



Lockhart ISD  
Afterschool Centers on  
Education (ACE)  
Parent Handbook  
2023-2024



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Alma Brewer Strawn Elementary  
Bluebonnet Elementary  
Clear Fork Elementary  
Navarro Elementary  
Plum Creek Elementary  
Lockhart Junior High

## **ACE Program Introduction**

Welcome to the Lockhart ISD Afterschool Centers on Education (ACE) Program! The ACE Program is funded through the 21<sup>st</sup> 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 first grade through eighth 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 cooperating, increase community awareness, promote positive social behavior, and emphasize health and safety. The program encourages self-confidence and the development of problem-solving skills.

## **Days of Operation**

The ACE Program will operate during the following days, Monday - Friday from 3:00 p.m. - 6:00 p.m. for all elementary schools, 4:30pm-6:30pm for Junior High (7:30 a.m.- 8:30 a.m. Jr. High ONLY) in the 2023-2024 school year and be closed on school holidays as shown:

Fall Semester: August 28 - December 14, 2023

Spring Semester: January 3 - May 17, 2024

Summer Program: June 3-28 & July 8-12

## **School Holiday Closures:**

Sept. 4, 2023

Jan. 15, 2024

Oct. 5-10, 2023

Feb. 19-20, 2024

Nov. 1, 2023

March 11-15, 2024

Nov. 20-24, 2023

March 29 - April 2, 2024

Dec. 18, 2023 -Jan. 2, 2024

May 7, 2024

In the event of an emergency or weather-related early dismissal, the ACE Program will be canceled 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 Elementary grades first through fifth and Junior High grades sixth through eighth are eligible to participate in ACE. Students may be recommended by Campus Principal, student's Teacher, Counselor and/or Site Director. Students enrolled in the ACE program should meet at least one or more of these criteria:

- At Risk
- Academics
- Attendance
- Behavior
- Referral by campus staff

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 Director if any information on the enrollment form needs to be updated.

Lockhart ISD has received grant funding for the ACE program that enables the waiver of registration and tuition fees. 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. Parents/guardians of students enrolled in ACE are required to attend at least 2 activities for the Fall Semester and 2 activities for the Spring Semester. Parents/guardians who do not participate may lose enrollment for their child(ren).

### **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.

## **Attendance/Late Pick-up Policy**

Students are expected to attend the program on all school days. Students must stay until 5:45 p.m. in order to meet grant requirements. 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.

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 on time. Please contact your Site Director directly if you will be late.

**Late Pick-Up 1st time: Warning with documentation**

**Late Pick-Up 2nd time: Warning with documentation**

**Late Pick-Up 3rd time: Parent/Guardian conference**

**Late Pick-Up 4th time: Dismissal from the program**

## **Guidelines and Procedures**

### **Absences from the Program**

Please notify your child's campus office and the ACE Site Director 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. Absences will only be excused with a doctor's note for illness or for a medical appointment, or when the student has been absent during the same school day. Due to grant requirements, if your child has three unexcused absences from ACE, your child may be withdrawn from the program.

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

Lockhart Junior High 512-398-0770

## **Cell Phone/Electronics**

The Lockhart ISD Cell Phone/Electronics Policy is extended through the after school program hours. Students with phones must keep them turned off and completely powered down. Students who violate the policy will face consequences:

**1st Offense** – Conference with the student and parent or guardian listed on the student contact information contacted.

**2<sup>nd</sup> Offense** – Confiscation of the device, picked up by the parent or guardian listed on the student contact information.

**3<sup>rd</sup> Offense** – Confiscation of the device, picked up by a parent or guardian listed on the student contact information and disciplinary consequences.

**Multiple Offenses** – Student will not be allowed to bring the device to ACE.

**Students who fail to surrender devices will elevate consequences immediately.** Any disciplinary action will be in accordance with the Student Code of Conduct.

**Parent Expectations:** Parents can help their child support this policy, the learning environment, and our school's mission by discussing the school expectation with your child.

## **Communication**

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

### **Extreme Behavior or Discipline Problems**

Examples of extreme behavior include, but are not limited to:

- Any physical attacks by one child on another child or a staff member
- Any profanity used toward another child or a staff member
- Exposing oneself or exhibiting inappropriate sexual behaviors to other children or staff members
- Any threats made by a child to another child or a staff member
- Failure by the child to respect another child or a staff member
- Destruction of school or ACE Program property

At the time of the incident, the staff who witnessed the behavior will write up an incident report. At the time of the child's departure from the program that day, the report, with the appropriate action to be taken, will be shown to the parent/guardian (**this will be considered a parent/guardian conference**), and the parent/guardian will be asked to read the report, date it and sign their name. A copy of this report will be placed in the child's ACE file.

If a second incident occurs in the semester, the child will be **suspended for a minimum of three days** from the program. If a third incident occurs in the semester, the child will be asked to withdraw from the program for the remainder of the semester.

**The ACE Program reserves the right to remove a child without the use of the three steps listed above if the Site Director deems it appropriate.**

### **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. In the event of an enrichment activity requiring travel off-site, a field trip permission form must be completed by the parent/guardian and returned to the Site Director prior to the trip.

## **Health and 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 Director 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 100.0 °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. **Please ensure that all emergency phone numbers are kept current.**

## **Medication Distribution**

None of the ACE staff are allowed to distribute medication. Please speak to the Site Director if your child has a specific need for something such as an inhaler or Epipen. The site director has a location where these items can be stored. We do not have a nurse available on site during programming.

## **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 Agreement 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 Director with a written note 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. Please remind anyone authorized to pick up a student must present a photo ID. Students must be signed out by 6:00 p.m. Students riding the bus home will leave campus by 6:00 p.m. (Junior high students by 6:30pm)

### **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 Director for your child's campus. You may also contact Deanna Juarez, the Lockhart ISD Director of Community Education.

<b>IMPORTANT CONTACTS FOR ACE PROGRAM</b>
<p><b>Deanna Juarez</b> Director, Community Education <a href="mailto:Deanna.Juarez@lockhart.txed.net">Deanna.Juarez@lockhart.txed.net</a> 512-398-0246</p>
<p><b>Cindy Treadway</b> Secretary, Community Education <a href="mailto:Cindy.Treadway@lockhart.txed.net">Cindy.Treadway@lockhart.txed.net</a> 512-398-0245</p>
<p><b>Mary Grace Caballero</b> Site Director, Alma Brewer Strawn Elementary <a href="mailto:MaryGrace.Caballero@lockhart.txed.net">MaryGrace.Caballero@lockhart.txed.net</a> 512-738-6195</p>
<p><b>Sherri Gibson</b> Site Director, Bluebonnet Elementary <a href="mailto:sherri.gibson@lockhart.txed.net">sherri.gibson@lockhart.txed.net</a> 512-738-6200</p>
<p><b>Brittney Ramos</b> Site Director, Navarro Elementary (Serving students from Navarro Elementary and Clear Fork Elementary) <a href="mailto:brittney.ramos@lockhart.txed.net">brittney.ramos@lockhart.txed.net</a> 512-738-6213</p>
<p><b>Ciara Longmire</b> Site Director, Plum Creek Elementary <a href="mailto:ciara.longmire@lockhart.txed.net">ciara.longmire@lockhart.txed.net</a> Phone -</p>

**Pamela Clay**

Site Director, Lockhart Junior High

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