Walton County School District

Nita M. Lowey 21st Century Community Learning Centers

Parent & Student Handbook 2026-2027



2026-2027 Parent/Student Handbook

Nita M. Lowey 21st Century Community Learning Centers

Dear Student, Parents/Guardian,

Welcome to the Walton County School District Nita M. Lowey 21st Century Community Learning Centers After-School Program (NML 21st CCLC). This handbook is intended to communicate the rules and guidelines of the program as a complement to WCSD Policies. **This and other 21st CCLC grant information, contacts, procedures, protocols, and evaluations can be found at** 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 Jimmy Pitzer, Program Director, 770-207-3173.

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Purpose and Objective

To work together 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. The Nita M. Lowey 21st CCLC (LEAP) program is an opportunity to complement and enhance a student's regular school day. After school staff support and communicate with the students' regular day teachers. The program offers homework help, academic enrichment, tutorial services, unique project-based learning experiences, personal enrichment activities and snacks - with small class size ratios. Transportation is available. The 21st CCLC offers literacy and related educational development for families. We seek ways to help you help your child succeed in school. We utilize a variety of strategies to break down learning barriers at every turn. We support social and emotional wellness and work towards the goal of student success in school and in life.

Recruitment, Enrollment and Retention

A Site Coordinator leads the day-to-day operations within each 21st CCLC program. The Site Coordinator promotes the 21st CCLC program during the school's Open House Night, other school functions, via emails, phone calls, and flyers. An online registration form must be completed in its entirety and submitted before it can be processed. The link can be found on the county website or on each of the schools' websites that host the 21st CCLC program. Site Coordinators and school staff may also contact families with students who may need extra support to discuss how the program may benefit their students. The 21st CCLC is a voluntary program. Registration is open to all students. However, **priority is given to students who are most in need of academic help.** As applications are received, the 21st CCLC 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 provided 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. The 21st CCLC also identifies at risk, special education students and students receiving ELL or EIP services. When a child is receiving ELL, IEP or EIP services, the Site Coordinators and special education day staff collaborate in order to provide appropriate accommodations for students who participate in the program. The 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 21st CCLC Program 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.

Attendance Plan

Attendance is monitored daily and requirements are 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 for someone on the waiting list. Additionally, parents are asked to communicate to the Site Coordinator if a 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 school 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. If a student is checked out early the departure time is noted. Regular attendance is very important in order for students to reap the full benefits of the program. Each day, students 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 within the school's attendance area are allowed attendance based on program criteria and priority and in accordance with the Dexter Mosley Act (Senate Bill 51).

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 family engagement opportunities and events each year. 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. Families will be notified of parent events through email, flyer, Schoology, and/or Talking Points. 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 the program. If a student is absent from 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 21st CCLC program.

Program Operation Hours and Schedule

The 21st CCLC program operates for 3 hours upon school dismissal. A Site Coordinator at each school develops and maintains a comprehensive schedule that supports the 21st CCLC purpose and objectives. Goals and Objectives are posted on the WCSD website (see the RFP document for each grant). The program runs Monday - Thursday for 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.

Alternative programming

Should the WCSD move to virtual learning, the 21st CCLC will also shift to a virtual program. Programming will be offered during normal program hours and utilize the same schedule. Students and parents will access after school sessions using Zoom and/or Google Meets links. Zoom and Google Meets links will be embedded in Schoology. In cases of virtual learning, Site Coordinators will communicate via email with students and parents to ensure a smooth transition to virtual learning. Information will also be disseminated via the WCSD social media and website.

English Language Learners

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 ELLs are assessed annually on the state-adopted English proficiency measure with their continued eligibility for language assistance determined through a Language Assessment Conference (LAC). The 21st CCLC hosts ongoing activities for all parents, including parents of ELL students. Every effort is made to inform the parents of ELL students of ways they can assist their students academically. The 21st CCLC follows the district's Translation and Interpretation Services Plan (as per Title I or Title III) which guides staff in supporting parents 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 for translations and interpretation include Language Line, a phone-based interpretation service with over 180 language options, and a district-maintained list of approved interpreters (including sign language).

Student Behavior

WCSD's 21st CCLC follows the Policies and Procedures as described per the WCSD **Student Code of Conduct**. However, program policies and procedures may be more stringent. Please remember that the 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 if a student is suspended/expelled from the program. Parents will be notified of behavior concerns via email, phone or parent meeting. 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, 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 a student's confidential record and are protected by FERPA guidelines.

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 cyberbullying. 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.

Transportation, Car-Riders, Check-out, Pick-up

Ensuring the safety of all afterschool students is a priority of the 21st CCLC program. 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 21st CCLC bus may (but does not always) 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 21st CCLC bus. Bus behavior infractions and bus suspension for the regular school day are determined by the building administration.

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, upon acceptance to the program, 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 their 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. **As per WCSD transportation policy - an adult must meet the bus to accept any kindergarten students**. A repeated pattern of failure to meet this expectation may result in a student no longer being eligible to ride the 21st CCLC bus. 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. Students who are out of zone or attending a school under HB251 may not ride the bus home from 21st CCLC programming.

Only the Superintendent, Program 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. 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.

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, attempts will be made to reach individuals on the approved emergency contact list in Infinite Campus/student contact list. Anyone who picks up the student must show ID. If the emergency contact cannot be reached, Student Services and the Program Director will be contacted for further instructions. Every attempt will be made, but if no one in the students' record can be reached, staff may contact the police department/sheriff's office. If car pick up is arranged moving forward due to this problem, the parent/guardian must arrive 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

Check-outs are strongly discouraged. However, if students need to be checked out early, 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 or check-outs that consistently occur prior to the completion of 2 hours of programming, 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.

Parent and Family Engagement

All 21st CCLC staff are expected to have on-going communication with parents. Each site will hold a minimum of the following family engagement events each year: Performing art and/or project showcase events tied to math and/or literacy (two during the school year and one during summer); Parent nights focusing on curriculum, homework help and other educational activities that assist families to become more engaged in their students' progress (four during the school year and one during the summer); student enrichment events (four during the school year and one during summer). These events will occur during regular program hours and all staff are expected to participate.

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 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 the 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 by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Program Evaluation/Student Progress

Progress is measured through academic grades in ELA, reading & math, state assessments, student/teacher/parent surveys, and attendance. Students participate daily in small groups, grade level activities, a transition time from school day, snacks and rotation through a series of learning sessions. Specific site activities are based on need & interest and time for homework help. Program adjustments and revisions are implemented based on formal and informal evaluation results, academic progress data, and student interest. Personal enrichment sessions and wellness opportunities ensure that we are addressing the "whole child." An outside Program Evaluator provides evaluations to the Program Director, who reviews for accuracy & approval prior to submission to the Georgia Department of Education 21st CCLC program staff. Completed reports are shared with program staff, building administrators and stakeholders. A copy of the summative assessment for each grant is available on the district's 21st CCLC webpage. Financial reporting is produced by the Grant's Finance Coordinator. The Program Director reviews /approves the report. The Program Director and Superintendent sign the report when satisfied with its accuracy.

Field Trips

During summer programming, 21st CCLC students may participate in field trips following normal school district procedures. Site Coordinators coordinate the trips to be approved by

the Program Director. Comprehensive emergency protocols are in place and span across all sites. Due to program hours, off-site field trips occur during summer programming. However, special enrichment activities are included during regular day programming which allow for on-site field trip opportunities. 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 must complete (and show proof of completion) the WCSD Volunteer Training Course and all volunteers (and staff) must have a clear national background check on an annual basis prior to working with students.

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 a 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 their computer when away from their workstation. 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. Pre-approved sites are the only sites the students are allowed to use during regular day hours as well as during 21st CCLC program hours. The district distributes a list of approved software each year to day and after school personnel. Virtual Programming will only use district approved software and platforms.

Cell Phones

Generally, cell phones are to be turned off or placed in 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.

Effective July 1, 2026 Georgia enacted the Distraction-Free Education Act (HB 340), which restricts cell phone use in public K-8 schools. The law mandates that students will be prohibited from using personal cell phones and other communication devices during the instructional day, with exceptions for students with Individualized Education Programs (IEPs) or medical plans. The 21st CCLC program is considered an extension of the school day and follows the same rules and regulations applied during school hours.

Illness

The 21st CCLC reserves the right to release a child if he or she appears too ill to participate in the after-school program or is considered contagious. 21st CCLC staff 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 within the allotted time, the 21st CCLC reserves the right to take any necessary action to ensure the health and safety of the child. For the 2025-2026 school year, the 21st CCLC will follow the COVID-19 procedures set forth by the district. These procedures follow the Georgia Department of Public Health's guidelines.

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 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.

Each after school teacher has a copy of the 21st CCLC emergency plan for their building. 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. Students and staff must follow proper procedures.

The 21st CCLC staff are also trained on other possible emergency situations: basic CPR/AED, first aid, Epi-pen, seizures, field trip emergencies, active shooter, suicide protocol, etc. There is a chain of command protocol in place should a live emergency take place. Chain of command is specific to the type of emergency and may include staff, site coordinator, school administration, program director, assistant superintendent, and student services.

All staff are trained on the chain of command to ensure the 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 the 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 in the 21st CCLC program without prior written authorization. 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 21st CCLC activities in the future. Staff are trained annually on FERPA and sign a confidentiality agreement upon hiring.

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 21st CCLC Site Coordinator, the Program Director or to the Student Services Department.

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.

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.

Partners, Advisory Council and Communication

The WCSD 21st CCLC program is partnered with co-applicant The Partnership for Families, Children and Youth. Staff must become familiar with the entities represented by this organization and their goals. Co-applicants and other community partners work hand-in-hand with the 21st CCLC program. Other numerous community partners provide resources to assist staff in serving students. Contact your Site Coordinator if you have an

interest in working as a partner for our program. The Partnership lists the 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. An Advisory Council made up of internal and external stakeholders (The Partnership Board) meets monthly; the Program Director provides the Advisory Council with reports which are included in meeting minutes. Parent and student representatives from each site are also solicited to serve in an advisory capacity.

An external evaluator submits a 21st CCLC formative evaluation in January and a 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, 21st CCLC staff, parents and partners. Copies of reports are made available to the public upon request and are available on the website. The Program 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 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, Jimmy Pitzer, 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, Jimmy Pitzer, for Walton County School District at (770) 207-3173, or 200 Double Springs Church Road, Monroe, GA 30656. You may also contact the Program Manager, Jeff Barnett, 21st Century Community Learning Centers, GA Department of Education office at (404) 232-1197.

Acknowledgement

Walton County School District

Nita M. Lowey - 21st Century Community Learning Centers

2026-2027 Handbook Acknowledgement Page

Student/Parent/Guardian Consent and Agreement: In the event I am unable to 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. My signature below signifies that I give permission for my child to be transported by the WCSD 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 the WCSD 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 the 21st CCLC program.

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 is 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 _____