Walton County School District

Nita M. Lowey 21st Century Community Learning Centers

2026-2027
Staff Handbook



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2026-2027 WCSD 21st CCLC STAFF HANDBOOK

Staff,

Thank you for serving as a member of the Walton County School District 21st Century Community Learning Centers'(CCLC) after school team. This document is intended to communicate the policies and guidelines of the 21st CCLC program and serve as a complement to Walton County School District (WCSD) Board Policy. Staff should familiarize themselves with the WCSD Board Policy which can be found on the WCSD main website. **This and all other 21st CCLC grant information, contacts, procedures, protocol, and evaluations are on the website (**www.walton.k12.ga.us) **and in the 21st CCLC Operations Manual. The information is also presented on a regular basis to 21st CCLC stakeholders.**

21st Century Community Learning Centers provide academic enrichment opportunities during non-school hours. The programs provide a safe environment for academics, particularly for math, language arts, and reading through enrichment. The focus is on embedded learning through real-world projects and activities. The program is a voluntary program open to all students for registration and serves a targeted number of students. Therefore, there may be a waiting list. The purpose is to provide activities that improve academic achievement, offer enrichment designed to reinforce and complement the regular school curriculum, and provide opportunities for families to be actively engaged in their child's education. The programs expose lower income or lower performing students to opportunities and activities that would not normally be afforded to them. For students who have not been successful in the regular school day, more of the same is not likely to produce success. 21st CCLC activities should be multi-disciplinary and designed to help students enjoy sessions where they simultaneously learn and master skills that have been giving them difficulty. This translates into improvements in the regular school day. Currently, the WCSD operates three 21st CCLC sites, grades K-5. Measurable goals and objectives are set and include improvement in standardized test scores, classroom grades and homework, improvement in behavior, improvement in class participation, as well as family engagement and family satisfaction with the program. Participating students will receive a healthy snack each day with the option to receive transportation home.

Program Operation Hours and Schedule

The 21st CCLC program operates for 3 hours upon school dismissal. The program follows the regular school day calendar in terms of school holidays, early release days, and inclement weather days. The program also runs for 12 days during the summer.

Academic Achievement and Measure of Progress

21st CCLC is structured to provide homework help, tutoring, and academic and enrichment opportunities that support Georgia Standards of Excellence (GSE) in engaging ways. Student progress is assessed by means of grades, behavior, classroom participation, attendance, program satisfaction and test scores. Program staff should regularly communicate with the site coordinator, who serves as a liaison to day school teachers and counselors, to help ensure student achievement and appropriate programing opportunities. All staff take part in required surveys, staff meetings, and will be asked to provide stakeholder feedback. Instructional staff develop lesson plans at the appropriate instructional levels that correlate to current Georgia Standards of Excellence. Lessons should be creative, engaging and help develop student's cognitive ability and respect for learning. Lesson plans state the outcome expected and outline the lesson components to be implemented. Lesson plans are completed electronically and are accessible by the site coordinator and district level program staff.

Enrichment

Enrichment is different from academic instruction. Instructional staff should include project-based learning, student choice and personal enrichment (such as technology, the arts, life skills, etc.). The 21st CCLC staff connect with day school teachers to support students. Homework help and tutoring are part of the schedule, but the program is not a "homework completion program." The program should feel different from day school. Including activities to address social and emotional needs is important. Program goals include helping students be more involved in school and affording them opportunities that they may not normally receive.

Staff to Student

Staff to student ratio for 21st CCLC is 1:10 for academic segments, 1:15 for enrichment segments, and 1:5 for small group tutoring. On days where ratios are not balanced (example due to students being checked out early), staff members may be asked to leave

early for the day. Students are never to be left unsupervised at **any time**. A staff member should escort students during transitions to other areas in the school and to the restroom. Student tutors are not to accompany 21st CCLC students to the restroom.

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 programming hours and utilize the same schedule. Zoom and Google Meets links will be utilized for individual, small group, and large group instruction. Digital resources and secure links with passwords for Zoom and Google Meets sessions will be shared on the Schoology platform. Schoology is an online dashboard utilized by WCSD students and teachers. Any resources shared via Schoology are secure and protect students' privacy. The Schoology platform includes secure links to a wide variety of digital resources that students and staff routinely use. In cases of virtual learning, Site Coordinators will communicate via email with students, parents and staff to ensure a smooth transition to virtual learning. Information will also be disseminated via the WCSD social media and website. Staffing needs may change based on student participation via virtual programming.

Student Attendance Plan

A Retention and Attendance Plan ensures that students are regularly attending the 21st CCLC program. Attendance is to be taken and reported to the site coordinator daily. Should a staff member learn that a student is considering leaving the program, please report the information to the site coordinator. It is vital that attendance is monitored daily to ensure regular attendance. Due to limited spaces, students who enroll but do not attend regularly will be removed from the program to open a spot for someone on the waiting list (if applicable). Seats that become available will be filled with the students on the waiting list or new students recruited for available spots. 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. Home school and private school students who live in the school's attendance zone are allowed to attend based on program criteria and priority and in compliance with the Dexter Mosley Act (Senate Bill 42) for homeschool students. **NOTE**: Attendance retention is vital and tied directly to funding. Therefore, all staff are expected to take part in student retention. Staff are required to attend meetings and professional development in order to run the program with fidelity and keep students engaged and eager to come to the 21st Century afterschool program. Student enthusiasm will follow the enthusiasm of those who are teaching. Staff are expected to work as a team to maintain a positive environment.

Check-in Procedure

Each child will be checked in by 21st CCLC personnel as designated by the site coordinator. The site coordinator will assign individuals for certain tasks. When attendance is taken, cross-check absent children with the regular day absentee list. If the child is not on the absentee list and a written note from the parent is not present, report to the site coordinator immediately. Your site coordinator will provide further procedures, room assignments and schedule information. He/she will also train at least one staff member to be a back-up in the event he/she needs to be away from the program. Never hesitate to ask the site coordinator if you need assistance. The safety of our students is the number one priority.

Pick-Up & Drop-off

All exterior doors are to remain locked at all times. We discourage early pick up or late drop-off, but, in either case, the parent/or approved person is required to enter the facility through the main entrance and sign in at the front desk – WITHOUT EXCEPTION. The person at the desk will call for the child and/or site coordinator. Program staff MUST verify that the student does not have a "restricted pick up" flag. In the event, the student does have this flag, program staff must verify who is on the pick-up list BEFORE calling the student to the office. Each parent or approved person will sign their child out with the person at the front desk. If someone other than a parent is picking up a child, that person will be asked for a photo ID. NEVER release a child without going through these procedures. If a child is not picked up by dismissal and the school has not received a phone call to notify that the parent will be late, 21st CCLC will attempt to contact the parents. If the parents cannot be reached, the emergency contacts will be tried. If no one can be reached and 21st CCLC still has not been notified of late pick-up, the WCSD Department of Student Services will be called for further instructions.

Transportation - Dismissal/Bus Procedures and Bus Behavior

Ensuring the safety of all afterschool students is a priority of the 21st CCLC Program. Students are expected to behave on the bus. 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, the parent must arrange pick-up to arrive 10 minutes prior to program dismissal. Additionally, suspension from the 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 21st CCLC bus. This decision will be made by the building level administrator. 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). Program site coordinators are responsible for submitting transportation lists one week before transportation can be provided. Students may not ride the bus until the bus is routed, which can take up to a week. Buses will only drop a student off at the home address or bus stop that is recorded in Infinite Campus. Requests to ride a different bus or be dropped off at a different location other than the recorded address will not be accepted. Students who stop riding the bus regularly will be dropped from the bus list and transportation will be the responsibility of the parent. If a student does not attend the after-school program on a particular day they may not ride the after-school bus home on that day (ex: they are at an after-school event sponsored by the school). WCSD transportation policies are followed by the 21st CCLC program. Bus issues follow the same protocol as day school. 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. Buses are approved to transport students in afterschool programs and activities. All students participating in activity trips or other school-sponsored excursions must be transported in WCSD school buses, or, if approved by the superintendent or his/her designee, other appropriate modes of transportation, such as common public carriers or chartered buses. The district will provide homeless students, 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 shall read bus safety rules monthly to reinforce the safety of students being transported. In situations where school buses or charter buses are not provided, the parent/guardian shall be responsible for providing transportation.

Outdoor Activity

Physical activity is a part of the 21st CCLC afterschool program. Structured learning activities related to physical activity and sports are a part of the regular schedule. Adult participation in physical activities without a lesson plan or other documentation supporting instructional physical activity in the program is considered voluntary and workers comp will be denied. Incidents should be reported to your supervisor immediately.

Recruitment, Enrollment and Retention

Site coordinators promote the 21st Century Community Learning Center program during the school's Open House Night as well as other school functions. Recruitment efforts include sending invitations and applications home with targeted students. 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 via letters, emails, or phone calls regarding acceptance to the program and further details. Students may be placed on a waiting list. Site coordinators also consult the school administration, day teachers, counselors, and special education teachers/directors to identify at risk, special education students and students receiving ESOL or EIP services. Site coordinators and day staff collaborate in order to provide appropriate accommodations for IEP, ESOL and EIP students who participate in the program. 21st Century activities are offered and open to private school students. To ensure meaningful consultation with private school officials takes place, invitations to participate and consult with the 21st Century program director and staff take place prior to the program start and ongoing several times per year via receipt delivery. Each meeting is documented and has an agenda and sign-in. 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. Regular and open communication between the site coordinator and parents/guardians takes place to help ensure retention and in order to optimize services for the students and families. The 21st CCLC program will keep the program website updated to inform the community about the program. All materials can be made available in other languages when necessary. All staff members participate in recruiting and retention efforts.

Parent and Family Engagement

All 21st CCLC staff should 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 that promote increasing student engagement (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 and staff 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 services themselves and also to help parents participate in their child's learning. Additionally, parents are always encouraged to drop-in or volunteer (see WCPS definition of a volunteer and the accompanying requirements for qualification) during the program. The goal is to ensure that parents and families receive extraordinary services and experiences that will lead to improved academic achievement. All staff members participate in parent/family activities.

Civil Rights

The Walton County Board of Education and 21st CCLC does not discriminate on the basis of race, color, religion, national origin, age, 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, disability or by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Partners and Advisory Council

21st CCLC is partnered with co-applicant The Partnership for Families, Children and Youth - Family Connection. Staff are encouraged to familiarize themselves with this organization and its goals. 21st CCLC and The Partnership work hand-in-hand. Other community partners such as FISH, Walton County Workforce Development Authority and the Walton County Youth Advocacy Board also support the program through in-kind donations, resources and volunteer services. The Partnership will list the 21st CCLC centers as a resource in all their publications and on their website, and a monthly update will be given at the Partnership meetings where members are made aware of the program and asked to encourage families to participate. A formative evaluation will be presented in January to the site coordinators and a summative evaluation developed by the outside evaluator will be presented to the Advisory Council and district leadership. The Advisory Council will make recommendations, and the final report will be released to the stakeholders, school personnel, 21st CCLC staff, parents and partners. Copies of reports will be made available to the public via the district website. The program director is responsible for ensuring information is disseminated. The parent involvement coordinator will have materials translated for families where a language barrier exists. All attempts will be made to communicate with families in students' primary language.

Needs Assessment

The site coordinator and the external evaluator will conduct a needs assessment to help determine the best programming possible for students. All staff are expected to

participate in this assessment. Formal and informal methods will be used to gather systematic feedback from all participants to guide staff development and training needs. **All staff** must attend an **initial 21st CCLC orientation** covering the following items:

- 21st CCLC goals and objectives.
- Responsibilities and guidelines for 21st CCLC staff.
- Techniques for behavior management.
- Techniques for effective instruction.
- 21st CCLC Policies and Procedures.

A professional development plan will be developed based on the assessment results. Staff meetings will be held in order to survey staff regarding professional growth needs, evaluate needs, organize needed professional development and implement professional development activities. Training for staff, partners, and parents will be organized by the program director and site coordinators. Program personnel will be encouraged to participate in school district professional development opportunities that are relevant to their needs. The district's staff development coordinator will work closely with the program director to meet the needs of the staff. The program director and/or site coordinators will attend at least one **state and regional 21st CCLC meetings.** The training and professional development will be developed around the needs and regulations of the Georgia Department of Education's Nita M. Lowey 21st CCLC guidelines.

Professional Development

The Employee Attendance Policy also pertains to staff meetings and professional development as they are considered part of job duties. Professional development is established each year based on a survey of staff needs. **Needs may also be determined by program management. Staff are expected to attend professional development related to successful after-school and summer programming**. A professional development schedule is created and communicated to staff. The schedule can also be obtained from the site coordinator or program director. **A 2026-2027 Professional Learning Schedule is provided to site coordinators, for dissemination to staff, during their annual summer training.** Numerous professional development resources can also be found through videos and webinars. The program director and site coordinator will communicate opportunities throughout the year; staff are also encouraged to seek out similar resources. Professional development includes mandatory annual Child Abuse and Neglect, Bullying, Sexual Harassment, Blood-borne pathogens and professional practices.

Documentation

All staff members assist the site coordinator with compliance items needed for grant compliance. These items may include things such as formal and informal communication with day staff, parent contacts, parent involvement activities, student

attendance, and student behavior. Please work closely with your site coordinator who serves as the administrator on duty during the afterschool program.

Hiring Policies and Procedures

Staff must be at least 18 years old to serve in the program in any capacity, with the exception of student tutors. Student tutors must be a senior in high school, at least 17 years of age, and have participated in either the ECE class or Teaching as a Profession class as part of their high school classes. Education & experience requirements, along with job descriptions, are listed in job postings on WCSD website. Site coordinators serve as the administrator on duty during program hours. Site coordinators are responsible for interviewing & recommending site staff to the program director who will complete all official recommendations for HR. Site coordinators may also recruit prospective applicants per program needs. All applicants, including current WCSD employees, are required to fill out an application & submit necessary paperwork for hiring. This application will be completed through the WCPS job postings page (both internal and external hires). **All applicants must pass a national background check before being hired** and again annually each year if returning.

Background Checks

All WCSD 21st CCLC employees have a **NATIONAL BACKGROUND CHECK on an annual basis** before working with students and receive HR compliance training each year. New employees must complete the hire packet with HR which includes fingerprinting and a background check. **Only** eligible applicants with **clear checks** or who have passed BOE approval are employed. In the event the criminal record check reflects the employee, or volunteer has been charged with, pleaded to or been convicted of an offense other than a minor traffic violation, the record check will be reviewed by an HR Officer. Applicants will be given the opportunity to explain/write an explanation regarding the finding. The applicant is provided sufficient time to secure and/or present documentation related to arrest and/or court decision, and to contact the arresting agency should there be errors in the report. The Superintendent shall bring the matter to the Board of Education at its next meeting or sooner, if warranted, for a decision on hiring or continued employment. Applicants will be notified of the results, along with any information shared which may have resulted in a negative decision. If desired, the applicant will have the opportunity to challenge the record with further documentation. Offenses which are reportable and have not been previously cleared by the Professional Standards Commission will be reported for employees holding a Georgia certificate. The employee will be required to provide documentation of all offenses previously cleared by the Professional Standards Commission.

Terms of Employment

Staffing for each school site is done on a year-by-year basis. Employment is considered

temporary/intermittent. Employment with 21st CCLC is **"at-will employment"** and is not a part of your regular day school employment if already employed by the school system. An "at-will employee" can be dismissed by an employer for any reason without having to establish just cause for termination and without warning. ALL persons working within the program understand that employment is not guaranteed each year. *Occasionally, employees may be sent home early during a shift due to low attendance or changes in staff to student ratios during program hours.* The positions are funded with money the district receives from the 21st CCLC Community Learning Center grant and flows from the U.S. Department of Education to the GA Department of Education. Employment within WCSD 21st CCLC afterschool program is subject to the following:

- Availability of 21st CCLC grant funding.
- Availability of 21st CCLC afterschool staffing vacancies
- Student enrollment within the 21st CCLC program
- Satisfactory job performance from previous employment within the 21st CCLC program
- Variations in program design and schedule

Staff Attendance

Staff are expected to attend each day, unless he/she has an excused absence. Excused absences include but are not limited to:

- Personal illness
- Serious illness or death in immediate family
- Conditions making attendance impossible or hazardous.

Arrive on time for your shift. Follow your assigned schedule and job assignment. Any changes in your scheduled shift should be approved by the site coordinator. You may clock in/out 15 minutes before/after your scheduled work time. Immediately after clocking in, you are expected to be with your class or assigned location. If you have a missed punch on the time clock, report it to your site coordinator. Please try to avoid missing punches.

Understandably, situations arise that are out of our control. However, please show courtesy and professionalism for fellow staff members and the 21st CCLC program. The following procedures are to be followed regarding employee absence or tardiness: If you need to be out for any reason, even in an emergency situation, you are expected to contact your **site coordinator** directly (not another day or after-school staff member). If you use email or text messaging, you are still responsible for your shift until you receive confirmation from your site coordinator. Outside of an emergency, a minimum of 1 hour notice is expected for tardiness. A minimum of 2 days' written (email) notice is expected for absences. Staff members may not cancel their own class or contact students/parents to cancel their class. Calling in excessively or without adequate notice creates a hardship on other staff members and takes away from the quality of instruction for our students. Your best effort to minimize absences and tardies will provide students with a great after

school program. Frequent absences or failure to give ample notice are grounds for termination from program employment.

Professionalism and Code of Ethics

Professionalism is expected at all times. This includes interactions with students, parents, peers and other school staff. Adhere to the policies described in the 21st CCLC Staff Handbook, WCSD policies and code of conduct. Do your part to create a healthy atmosphere for other staff and 21st CCLC students. Communicate concerns with your site coordinator in a discrete manner. A failure to exhibit professional behavior and follow the Code of Ethics are grounds for termination from program employment.

Parent/Stakeholder Contact

Site Coordinators will handle direct contact with parents and other stakeholders. Other afterschool staff should not routinely contact parents and stakeholders unless directed to by the site coordinator. Talk to your site coordinator **before** you call a parent or stakeholder.

Avoid ALL interaction with students and parents of the 21st CCLC afterschool program on social media outlets. Staff members should not “friend” or connect with students or parents. Refer to the WCSD policies and code of conduct for more information.

Care of Equipment and Work Area

Ensure work areas and classrooms are in excellent order and cleanliness at the end of each day. Be respectful of the space shared with day staff and administration. If anything is damaged by students or another staff member, inform the site coordinator prior to leaving for the day.

Professional Dress

WCSD Board Policy states: The Walton County Board of Education recognizes that public school educators are professionals who should command the respect of students and parents alike as other professionals are able to do. The Board of Education believes that when professional educators dress in a professional manner consistent with other professions, parents, students, and members of the public will hold them in greater esteem and more frequently regard them as professional educators whose opinions are worthy of respect. The Board also believes that professional dress by its staff commands greater respect and, as a result, ensures a learning environment more conducive to education.

Therefore, it is the policy of this Board of Education that while on duty, all teachers,

school administrators and members of the instructional staff, including paraprofessionals, clerical staff and Central Office Staff shall dress in a professional manner and style in accordance with the dress of other professionals within this community. Any employee whose attire or dress is not professional in the opinion of the supervisor shall be directed to conform to this policy. Examples of unacceptable dress include: jeans, shorts (except walking or similar shorts, or coaching shorts or other attire suitable in physical education classes or the athletic field), immodest dress such as dress which is too short or tight or otherwise revealing, sweat clothes or jogging suits or other apparel more appropriate for exercise and similar apparel. This list of unacceptable dress is illustrative only and not intended to exclude other dress or attire which is not appropriate for professionals. Male teachers are encouraged to wear collared shirts or shirts with ties except when working around machinery or teaching physical activity requiring their involvement. Each supervisor, in his or her discretion, may periodically designate spirit, casual or similar days on which the dress code may be modified.

Failure to comply with professionalism and code of ethics procedures can result in disciplinary action, including termination. Site coordinators are tasked with training new staff members and assuring that the site-specific expectations are communicated and followed. If a staff member does not follow the expectations which have been communicated, the site coordinator may handle issues in a progressively formal manner or terminate the employee. Each time an issue is handled, the site coordinator documents the steps taken to improve the staff member's behavior.

Staff Infractions

The following process guides general employee infraction behaviors. However, **ANY offense is subject to** immediate dismissal at discretion of the site coordinator, principal, or program director.

- First offense - verbal warning
- Second offense - verbal warning with documentation to be kept on file for the remainder of the school year. At this point, contact should be made with the program director regarding the issue. Subject to dismissal from employment.
- Third offense - written reprimand with documentation to remain on file in permanent personnel record. Dismissal from program.

The program director is available to sit in on any of these meetings with the site coordinator and the staff member. Please note: Offenses may result in a formal investigation by Walton County Schools Human Resources Department.

Evaluation of Employee Performance

Staff will be evaluated through formal and informal means. Staff should be prepared for **unannounced walk-throughs** by the site coordinator, program director, data specialist, external evaluator, and various 21st Century State Representatives. **Informal Classroom**

Observations, followed by written summaries, will be conducted by the site coordinator for all staff members at least once per year. Overall performance will also be evaluated for ALL staff twice a year by means of **Mid-and-End Year Evaluations**. Evaluations will be conducted by the staff member's direct supervisor (site coordinator or program director). Staff who are rated as "not performing satisfactorily" will meet with their supervisor to create an improvement plan with reevaluation within 20 days. Adverse performance observed as described in this manual could result in disciplinary or other action – including probation, written professional development plan, or termination.

Time and Effort

The term "cost objective" is defined in 2 C.F.R. §200.28 and means, for 21st CCLC purposes, a single program function or award. The 21st CCLC program is considered a cost objective. 2 C.F.R. §200.430(i) provides guidance regarding standards for documentation of personnel expenses. The requirements for maintaining time distribution records are in addition to those for payroll documentation. If an employee works solely on a 21st CCLC program (which is a single cost objective), then a semi-annual certification needs to be completed to document the employee's work on the 21st CCLC program. A semi-annual certification certifies that the employee has worked 100 percent of his/her time on the 21st CCLC program and specifies the time period worked. These certifications need to be prepared at least semi-annually, (i.e., cover a six-month period) and signed by the program director who has firsthand knowledge of the work performed by the employee. A monthly "Personnel Activity Report" will be completed by the program director for all staff whose work covers more than one grant. Personnel Activity Reports (PARS) will be signed off by the employee, the program director and the WCSD assistant superintendent for curriculum.

Conflict of Interest

See Board Policy GAG. Unless otherwise specifically approved by the Board of Education, employees of WCSD 21st CCLC shall not accept any gift from any vendor, booster club, parent organization or group, student, or parent of a student. In addition, employees shall not accept payment from booster clubs, parent organizations or groups, students, or parents of students for moving or other relocation expenses without the express prior approval of the Board of Education. Employees may not charge 21st CCLC participants for tutoring. Finally, employees shall not conduct clinics, camps, or perform other activities for payment from students or their families without the express prior approval of the board of education. Unless a clinic, camp, or similar activity is officially sponsored by the school district and approved by the Board of Education, employees who have prior approval of the board to conduct clinics, camps, etc., and wish to use school district property must lease such property from the Board of Education. Employees shall not solicit sales from students or their parents or advertise or endorse products or services aimed at students or their parents.

Volunteers

Volunteers register as a volunteer through the WCSD website and complete WCSD volunteer training prior to assisting with the program. Volunteers adhere to the policies described in the 21st CCLC Staff Handbook, WCSD policies and code of conduct.

Procurement

Title to all school property is held by the Walton County School District. Operations related to the normal acquisition of materials and services shall reside in the Department of Budget & Finance unless further delegated. When spending School District funds - including Pupil Activity Funds and Grant Funds - employees who have been delegated the responsibility for the purchase of goods and services shall utilize the highest standards for proper and ethical purchasing procedures. The same standards which apply to outright purchases shall be utilized in accepting donated goods or services in order to protect the integrity of the process. Competitive purchasing shall be used whenever possible, and prospective vendors shall be given equal consideration to compete for the provision of goods and services to the Walton County School District. The right of any vendor to compete shall not be unreasonably withheld. Guidelines of the National Institute of Governmental Purchasing (NIGP), the Institute for Supply Management (ISM) or similar national organizations shall be followed, and a detailed internal written procedure covering day-to-day methods is kept current and maintained in WCSD Policy & Procedures and 21st CCLC Operations Manual.

Process for Inventory Tracking and Periodic Monitoring

All purchases will be coordinated with the district office and campus principals to reduce redundancy and inefficiencies, and to increase validity of purchases. All shipments will be delivered to the BOE and processed by the administrative coordinator/data clerk, along with school media specialist, and Walton County Technology Department using the following procedures: Shipping tickets will be removed and packages will be opened for sign-off of content; The administrative coordinator/data clerk will maintain shipping tickets; equipment will be barcoded with information required by federal program purchase procedures. Equipment is checked into the district's inventory system - InTrack. A site coordinator's signature on the inventory printout at the beginning and end of the year will be a part of the documentation process. Site coordinators will be held accountable for inventory that has been lost, stolen, or removed from the classroom in exactly the same manner as teachers are held accountable for textbooks checked out to their classroom. The

administrative coordinator/data clerk will keep copies of the inventory printouts on file. These inventory printouts will be used for auditing purposes and for district planning. Items that cannot be accounted for should be documented and reported to the campus principal and program director immediately. Failure to report lost or stolen items may result in the inability of property to be reclaimed. **Program staff who fail to report lost or stolen items may be held accountable for loss of inventory.** An entry must be made whenever property is disposed of or acquired.

Acceptable Usage - Internet Guidelines for Use

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 find materials which may be deemed inappropriate while using their 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 WCSD makes no guarantees, implied or otherwise, regarding the reliability of the data connection or network. The WCSD shall not be liable for any loss or corruption of data resulting while using the Internet connection. The WCSD 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 workstation. The WCSD administration reserves the right to change these rules at any time without notice. The WCSD strongly 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 21st Century program hours. The district distributes a list of approved

software each year to day and after school personnel.

Cell Phones

Turn cell phones off or place on the vibrate mode during program hours. All staff members are expected to refrain from personal cell phone use when supervising students (during the academic and enrichment time).

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. We as adults are expected to model this behavior for our students.

Emergency Plan

A minimum of six emergency drills (fire, weather, lock-down) are conducted during the school year during 21st CCLC after school hours. ALL staff and students must participate. These drills assure that students and staff know what to do during after school in the event of an emergency – especially since students and staff may be utilizing rooms different from day school. Each teacher is to have an emergency file which contains a copy of the School Safety Plan, a current class roll and class schedule. You and your site coordinator will update this information regularly. Take this information with you any time you leave your classroom with your class. Violations of this may result in discipline. Each classroom should have a fire drill evacuation route map posted near the classroom door. Teachers are required to teach evacuation procedures on the first day of school. Every classroom should also have a copy of the Safe Areas for Severe Weather locations posted near the door. Be sure students follow proper procedures. If for some reason, you are not with your student when an emergency occurs, please go to their location as soon as it is safe for you to do so.

Fire Drill:

- Carry class roll
- Maintain orderly line (Appoint dependable student to lead line to the designated area)
- Check the room, close the classroom door
- Call the roll when you have cleared the building
- Report missing children immediately
- Wait for "all clear" signal before returning to the building
- Keep students calm

The signal to re-enter the building will be an announcement from the office. Be sure

students follow proper procedures.

Emergency/Severe Weather Conditions:

In order to follow correct procedures for responding to severe weather conditions, it is important to understand exactly what is meant by the following storm warnings:

- Severe Thunderstorm Watch - severe thunderstorms may develop.
- Severe Thunderstorm Warning - a severe thunderstorm has developed and will probably affect the area stated in the weather bulletin.
- Tornado Watch - tornadoes may develop. The following actions are recommended as general guidelines for dealing with the various severe weather warnings.
- Severe Thunderstorm Warning - ensure that all students are in the building.
- Tornado Watch - review tornado plans and notify teachers of impending weather.
- Tornado Warning - in the event of a tornado warning, verbal instructions will be given over the PA system.

Severe Weather Drill:

- Carry agenda book (class roll).
- Carry something to read aloud (you may be there for an extended period).
- Maintain a quiet, quick moving line.
- Direct students to kneel on the floor facing the wall with their hands over their heads.
- If outside and unable to reach the designated area, have students lie down in the lowest surrounding area, cover their head with arms, book, jacket, coat, etc.
- If there is no time to move to the designated area, students and staff should assume the "protective position" under desks and furniture.
- Be calm at all times.

Lockdown and Active Shooter Protocols:

May vary depending on the school. Your site coordinator/school administrator will train staff. **At all times, remain calm and keep students calm.** All WCSD schools have a locked security vestibule. Individuals who wish to enter the school must be buzzed in and cannot enter the main halls without going through this procedure. All afterschool staff are required to complete SafeSchools Training through the HR Department. Staff are trained on general lockdowns, drills, and health emergencies. Staff are also required to become familiar with the school's GEMA plan.

Emergencies should be communicated to the site coordinator via classroom call buttons or walkie-talkies. In the event of an emergency, the site coordinator will determine if a call needs to be made to 911. If the site coordinator, or any staff member who is a WCSD day employee, can not get to the phone to dial 911 and the

emergency constitutes an immediate response, the Centegix badge system will be deployed.

Field Trips and Field Trip Emergencies:

Pre-approval is required for field trips and field trip expenses. Offsite field trips will not be approved during regular school year programming due to transportation and timing issues. The site coordinator shall work with the program director on the approval process. Permission slips with parent contact numbers are to be collected. Prior to leaving campus for a field trip, cell phone numbers are to be shared between the field trip staff/chaperones, the site coordinator, an administrator and the program director. Staff shall follow the procedures below if ANY field trip emergency arises.

- Call the police or an ambulance.
- Call the school or if it is after school hours, contact an administrator and program director immediately.
- Call parent(s) - Refer to permission slip for contact numbers.
- Stay with the child at all times. One teacher should be designated to accompany the student to a hospital if necessary.
- The teacher should stay until a parent arrives.
- If returning to school with the student, a teacher should escort the student to the parent with a brief and factual explanation of the occurrence.
- Any hostile parents should be directed to an administrator or program director.
- Documentation of the incident should be made with the school administrator.

Always Report concerns about a child's safety immediately to the Site Coordinator. If a child mentions doing harm to themselves or to someone else, report the information to the Site Coordinator immediately.

Confidentiality

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 21st CCLC without the prior written authorization of the 21st Century Community Learning Center program director. Staff will not use, publish or disseminate any information, pictures or work product available for personal use, nor will they provide it to a third party for their use. Staff further agree 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. All staff sign a confidentiality agreement upon hiring.

Civil Rights Policy

See Board Policy GAAA/JAA. The Walton County Board of Education does not discriminate on the basis of race, color, religion, national origin, age, 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, disability or by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Drug Free Workplace

See Board Policy GAMA. This policy will be provided to all employees every year through training led by Human Resources. It is the responsibility of the site coordinators to make sure that all their staff members are provided the opportunity to receive this training every year.

Smoking and Use of Tobacco Products

See Board Policy GAMAB/JCDAA. This policy will be provided to all employees every year through training led by Human Resources. It is the responsibility of the site coordinators to make sure that all their staff members are provided the opportunity to receive this training every year.

Reporting Child Abuse, Neglect, or Dependency

See Board Policy JGI. All employees are mandated reporters and trained on reporting child abuse, neglect, and sexual harassment. As mandated reporters, staff are 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 should be made immediately at the time the employee becomes aware of or suspects that a child has been abused or neglected or is a dependent child. The employee must make the report to the site coordinator or program director, who will report to the school counselor and Student Services Department. If neither of those individuals are in the building at that time, report immediately to the employee in charge of afterschool for that day. After the report is made verbally, the employee should follow up the verbal report in writing. Information regarding suspected cases of abuse, neglect, or dependency is confidential; therefore,

employees must use discretion in discussing suspected cases with other employees so be familiar with this chain of command. Also, become familiar with Georgia Mandated Reporting Law **O.C.G.A. §19-7-5:** https://oca.georgia.gov/training/mandated-reporting The employee must not discuss the information with non-21st CCLC personnel except as required by law or authorized by the employee's immediate supervisor. When you are talking with a child, you are not investigating - you are gathering enough information for DFCS to make a response determination. Please make sure all cases are reported immediately, and no child leaves the school until cleared to leave by site coordinator, counselor, administrator, program director or school social worker. **Each 21st Century site coordinator has a copy of the social worker assignments for your schools. As a mandated reporter, report any suspicion of child abuse, neglect or sexual abuse immediately.**

Sexual Harassment

See Board Policy GAEB/JCAC. It is the policy of Walton County Public Schools to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. This policy applies to all members of the school system, including employees and students, who are encouraged to promptly report complaints about sexual harassment. It should also be clear that Walton County Schools will not tolerate sexual harassment of its students or employees by non-school personnel in programs sponsored or supported by the system at any time. If you suspect a student is being sexually harassed, you are to report to the appropriate person in the chain of command. Persons found to be in violation of this 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. This policy will be provided to all employees every year through training led by Human Resources. It is the responsibility of the site coordinators to make sure that all their staff members are provided the opportunity to receive this training every year.

Student Behavior

WCSD 21st CCLC generally follows Policies and Procedures as described per the WCSD **Student Code of Conduct**. 21st CCLC (LEAP/RISE) 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. 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. Staff may be required to attend further training on behavior management strategies. 21st CCLC programs are designed to serve students primarily in smaller groups. Therefore, behavior that does not support or interferes with this

environment is unacceptable. Violations of the Student Code of Conduct levels I, II, and III are subject to discipline which could include removal from the program for a determined period of time or permanently. Students are expected to participate fully in the program learning process; show respect for the knowledge and authority of site coordinators, teachers, and all program personnel; and show concern for and encouragement of educational achievements and efforts of others. Therefore, it is stressed that behavior problems that disrupt a positive learning environment are not tolerated. Behavior incidents are documented and kept in the student's 21st CCLC file. Parents will be notified of student misbehavior and disciplinary actions by phone call, email, and/or by means of a letter. Discipline referrals may be utilized. School administrators will be notified of disciplinary consequences that may impact day school operations or suspension/expulsion from the program. Re-entrance into the program is not guaranteed. 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 prior to imposition of punishment. Discipline records are a part of a student's confidential record and are protected by FERPA guidelines.

Bullying Policy

See Board Policy JCDA. 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. 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 term "bullying" as used in this policy and in the Student Code of Conduct means:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
    - Causes another person substantial physical or visible bodily harm;
    - Has the effect of substantially interfering with a student's education;
    - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
    - Has the effect of substantially disrupting the orderly operation of the school.
- Retaliation by a student against another who made a bullying report is strictly prohibited. The retaliating student will be subject to a disciplinary hearing with possible Law Enforcement charges filed.

The term "cyberbullying" as used in this policy and in the Student Code of Conduct means: A student shall not transmit any electronic communication that has the effect of bullying another student or member of the faculty or staff, including but not limited to sending e-mail or text messages or making website postings (e.g., postings on Facebook, Twitter or YouTube). This prohibition applies to cyberbullying that occurs on campus and, if one of the following conditions is met, to cyberbullying that occurs off campus: (1) the electronic communication causes, or reasonably threatens to cause, a material and substantial disruption to the safety of students, staff, and to the orderly operation of the school; or (2) while on school property or at a school-sponsored event, the student engages in conduct which is intended to promote or increase the circulation of the electronic communication within the school community. Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

Consequences for Students found to have engaged in an incident of bullying can be subject to any disciplinary action or combinations of disciplinary action listed in the Student Code of Conduct. Examples of consequences are listed but are not limited to the following: loss of privilege(s); exclusion from participation in extracurricular activities; reassignment of seats in a classroom, cafeteria or school bus; reassignment of classes; assignment to school-based training/counseling; detention; in-school suspension; out-of-school suspension; forfeit of parking pass; Administrative Probation; assignment through a due process hearing or by parental waiver to the 6-12 Alternative School under 'option to attend' after three documented incidents of bullying; and/or expulsion from Walton County Schools through a due process hearing. The school district is not required to provide transportation for a student assigned to the Alternative School under 'option to attend.'

Reporting of Incidents

Students, parents, and school district staff are expected to immediately report incidents of bullying to the principal or designee using each school's reporting process. Bullying can also be reported anonymously by calling the Georgia Department of Education's School Safety Hotline at 1-877-SAY-STOP (1-877-729-7867). The reporting process is available in the school's administrative, counseling, and nurse's offices, in the media center, and on the school's website. The school level reporting process can also be posted in the cafeteria, gym locker rooms, and on information boards. Walton School District employees are expected to immediately intervene when they see a bullying incident occur.

- Administrative staff will promptly and appropriately investigate each complaint of bullying in a timely, thorough, and confidential manner. The time frame for conducting an investigation and the nature of the investigation will depend on the complexity of the facts, the circumstances, and the severity and extent of the

bullying. The investigation can also focus on whether the bullying constituted discriminatory harassment on the basis of race, color, national origin, religion, sex, sexual orientation or disability status and can be addressed in accordance with policy JAA (Equal Educational Opportunity)

- At an appropriate time during or after the investigation, both parents of the victim and the student found to have been bullied must be notified by the principal or designee in a documented telephone conference or through written notice which may be sent electronically.
- The principal or designee will assign discipline consequences according to the previously discussed consequences stated in this policy to the student found to have been bullied.
- The principal or designee will notify the disciplined student and victim of prohibited retaliation and consequences for retaliation previously stated in this policy.
- If the complainant student or the parent/guardian of the student believes that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal or designee, the student or the parent/guardian of the student should follow the school district's chain-of-command for grievances concerning discipline matters.
- Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.

Nepotism

See Board Policy GBE. When two employees live in the same household or are from the same immediate family, it is the policy of this board that no employee may be the direct supervisor of a member of his or her household or immediate family. For the purpose of this policy, immediate family shall include spouse, mother, father, brother, sister, children, nieces, nephews, aunts, uncles, grandparents, grandchildren, or in-law equivalents of any of the foregoing relatives or any other relative living in the household. Exceptions to this rule may be made at the program director's discretion. The program director will have the right to recommend a transfer for a 21st CCLC employee should concerns arise from the employees working in the same location.

Program Evaluation

Reports are generated from various sources: Student, parent and staff surveys, interviews, site visits, annual stakeholder feedback, Advisory Council meetings, Infinite Campus, Cayen. These resources are used to generate Evaluation Reports for Summer, Formative and Summative Evaluations. An external program evaluator provides program evaluations to the program director. The program director reviews the reports for accuracy and approves the report. The completed reports are forwarded to Georgia Department of Education grant staff and made available to program staff, principals, stakeholders and partners. A copy is available at all times in the program director's office. Summative evaluations are posted on the district's Nita M. Lowey 21st CCL

webpage. The financial report is produced by the grant's finance coordinator. The program director reviews the report with the grant's finance coordinator and approves the report. The program director and superintendent sign the report when satisfied with its accuracy.

Sustainability Plan

Through the efforts of the co-applicant, the Partnership for Families, Children and Youth - Family Connection and the Walton County School District (WCSD) data collection and evaluation efforts now more than ever have evidence that well-thought-out collaborative strategies are making a difference in the families of Walton County. Therefore, the Partnership has made it a priority to work collaboratively with the 21st CCLC programs in Walton County to ensure sustainability of programs. See full WCSD 21st CCLC Sustainability Plan. The Partnership for Families, Children and Youth is a quasi-governmental collaborative that has been convening and coordinating efforts designed to improve the well-being of the families of Walton County since 1994. The goal is to build partnerships among organizations that advance the quality of life for families and to communicate to the community the value and potential of the combined services of the partners. Through this effort the Partnership hopes to achieve a continuum of services that address gaps in services and redirect efforts in a focused and responsive manner. Sustainability is established through system changes in service integration and delivery, partnership development, and support from partners and the community at large. In the present economic environment, the Partnership recognizes it will be hard to produce new funding, so the collaborative members' charge is to identify present resources and funds and to explore avenues of redirecting funds or modifying current job descriptions to better meet the needs of the community.

Cash Management

Presently, there are no fees or other income for the 21st CCLC. Grant procedures do not allow for any type of program fundraising. All purchases and/or contracts for or on behalf of students shall be made in accordance with the procedures set forth in WCSD policy and grant guidelines (see below). All purchases must be completed through the purchase order process and completed in a timely manner so as to allow for grant funds to be allocated. All purchases must be in line with grant approved budgeted items. Purchases which do not follow the appropriate purchase order request procedures will not be reimbursed.

Allowability Procedures

Any purchases made with federal funds must follow the guidelines for allowable costs. WCSD follows guidelines as detailed in EDGAR, OMB Circulars, and applicable memos, letters, handbooks and/or other communication regarding allowable/unallowable purchases provided by the Georgia Department of Education. All costs must be

necessary, reasonable, and allocable and must be adequately documented. To determine whether a cost is reasonable, the following questions should be answered: 1) Do we really need this? 2) Is this directly related to the program's needs? 3) Do we have the capacity to use it? 4) Is the price fair? The Program Director has the responsibility of determining allowability of purchases. Considerations when making allowability determinations include:

- Does the purchase align with prioritized needs?
- Does the purchase align with the purpose of the program?
- Does the purchase meet the "supplement not supplant" requirements?
- Is the purchase necessary and reasonable?
- Can the purchase be adequately documented?

WCSD 21st Century funds will only be used to pay for authorized items and activities to meet the needs of participating students and families. Purchases must be openly negotiated and/or researched so as to provide the best quality, price, and service for the students, including contracts with organizations to provide services. All purchases must be approved by the program director prior to purchase and be purchased through the purchase order process underneath the fiscal agent's internal controls. Costs will conform with federal law and grant terms and be incurred in accordance with the pre-approved budgets. Costs will be tracked, and the program director will contact the Fiscal Analyst or consult EDGAR if there is a question about whether or not a purchase is allowable. WCSD will conform to any exclusions or limitations as set forth by the 21st CCLC grant.

Supplanting

The 21st CCLC funds will be used to provide services not 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 does not supplant (replace). WCSD cannot use these funds to supplant funds that would, in the absence of 21st CCLC funds, have been spent on participating students.

Matching funds

Matching funds are placed in a fund with a separate number than 21s' CCLC fund number. Volunteer time is tracked by the site coordinator. The time is calculated by what we would pay the same person if they were paid. Partners that teach classes appear on the schedule and calendars. Accepted industry standards for donations are used to determine cash match. For instance, if facility use is the approved cash match WCPS has a published cost for use schedule. The schedule and the calculations are maintained in the cash match notebook if appropriate. In-Kind services and materials also qualify for a cash match. The program director maintains all cash matching information.

Information and Communication Plan

The program director attends all Federal, State, Local and 21st Century grant meetings. The program director is responsible for keeping the superintendent and Curriculum and Instruction Department informed about goals, services and overall student progress and evaluation of the program. Principals receive information from the program director at called meetings and at principal meetings. Informally, emails are sent from the program director to all site coordinators and principals to relay information about services, monitoring and compliance. The program director and site coordinators communicate regularly about 21st CCLC issues and information via email, phone calls and meetings. Attendance at these meetings is maintained by the program director.

Information about the goals, services, policies and procedures, student progress and evaluation of the program plus location, times and dates of operation will be disseminated to students and parents in a number of ways accounting for language and literacy barriers. The site coordinator sets up a booth at the school's open house prior to school opening and at parent activities after school opens. Program information such as schedule and previous year evaluation summary is dispersed, online applications/registrations are available for prospective students and returning students. The schools, district and community will receive information about progress, successes and evaluation. 21st CCLC information (including the Operations Handbook, Staff Handbook, Student / Parent Handbook, Sustainability Plan, and Program Evaluation Reports) are posted on the WCSD website.

All 21st CCLC site coordinators have access to Infinite Campus where specific information about student's attendance, grades, medical conditions, emergency contacts, media/pick up restrictions, Multi-Tiered System of Supports (MTSS) status, Special Education (IEP) and Educational Intervention (EIP) status are recorded. Students are marked as a participant in 21st CCLC so the regular teacher can see a child's participation and contact the site coordinator if there are specific academic or behavior issues. The data specialist keeps the site coordinator informed on specific 21st CCLC data such as registration numbers, attendance and compliance on a regular basis. The external evaluator conducts consultation meetings with the program director, formal and informal surveys, and stakeholder interviews. She/he then provides results within 2 weeks. He/she provides a formative and summative evaluation report to the program director. She/he also contributes to the summer evaluation. These reports are submitted to the GaDOE 21st CCLC Department by the program director. The program director and site coordinators utilize all data collected through the above-mentioned means to make ongoing necessary revisions and/or adjustments to the program for student success.

A crucial component of success is **effective communication**. Regular and meaningful communication is expected.

- Program Instructional staff are required to maintain open lines of communication regarding grades, behavior, assignments, challenges, successes

and other areas needed for the success of the child. Without this connection, the fidelity of the program greatly suffers. Therefore, it is unacceptable not to maintain communication lines.

- The program director and site coordinators must maintain regular communication about usage of facilities, resources, events, updates and initiatives. There must be a team approach to assure an excellent program and to keep students safe.
- Program staff and parental communication is equally important. Regular communication via email, phone calls, letters, newsletters, etc. is expected. Staff/parent communication should be about updates, events, student successes and challenges, behavior, attendance, and overall experiences concerning the program.
- **ELL Communication**: Walton County School District collaborates with Walton County Chamber, Piedmont Migrant Agency, DFACS, Walton 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. 21st CCLC hosts ongoing activities for all parents, including parents of ELL students and makes all written materials available as needed by the parent's preferred language. Every effort is made to inform the parents of ELLs of ways they can assist their students academically. 21st CCLC follows the district's Translation and Interpretation Services Plan 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 to 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).

Community Outreach

Grant award announcements and program information are made at the Walton County Partnership for Families, Children and Youth monthly meeting and the WCSD Board meeting. The Partnership for Families, Children and Youth - Family Connection will list 21st CCLC as a resource in all their publications and on their website, and a monthly update will be given at the Partnership meetings where members are made aware of the program and asked to encourage families to participate. This meeting has parents, community stakeholders, approximately 40 community organizations and all 21st CCLC partners as participating members. The program director also reports results to the Advisory Council and school board. The Advisory Council will make recommendations, and the final report will be released to the stakeholders; school personnel, 21st CCLC staff, parents and partners. Copies

of reports will be made available upon request, and the annual Summative Evaluation will be posted on the WCSD District Nita M. Lowey 21st CCLC webpage. The program director is responsible for ensuring information is disseminated. All attempts will be made to communicate with families in students' primary language. Students, parents and other stakeholders will be informed about program services through newsletters (in students' primary language), fliers, school marquees, special mailings, the school's phone tree, district and school web pages, and other communications from the program director, site coordinators and school administrations.

Partners and Advisory Council

The 21st Century Community Learning Center is partnered with co-applicant The Partnership for Families, Children and Youth - Family Connection. The Partnership for Families, Children and Youth Advisory Board serves as the 21st CCLS Advisory Board overarching with 21st Century Community Learning Center Site Team Subcommittees underneath. Other numerous community partners such as FISH, Walton County Workforce Development Authority, and the Walton County Youth Advocacy Board can provide resources to assist staff in serving students.

Reporting Fraud, Waste, Abuse & Noncompliance

21st CCLC provides a confidential means for reporting suspected wrongdoing involving fraud, waste & abuse of 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 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 21st Century Community Learning Center Program

Please try to resolve complaints for WCSD 21st Century Community Learning Center with WCSD 21st Century Community Learning Center or the school district before moving forward on a formal complaint. For complaints about 21st Century Community Learning Center please call Jimmy Pitzer at 770-207-3173 for county resolution or for a copy of the complaint form. To initiate a formal complaint, a person must submit the 21st Century Community Learning Center Complaint Form to the Walton County School District. This complaint form may be obtained by contacting Jimmy Pitzer, Walton County School District at (770) 207-3173, or 200 Double Springs Church Road, Monroe, GA 30656. You may also contact: The GaDOE 21st Century Community Learning Centers Office at (404) 232-1197.

Appendix A

WCSD 21st CCLC 2024-2025 Professional Learning Calendar

Month	Topic	Participants
August/September	Staff Orientation	All Staff
August/September	WCSD Safe Schools Compliance Modules	All Staff
September	Lesson Plan Expectations	Site Coordinators and Teachers
October	Observation Forms	All Staff
November	PBIS Behavior Reminders, ASYD Standards	All Staff
January	Program Goal and Progress Updates	All Staff
Other topics/dates may be added as needed for individual sites or for the program as a whole.		

Acknowledgment

Walton County School District

Nita M. Lowey - 21st Century Community Learning Centers

Handbook Acknowledgement Page

Receipt of 2026-2027 Employee Handbook

I have this day received my copy of the employee handbook. I recognize that all members of management are dedicated to ensuring that the policies are administered fairly and uniformly. However, I also understand that this handbook is not a complete statement of the Walton County School District's policies and procedures, but this is a summary guide only and not meant to be a contract of employment between Walton County School District and any of its employees. Moreover, changing circumstances may require modifications to this handbook or the benefits it summarizes, and 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.

_____ _____

Employee's Name (Print) **Date**

_____ _____

Employee's Signature **School/Location**

_____

Social Security # (last four digits)