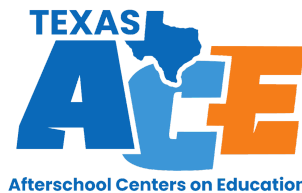




**Texarkana ISD**

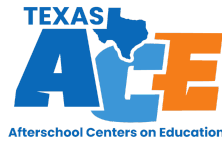
**21st Century Community  
Learning Centers**

**Texas ACE Family Handbook  
2023 - 2024**



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Dear Parents/Guardians,

It is with pride that the Texarkana Independent School District, and the 21<sup>st</sup> Century Community Partnership offer this innovative after school program to the students of TISD. We are so excited to have your family as participants in our program.

Our mission of TISD Texas Afterschool Centers on Education (ACE) is to provide innovative opportunities to each individual that prepares them for lifelong learning, leadership roles and diverse global citizenship.

Our vision is to cultivate a safe place through voice and choice where students, families, and community members are provided with resources that promote self advocacy, academic, social and emotional growth.

We hold Tiger 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. We welcome you to visit our Texas ACE program and see the great things that are available for our students and families.

We look forward to working together to meet your goals for your student and family.

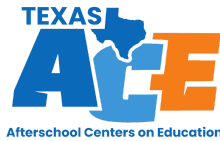
If I can ever be of assistance, please call my office at 903-793-7561 ext.

1341

Sincerely,

*Elodia Witterstaetter*

Elodia Witterstaetter  
Director of 21<sup>st</sup> Century Community Learning Centers Texas ACE  
Texarkana Independent School District



## Texas ACE OVERVIEW

This 21<sup>st</sup> Century Community Learning Center program was authorized under Title IV, Part B and **Every Student Succeeds Act**. The purpose of this program is to help establish local community learning centers that will provide academic enrichment opportunities for the children to:

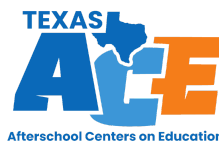
- Meet state and local student standard in core academic subjects • Offer students a broad array of enrichment activities that can complement their regular academic programs
- Offer literacy and other educational services to the families of participating children

TISD was awarded the 21<sup>st</sup> Century Community Partnership grant to provide an after-school program to the students and families. 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

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: archery, music, art, drum fit, yoga, guitar, cosmetology, jewelry making, cooking, gardening, sign language, Spanish, football, chess, STEM, dance and MANY MORE!!
- Additional services such as: youth development, drug and violence prevention programs, character education programs, family literacy, family events, guidance and career counseling and college/career readiness.



## **Texas ACE STAFF**

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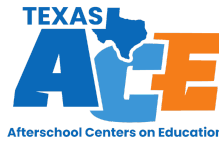
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## **COLLABORATING FOR STUDENTS**

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 our Texas ACE Program 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.

We have many community partners who have committed their services to ensure that your child has the opportunity to experience all that our community has to offer. These partners include local businesses and service organizations such as Texarkana College, Northeast Community Healthcore, and others.

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

### **A. Accidents/Incidents**

If an accident occurs while a child 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.

### **B. Covid -19**

Texas ACE will follow all CDC procedures required by the School District to ensure the safety of students during Texas ACE hours.

### **C. Attendance**

Because each of our enrichment programs is curriculum based, it is vital that the children 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 Texas 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, assigned ISS, or suspended, the student will **not be allowed** to return to Texas 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 on your campus.

#### **D. Confidentiality**

The 21<sup>st</sup> Century Community Partnership has provided a grant to fund our program. Our Texas 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 21<sup>st</sup> Century Community Partnership 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.

#### **E. Discipline**

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

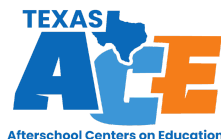
While our staff will make every effort to accommodate your child's needs, there may come a time when the staff determines that the program will not be able to meet those needs. The Texas ACE staff reserves the right to remove a child without use of the steps listed below if the Director deems it appropriate.

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

- 1) 1<sup>st</sup> Offense – warning
- 2) 2<sup>nd</sup> Offense – conference with student, parent is contacted
- 3) 3<sup>rd</sup> Offense—student maybe removed from the program

#### **F. Holidays**

Texas ACE will follow the same schedule as the School District. No after school program on early release days.



### **G. Hours of Operation**

We are open from the hours of 3:30 pm until 6:30 p.m. Monday through Friday. Students will be escorted to their dismissal locations at 6pm (car riders, walkers, bus riders).

### **H. Transportation**

Bus transportation will be provided for students in the after-school program. All K-2<sup>nd</sup> grade students must have a parent/guardian at the door to receive their child.

Transportation is a privilege and students must abide by transportation expectations. Students who do not follow bus expectations will be documented and the following actions will be taken:

- 1) 1<sup>st</sup> Offense-warning
- 2) 2<sup>nd</sup> Offense-suspended off the Texas ACE bus for 3 days.
- 3) 3<sup>rd</sup> Offense-removed from bus transportation.

Any fighting from the bus is an automatic removal from bus

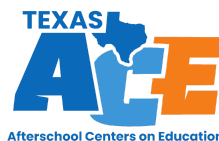
transportation. Car riders **MUST BE PICKED UP ON TIME!**

### **I. Dress Code**

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

### **J. Nutrition**

A nutritious meal will be provided each day by TISD'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. **\*\*Meal times will vary of campuses\*\***



## **K. Family Involvement**

We encourage our parents/guardians must be involved in the child's education and development. Therefore, we encourage all parents or guardians to volunteer as your schedule allows to take an active role in your child's educational journey. The Family Engagement Specialist and Site Coordinators will work with you to determine where and/or how you can serve. It is our goal to build a **STRONG** volunteer base for the continued sustainability of this program.

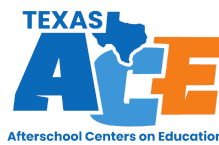
Parents/Guardians may also be asked to serve on the Texas ACE Community Advisory Committee to help guarantee a setting that will reflect the needs of today's families.

If parents/guardians 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 at least two per semester.

## **Texas ACE School District Support**

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



## Texas ACE Handbook Acknowledgement

I, \_\_\_\_\_, parent of  
Parent/Guardian

\_\_\_\_\_  
Child/ren Name (s) Please Print

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

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

\_\_\_\_\_  
\_ School Campus Name

**\*Please return this form to your Texas ACE Site Coordinator**