



# Lockhart ISD

## Afterschool Centers on Education (ACE) Handbook 2018-2019



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Alma Brewer Strawn Elementary  
Bluebonnet Elementary  
Clear Fork Elementary  
Navarro Elementary  
Plum Creek Elementary

## **ACE Program Introduction**

Welcome to the Lockhart ISD Afterschool Center on Education (ACE) Program! The ACE Program is funded through the 21st Century Community Learning Centers initiative of the U.S. Department of Education. The goal of the program is to enhance each student's academic success by improving academics, attendance, and behavior. Ultimately, each student will be more prepared for college and the workplace. The ACE Program incorporates the four fundamental components of academics, enrichment, college and career readiness, and family service.

The ACE Program provides a safe and respectful environment for students in second grade through fifth grade. Participants have the opportunity to engage in academic, social, and physical activities. These activities include age-appropriate group projects, reading improvement projects, writing skills enhancement, scheduled homework time, and socialization. ACE incorporates activities and projects that foster cooperation, increase community awareness, promote positive social behavior, and emphasize health and safety. The program encourages self-confidence and the development of problem-solving skills.

The ACE Program is operated through Lockhart Independent School District Community Education. It operates Monday through Friday from 3:00 p.m. to 6:00 p.m. through April 18, 2019. The program will be closed on December 21, 2018. The summer program will operate Monday through Thursday, June 3, 2019, through July 18, 2019, from 7:30 a.m. to 11:30 a.m.

In the event of an emergency or weather-related early dismissal, the ACE Program will be cancelled and parents or other designated adults must pick up their students at the "home" campus at the designated time set by the Superintendent of Schools.

## **Eligibility and Enrollment**

Lockhart ISD students enrolled in second through fifth grades are eligible to participate in ACE after being recommended and invited by the school's principal. Parents are asked to complete a registration form before the student begins attending the program. Please ensure all information remains current on the enrollment form. Please speak to the ACE site coordinator if any information on the enrollment form needs to be updated.

Students are expected to attend the programming on all school days. Please note students assigned to in-school suspension (ISS) are allowed to attend, but students placed in out-of-school suspension or assigned to the Lockhart Discipline Management Center may not attend.

There are no enrollment fees for ACE. Students receive instruction from certified teachers, a dinner meal, and transportation home at no cost. Parents may decline the transportation service.

## **Activity Overview**

### **Enrichment**

The Lockhart ACE Program offers engaging activities to stimulate students' thinking and creativity. This may include recreational activities, fine arts, computer exploration, and other activities that encourage and support reading and writing proficiency.

### **Family Services**

Parent and guardian involvement activities and educational workshops are a critical component of the Lockhart ACE Program. Classes and activities will be offered in alignment with parent/guardian interest surveys. Parents and guardians are encouraged to participate and take advantage of these offerings.

### **Homework Time**

Homework time is available Monday through Thursday. A designated quiet area will be available where students can receive direction, guidance, and supervision from ACE employees. The students will get a start on their homework; however, the ACE Program does not ensure that students will complete their homework. ACE staff members will not sign off on homework folders. It is the responsibility of the parent or guardian to double check their child's homework assignments.

### **Dinner/Snack**

Students in the Lockhart ACE Program are provided with a healthy dinner/snack each day. Southwest Foodservice Excellence, the Lockhart ISD contracted food service company, prepares the food. Parents must notify ACE staff of any food allergies or special requests.

### **Technology**

During certain lessons/activities, students may have supervised access to school district technology resources. Students not adhering to technology usage expectations may lose their privilege to use technology.

### **End of Program--6:00 p.m.**

During the school year, program services end at 6:00 p.m. There is not adequate grant funding to continue site operation after 6:00 p.m. Consequently, it is critical that all students be picked up by 6:00 p.m. If a student is picked up late on two or more occasions during a semester, the student may be dismissed from the program.

## **Guidelines and Procedures**

### **Absences from the Program**

Please notify your child's campus office and the ACE site coordinator if your child will not attend the ACE Program due to illness or scheduled appointments. Please call before noon to ensure the ACE staff is aware of your child's absence.

- Alma Brewer Strawn Elementary 512-398-0630
- Bluebonnet Elementary 512-398-0900
- Clear Fork Elementary 512-398-0450
- Navarro Elementary 512-398-0690
- Plum Creek Elementary 512-398-0570

### **Communication**

In addition to contacting the ACE site coordinator about absences, it is important to maintain good communication about how your student is progressing in the program. The site coordinator will contact you periodically to give you an update on your child's progress. A parent may certainly schedule a meeting with the site coordinator to discuss progress, answer questions, or address concerns.

### **Discipline**

All participants must follow the code of conduct for Lockhart ISD. The discipline philosophy of the ACE Program is based on respect to all and positive reinforcement. Teachers and staff members set limits, help children understand rules, and give clear definitions of acceptable and unacceptable behavior. Staff members will:

- Ensure a safe, secure, and respectful environment
- Encourage student involvement and participation
- Give clear, concise directions; be consistent with expectations
- Be fair yet flexible enough to address the unique needs of individual children
- Teach accountability and responsibility

ACE Program participants are expected to comply with all rules and guidelines. If a child misbehaves, the behavior will be dealt with firmly, immediately, and consistently through the cooperative efforts of the child, parent and staff. When determining a response for a specific breach of discipline, program staff will consider the nature of the act, the child's previous disciplinary history, his or her age, any mitigating circumstances, and the effect of his or her actions on the welfare of the other program participants. A student may be dismissed from the program for causing harm to others, using profanity, refusing to work, or not following staff directions.

## **Emergency Procedures**

Lockhart ACE Program staff will follow the campus emergency procedures and guidelines. Fire drills, severe weather drills, and intruder drills are conducted monthly.

## **Field Trips**

Parents will be notified of any enrichment activities that require travel away from campus. Most field trips are during the summer, but ACE may offer some field trips during the school year.

## **Health & Safety Policy**

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.) or emotional/behavioral needs, please discuss the condition with the ACE site coordinator to ensure proper procedures are followed should a problem occur. It is the responsibility of the parent/guardian to keep the medical and health information updated.

A parent will be notified to pick up the child immediately who has a temperature of 100.4 °F or greater, vomiting, diarrhea, live lice, or an accident requiring medical attention. In emergency situations, staff will contact the EMS for treatment and/or transportation to the hospital. A staff member will stay with the child until a parent is available.

## **Medication Distribution**

None of the staff are allowed to distribute medication. Please speak to the site coordinator if your child has a specific need for something such as an inhaler or epipen. The site coordinator has a location where these items can be stored.

## **Media Permission**

The Lockhart ISD ACE Program is proud of the activities and events that take place within the program and will share photographs on the Lockhart ISD website and social media. To be included in such photographs, students must have written permission of the parent/guardian. Parent consent can be granted or denied on the Parent Agreements page of this handbook.

## **Personal Property**

Personal property such as coats, clothing, school books/materials, backpacks, etc., must be cleared from the program site daily. Any personal property remaining will be taken to the lost and found box.

The staff attempts to help children stay organized, but the Lockhart ACE Program is not responsible for lost, stolen, or damaged personal property. We suggest that your child's name be placed on his/her belongings. No child is permitted to bring items from home to be sold or

traded to another student.

### **Release of Students**

Students are released only to the parent/guardian and emergency contacts listed on the ACE Program enrollment form. A picture I.D. (driver's license) is required for verification by the ACE staff. Staff members may not be listed as an authorized person to sign out students. If your child attends extracurricular activities or has any other arrival/departure time change within the period he/she is enrolled in the program, the parent/guardian must provide the ACE site coordinator with a written notice prior to the date the change takes effect. Students will not be released to a person suspected to be under the influence of alcohol or drugs.

### **Sign-Out Procedures**

Those picking up students must come into the school to sign the children out daily. A signature and time must be documented. Students must be signed out by 6:00 p.m. Students riding the bus home will leave campus by 6:00 p.m.

### **Staff Requirements**

All staff members are interviewed and selected according to Lockhart ISD policies. Criminal history checks are completed on all staff members and volunteers. New employees are also fingerprinted.

## Contact Information

Thank you for allowing us to work with your child in the Lockhart ISD Afterschool Centers on Education (ACE) Program! We look forward to working with you and your child. If you have any questions or concerns, please contact the ACE site coordinator for your child's campus. You may also contact Karla Tate, the Lockhart ISD Director of Community Education.

IMPORTANT CONTACTS FOR ACE PROGRAM	
<b>Karla Tate</b> Director, Community Education <a href="mailto:Karla.Tate@lockhart.txed.net">Karla.Tate@lockhart.txed.net</a> 512-398-0246	
<b>Cindy Treadway</b> Secretary, Community Education <a href="mailto:Cindy.Treadway@lockhart.txed.net">Cindy.Treadway@lockhart.txed.net</a> 512-398-0245	
<b>Mary Grace Caballero</b> Site Coordinator, Alma Brewer Strawn Elementary <a href="mailto:MaryGrace.Caballero@lockhart.txed.net">MaryGrace.Caballero@lockhart.txed.net</a> 512-738-6195	
<b>Ivonne Martinez</b> Site Coordinator, Bluebonnet Elementary (Serving students from Bluebonnet Elementary and Clear Fork Elementary) <a href="mailto:Ivonne.Martinez@lockhart.txed.net">Ivonne.Martinez@lockhart.txed.net</a> 512-738-6200	
<b>Catherine Perez</b> Site Coordinator, Navarro Elementary (Serving students from Navarro Elementary and Plum Creek Elementary) <a href="mailto:Catherine.Perez@lockhart.txed.net">Catherine.Perez@lockhart.txed.net</a> 512-738-6213	

**Parent Agreements (please initial each):**

\_\_\_\_\_ I agree to comply with the guidelines in the Lockhart ISD ACE Program Handbook.

\_\_\_\_\_ I grant permission to use photographs taken of my child for promotional purposes on the Lockhart ISD website, Lockhart ISD social media outlets, and *The Lockhart Post-Register*.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ I grant permission for the ACE Program to transport my child for field trips or special activities away from the site with prior notification.

\_\_\_\_\_ I understand the ACE Program is a voluntary program and excessive discipline incidents may be cause for termination of services.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of student: \_\_\_\_\_ Grade: \_\_\_\_\_