware that they are responsible for their actions and behavior. School bus transportation can be denied if students fail to adhere to transportation safety guidelines and procedures.

Student Behavior & Expectations

Behavioral expectations in the Afterschool Program are consistent with the Bibb County School District's Code of Conduct. Students who receive bus transportation home are expected to abide by the same transportation guidelines set by the Board of Education for the regular school day. The transportation department may prohibit and/or dismiss a student from riding the bus due to inappropriate behavior. The student may continue to receive services in the afterschool program; however, the parent/guardian must provide transportation.

When a student's behavior disrupts the effectiveness of the program, a discipline form will be sent home to the parent. After three offenses, students may be dismissed from the program for discipline reasons, late pick-ups, or uncooperative parents.

At the Director's Discretion: Intentional emotional or physical harm to another student, including bullying and fighting, may result in immediate suspension from the program. Certain offenses can lead to total suspension, and acceptance into summer camp may be forfeited.

Parent/School Connection

Parents will be informed of student progress and/or program activities, as needed. Afterschool tutors will provide opportunities for regular school day teachers to communicate through email, progress reports, and face-to-face conferences about student concerns. Contact may be a written progress report, face-to-face and/or telephone conference. Afterschool staff collaborates with day-school teacher on student progress.

Evaluation Information

The program will be evaluated by the following stakeholders - Program Coordinator, 21st CCLC representative, and the outside evaluator. Parents will have the opportunity to complete an event evaluation form.

Parental Involvement

A mandatory component of the 21st Century Community Learning Centers grant is parental involvement. Four (4) parent/family involvement activities/events will be offered. These events consist of fun parent/family educational activities. Flyers will be sent home to families prior to each event.

All parenting events are FREE and designed to enhance family connection. Your participation in one (1) of the parent/family events and related education development is required annually.

Communications

Communication Tool	Purpose	How to Access the Tool
BCSD Website	Access the Before and After School Department's District page to find updated information regarding student registration, program updates and event announcements.	https://www.bcsdk12.net/parents/before_and_after_school_programs
BASP Facebook, Instagram & Twitter Pages	To provide updated information regarding Before and After School programming, announcements and resources.	http://www.facebook.com/@BASPVIP http://www.instagram.com/@BASPVIP http://www.twitter.com/@BASPVIP
District Remind	To provide updated information regarding District announcements.	BCSD will call the telephone number on the District's file when contacting parents. Please ensure telephone information has be updated.

Instructional Plan

Instructional Model

- Students have access to all instructional resources provided by BCSD on the students' Canvas ClassLink page and District e-Learning Page
- All teachers will hold daily ASP sessions via Canvas/Teams to provide opportunities for interactive instructional support and feedback
- Teachers will post daily academic and enrichment lessons to reinforce grade level expectations
- ASP tutors will communicate with families regarding specific scheduling/class/work times

Staff and Student Safety

Data Privacy and Security During Remote Learning

- The Before and After School Department can only ensure the safety of your child's digital footprint and identity if he/she is using the district-approved applications listed above. The use of any other websites/applications or social media platforms is at the discretion of the parent. We strongly encourage you to read the privacy policies of any non-district approved applications to ensure that your child's identity is properly protected. If you are unsure whether a resource is approved by the district, please contact your school. As a community, we must all remain especially vigilant about cyber-security in the weeks and months ahead.

The Roles Parents/Family Members Play in Remote Learning

- Students should see their parents/family members as their greatest coaches, knowing a coach will not be misleading or overly positive, but constructive and goal oriented.
- With parents/family members as coaches that reinforce the value of working through hardship, students at any age can be empowered to persevere during remote learning.
- Parents/Family Members should reinforce learning by encouraging students to be responsible and consistent in their work habits.

Parents/Family Members Set the Standard

- Parents/family members control the home learning environment.
- Parents/family members can support learning my setting the pace, creating a physical space intended for learning, and continuing to encourage students in the absence of daily face-to-face teacher interaction.
- By designating an area of the home for learning, parents can also keep an eye on progress.
- Noting behaviors, opportunities and barriers, allow parents/family members to adapt or adjust as necessary to create the ideal path for their child or children.

Power of Parents/Family Members

- By positioning education as a priority, parents/family members can reinforce the importance of doing well in school, regardless of their own backgrounds.
- Setting an increased value for education and learning can be demonstrated by how a parent/family member dictates online learning time, prioritizes needs, and the provides personal attention
- Parents/family members have a direct impact on the education students receive, especially in a remote learning setting

Bibb County School District

Policy JGI: Child Abuse or Neglect

Original Adopted Date: 12/04/2014 **| Last Revised Date:** 03/17/2022 **Status:** ADOPTED

In accordance with Georgia law O.C.G.A. § 19-7-5, 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, Bibb County School District, 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.

Fraud, Waste, & Abuse Policy

The Bibb County School District receives funding for afterschool programs from a variety of sources including federal, state and local. The purpose of this guidance is to prevent and eliminate fraud, waste and abuse and gross mismanagement of resources.

Definitions

Fraud – Any act of intentional or reckless deceit to mislead or deceive. Such acts include, but are not limited to:

- Deliberate misuse or misapplication of resources or assets
- Fraudulent credentials
- Fraudulent expense reimbursement
- Falsifying financial records
- Intentionally misrepresenting the costs of goods or services provided
- Falsifying payroll information
- Falsifying student records or information
- Forgery or alteration of official documents (contracts, checks, purchase orders, invoices, etc.)
- Conspiring to carry out any of the above actions

Waste – A reckless or grossly negligent act that causes funds to be spent in a manner that was not authorized or represents significant inefficiency and needless expense. Examples include, but are not limited to:

- Purchase of unneeded supplies or equipment
- Purchase of goods at inflated prices
- Failure to reuse major resources or reduce waste generation

Abuse – The intentional, wrongful, or improper use or destruction of resources, or seriously improper practice that does not involve prosecutable fraud. Examples include, but are not limited to:

- Misuse of money, equipment, supplies and/or other materials
- Failure to report damage to equipment or property
- Improper hiring practice
- Significant unauthorized time away from work

- Significant use of time for personal business
- Receipt of favors for awarding contracts to vendors
- Falsification of time records to include misuse of overtime or compensatory time

There is other potential for misconduct to include:

Corruption – An intentional act of fraud, waste or abuse, or the use of public office for personal or financial gain for oneself or another. Examples include:

- accepting kickbacks
- bid rigging
- contract steering

Conflict of Interest – A situation in which a person is in a position to exploit his/her professional capacity in some way for personal benefit. It may occur when a person has competing professional obligations and private interests. A conflict of interest may exist even if no unethical or improper act results from it, as may be evidenced by the appearance of impropriety. Examples include:

- Purchasing goods from vendors who are controlled by or who employ relatives
- Nepotism
- Accepting gifts from vendors
- Outside employment with vendors
- Inappropriately using one's position to influence the selection of vendors with whom you have a personal interest/relationship
- Using confidential information for personal profit or to assist outside organizations

Errors of Omission – Unintentional errors, whether verbal or written.

<u>Responsibilities</u>

Parent/Guardian – Any parent/guardian who has knowledge of fraud, waste, or abuse, or who has good reason to suspect that such conduct has occurred, shall adhere to the following procedures:

When suspected fraudulent activity, waste, or abuse is observed by, or made known to a parent/guardian, the parent/guardian shall immediately report the activity to the Site Manager. If the parent/guardian believes that the Site Manager is involved with the activity, he/she shall immediately report the activity to the Program Coordinator as well as the Program Director. If the parent/guardian believes the Program Coordinator and/or the Program Director may be involved with the activity, the parent/guardian shall contact the Deputy Superintendent.

The parent/guardian shall not make any attempt to investigate the suspected activity prior to reporting it. The Deputy Superintendent shall coordinate investigations of fraud, waste, or abuse.

Complainants should attempt to resolve fraud, waste, and abuse issues at the lowest possible level using chain of command channels before addressing them to a higher level. The immediate supervisor can often resolve complaints more quickly and effectively than a higher level not familiar with the situation.

Parent/Guardian may file such complaints without fear of reprisal.

Management – Once management has been informed of suspected fraud, waste, or abuse (or if management itself suspects fraud, waste, or abuse), management shall contact the Deputy Superintendent.

Management should ensure parents/guardians are aware of and understand their rights and responsibilities regarding the fraud, waste, and abuse program. Management will make available documentation regarding the program and review this procedure no less than annually during parent orientation.

Internet services will be made available to all schools with the following goals in mind:

- To promote educational excellence for the advancement and promotion of learning and teaching by facilitating resource sharing, innovation, and communication within our community, state, nation and global learning environment.
- To support research and education in and among academic institutions in the world by providing access to unique resources supplemental to the Media Center resources and provide the opportunity for collaborative work.
- To stimulate personal growth in information-gathering techniques, critical thinking skills and communication skills, to significantly expand each user's knowledge base and to promote intellectual inquiry and awareness of global diversity through worldwide communication & exploration.
- To assist students in developing the intellectual skills needed to discriminate among information sources and to evaluate and use information to meet educational goals as posed to the student by the instructor.

The Bibb County Board of Education (“Board”) believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing students for a global economy, The use of technology, software, and access to online services are also used to support the vision, mission, and goals of the Bibb County School District (“District”).

Acceptable Use

Technology services will be made available to all District schools with the following goals in mind:
To promote educational excellence for the advancement of teaching and learning by facilitating resource sharing, innovation, and communication among community, state, national, and global learning environments.
To support research and education by providing access to relevant resources. and opportunities, promoting critical thinking, collaboration, creativity, and communication.
To stimulate personal growth in information-gathering techniques, to significantly expand each user's knowledge base, and to promote intellectual inquiry and awareness of global diversity through communication and exploration.
To assist students in developing the intellectual skills needed to discern the validity of media sources.
The District shall implement technology protection measures (i.e., an internet filtering mechanism) to block or filter, to the extent practicable, student and adult internet access to visual depictions that are defined by applicable law as obscene, pornographic, or harmful to minors. Additionally, in the discretion of the Superintendent or his or her designee , such technology protection measures may be configured to preserve bandwidth and/or protect against access to other inappropriate content. The Superintendent or his or her designee may only disable the technology protection measures, to enable access for bona fide research or other lawful purpose for adult use.

The Superintendent or his or her designee is authorized and directed to implement regulations or procedures to monitor the online activities of students, respond to complaints about internet content access, and educate students about appropriate use of technology and responsible digital citizenship. Such educational programming will specifically address issues related to internet safety, inappropriate material, cyberbullying and online interactions.

The Superintendent or his or her designee is further authorized and directed to establish regulations or guidelines establishing standards for the acceptable use of School District technology resources, including penalties and disciplinary action for violations of those standards.

BIBB COUNTY SCHOOL DISTRICT

STRENGTH OF CHARACTER AND COLLEGE OR CAREER READY

The VIP Club – Where Membership Has Its Privileges

2025-2026

Nita M. Lowey 21st CCLC AFTER SCHOOL PROGRAM

Parent Acknowledgement Form

Dear Parent/Guardian,

Welcome to our VIP Club, Bibb's afterschool program (ASP)! We plan to provide a fun, safe environment for your child in the program during the 2025-2026 school year. To ensure a successful year, please read and review the following guidelines before signing.

1. I acknowledge I have been informed that this program is not a licensed childcare facility. I understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and is exempt from state licensure requirements.

2. I acknowledge I have been informed that this program is funded by the 21st Century Community Learning Center Grant, and I will not be charged any fees for my child to attend.

3. Every child attending The VIP Club must have a current ASP registration form on file at our school **(1 form per child).**

4. Anytime there is a change in your child's ASP attendance, a written notification is required stating the necessary change. **If you wish to add persons to your authorized pick-up list, the parent/guardian must make the change in person. Phone and/or written notification are not allowable.**

5. The person designated on the registration form will be allowed to pick up your child. This is for the protection of your child. **The person picking up a student during the first two weeks of school will need to be prepared to show a driver's license for identification. Any person may be asked for I.D. at any time if the staff member does not recognize him or her as someone authorized on the registration form.** Your child must be signed out every day. Students may be signed out daily by an authorized individual at any time prior to *program end time.

6. To ensure the safety and security of all students in The VIP Club, the Campus Police Department will be contacted by school officials should an emergency occur which threatens the welfare of your child(ren).

7. The Macon Police Department/Bibb County Sheriff's Office will be called if a student has not been picked up within 15 minutes of the program end time.

8. The VIP Club is a privilege, and your child(ren) is (are) expected to behave properly. The same behavior expectations apply in the afterschool program as during the regular school day. Inappropriate behavior may result in suspensions or withdrawal from the program.

9. Students may be suspended or withdrawn from The VIP Club for the following reasons: a. Excessive late pick-ups
   b. Repeated discipline violations
   c. Non-attendance
   d. Uncooperative parents
   e. Failure to attend mandatory parent meetings

10. If school closes due to inclement weather or any other reason, The VIP Club will also close. In this case, we will follow the instructions given to your child's homeroom teacher.

11. Registration is complete when the parent acknowledgement, student registration form, and adult registration form are completed, signed, and returned.

Parent Name: _____

Student Name(s): _____

_____

_____

Parent Signature: _____Date: _____



The VIP Club - Where Membership Has Its Privileges

21st Century Community Learning Centers Afterschool Programs

HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I have received, completed, read, understood, and signed the followings forms/policies explained to me regarding the 21st Century Community Learning Centers grant and Bibb County Afterschool Program:

Student Registration Form

Parent Acknowledgement Form

Parent/Guardian Registration Form

Internet Acceptable Usage Policy

Bus Transportation

Fraud, Waste, and Abuse Policy

Parent Participation Contract

Pick up & Late Pick Up Procedures

I further understand it may be amended at any time and any changes made will be communicated to me.

_____

Child(ren) Name

_____

Parent/Guardian Signature

_____

Site Manager's Signature

B