

West Rusk CCISD
Independent School District
After School Program

STUDENT HANDBOOK
2022-2023

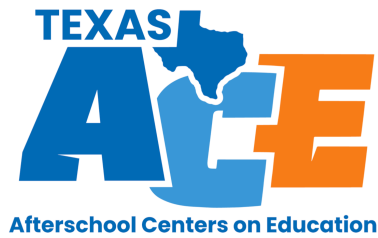


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Dear Parents,

We will be “Soaring Beyond Expectations” in our afterschool ACE program. We are the pride of West Rusk Independent School District!!!! The 21st Century Community Learning Centers offers an innovative after school program to the students of WRCCISD. We are so excited to have your family as participants in our program. The ACE program as a place where children AND their families feel at home... a place where they are accepted and loved ... a place where laughter and play are cherished ... a place where each family’s needs are recognized and addressed.

We hold special pride in our professional staff. Selected for their knowledge of child development as well as their strong interpersonal skills, they are the strength of our program. When visiting ACE, please take time to listen, to watch, and to learn from this unique group. You will be enriched.

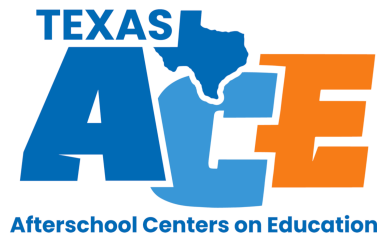
The role of our staff is to not only facilitate the learning of children, parents, and one another, but also to work as enablers to the important work of our outstanding institution. We are pleased to embrace these roles.

If I can ever be of assistance, please call my office at 903-726-3327.

Sincerely,

Susanne Reid

Susanne Reid
Project Director of Afterschool Centers on Education (ACE)
New Summerfield Independent School District



ACE OVERVIEW

This 21st Century Community Learning Center program was authorized under Title IV, Part B and No Child Left Behind. The purpose of this program is to help establish local community learning centers that will provide academic enrichment opportunities for the children of WRCCISD to:

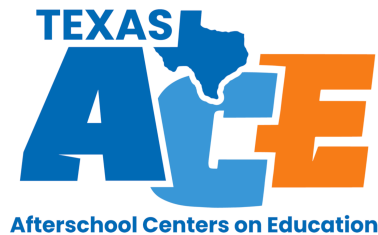
- meet state and local student standard in core academic subjects
- offer students a broad array of enrichment activities that can complement their regular academic programs
- offer literacy and other educational services to the families of participating children

WRCCISD was awarded the 21st Century Community Learning Centers grant to provide an after school program to the students and families of WRCCISD. The mission of this program is to provide a safe, drug-free, after-school learning environment that:

- is open to the community
- will foster parent and volunteer participation
- builds citizens of the future
- complement the students' regular academic program
- will provide a range of high-quality services to support student learning and development including:

This program offers

- Tutoring and mentoring
- Homework help
- Academic enrichment (such as hands-on science or technology programs)
- Community service opportunities
- Enrichment activities such as: music, art, gymnastics, cheerleading, piano, guitar, scrap booking, jewelry making, karate, gardening, sign language, Spanish, football, chess, robotics, dance and MANY MORE!!
- Additional services such as: youth development, drug and violence prevention programs, character education programs, family literacy, family game night, guidance and career counseling and college/career readiness.



ACE STAFF

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ACE PHILOSOPHY

Adolescence is a time like no other. It's a time for exploring ... for creating ... for discovering about oneself ... for meeting the world ... for learning how to learn ... for being accepted "just the way I am." It's a time for blossoming and being cherished and a time to just be a kid.

Our ACE coordinators and staff are committed to the belief that children can do a lot. It is the role of the educators to build upon those things that children are able to do. Since children learn at their own pace, our staff will look to them to determine the next stage of development. This "can do" approach is the basis of our philosophy. This "can do" viewpoint allows our society's precious future to become confident and to enjoy successes in an atmosphere of respect, warmth, and love.

Time and again, research is showing us that the main component of a sound, high-quality education is the trained, sensitive adult who is the educator. Through careful selection of a trained staff that value, respect, and sensitively respond to the unique needs that children hold, we feel that children will best learn. The time that they are away from their parents must be a blossoming time.

We respect parents as the most significant providers of care and nurturing. We are pleased to serve as extended family members.

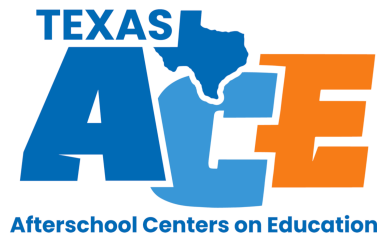
COLLABORATING FOR STUDENTS

It is to the benefit of our students, families, and staff to collaborate with an extensive network of agencies and individuals.

The professional staff of the ACE project utilizes the help of many community groups. All these groups focus on the healthy development of children, on providing the family ultimate support, and on advocating for safe environments for young ones.

Our staff also joins hands with the community and volunteers. All volunteers are carefully screened and trained for their “jobs” by the program’s administrators.

Family members are encouraged to visit the campus frequently throughout the year. The partnership between the ACE staff and the family is the most vital relationship of all.



POLICIES

Accidents/Incidents

If an accident occurs while a student is attending the program, the staff will assess the injury and take appropriate action. First aid boxes are kept at the site to deal with minor scrapes, cuts and bruises. If a more serious injury occurs which requires medical attention, 911 will be called and the parent will be notified. An accident/incident report will be prepared and a copy will be sent to the parent.

Attendance

Because each of our enrichment programs is curriculum based, it is vital that the students enrolled attend every day. While unforeseen illness or emergency will inevitably occur, more than 3 absences from any class will leave the student open to removal.

The ACE staff recognizes that there are situations that arise that would cause a student to be picked up early from the program. Early pick up from the program is discouraged. Regular attendance is vital and staying for the duration of the daily program is required under federal guidelines.

If a student becomes ill in the regular school day and leaves school, the student will **not be allowed** to return to ACE that day. The student must attend the regular school day to participate in the afterschool program.

Our intention is to be sure every child who wants to attend the program has the opportunity. Therefore, if you have extenuating circumstances, please feel free to contact the ACE site coordinator.

Confidentiality

The 21st Century Community Learning Centers has provided a grant to fund our program. Our ACE staff will at all times protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary to adequately meet the 21st Century Community Learning Centers requirements. In addition, our staff will protect the confidentiality of our

participating families by protecting any other privileged information gained through conversations and/or written documents.

Discipline

Students attending ACE are expected to abide by the Code of Conduct established by the West Rusk School District. These guidelines are outlined in the Student Code of Conduct handbooks.

While our staff will make every effort to accommodate your child's needs, there may come a time when the staff determines that the program will not be able to meet those needs. The ACE staff reserves the right to remove a child without use of the steps listed below if the Director deems it appropriate.

Behavioral problems (physical violence, disrespectful attitudes toward staff, etc.) will be documented and the following actions will be taken:

- 1) 1st Offense – written warning, conference with student
- 2) 2nd Offense – written warning, parent contact
- 3) 3rd Offense—suspension from ACE program
- 4) 4th Offense- removal from the ACE program

Holidays

ACE will follow the same schedule as West Rusk ISD.

Hours of Operation

ACE is open from the hours of 7:00am-8:00am and 3:30pm-5:45pm. Monday through Thursday, Friday 7:00-8:00. ACE will be closed on WRISD holidays (see Holidays), early dismissal days, and bad weather days.

Transportation

Transportation will be provided for the morning and afternoon sessions Monday-Thursday and on Friday morning. Car riders MUST BE DROPPED OFF AND PICKED UP ON TIME!

If you need to make a transportation change for the afternoon you must call before 2pm.

Car riders who are picked up before 5:30 must sign students out through the ACE office. NO Exceptions!!

Dress Code and Cell Phones

The dress code guidelines as outlined in the Student Code of Conduct will apply to the ACE program.

Cell phones are permitted, but must be turned off during ACE hours.

Nutrition

A nutritious snack will be provided each day by West Rusk ISD's Food Service Department.

If a child's diet must be modified for health reasons, the parent must notify the site coordinator in writing and it must be included in the child's records. If a child's diet is modified for cultural reasons, the parent must notify the site coordinator in writing and may be asked to help provide supplemental foods.

Typical School Day Monday-Thursday

7:00-8:00 Breakfast/Attendance, Academic Enrichment
Homework Help

3:30-3:45 Gathering Time/Attendance/Snack

3:45-4:30 Academic Hour 1 (Homework Help, Academic Assistance)

4:30-5:30 Enrichment Hour 2 (Enrichment Activities)

5:30-5:45 Gathering Time/Bus & Car Pick-up

Typical School Day Friday

7:00am-8:00am Breakfast/Academic Enrichment

Parent Involvement

The ACE project is being built on the philosophy that parents must be involved in the child's education and development. Therefore, we encourage all **parents or guardians to volunteer**. The Family Engagement Specialist and Site Coordinator will work with you to determine where and/or how you will serve. It is our goal to build a STRONG volunteer base for the continued sustainability of this program.

Parents may also be asked to serve on the ACE Task Force to help guarantee a setting that will reflect the needs of today's families.

If parents have concerns or need assistance with problems related to the program, they may discuss the issue with the Site Coordinator. If they are not satisfied, they may discuss their concerns with the Project Director.

Social and educational events are held throughout the year to promote interactions between staff and families and you are encouraged to attend.

West Rusk Independent School District Support

The ACE program will follow all rules and guidelines of West Rusk Independent School District, West Rusk School District Board of Trustees, and the federal and state guidelines of the 21st Century Community Partnership.

RE: ACE Policy Handbook

I, _____, parent of

acknowledge that I have read, understand and agree to the terms outlined in the ACE Policy Handbook.

Parent/Guardian Signature

Date

*Please return this form to your ACE Site Coordinator