



A 21st Century Community Learning Center Program

Coleman ISD was awarded the 21st Century CCLC grant from TEA. The grant provides funding to provide afterschool programs to all enrolled students of participating districts. Campuses include Coleman ISD Elementary, Jr High, and High School as well as Panther Creek Consolidated ISD, Santa Anna ISD Elementary and Secondary campuses, and Winters ISD Elementary and Secondary campuses. Programs are offered for students in the mornings and afternoons throughout the week. Each campus will be open at times deemed appropriate based on campus need.

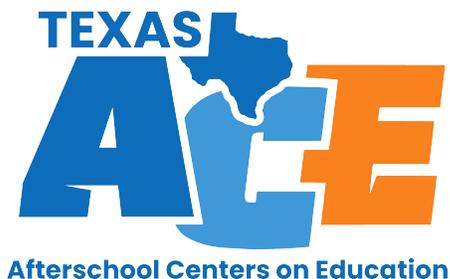
The purpose of the program is to ensure that students graduate and are ready for college and/or a career. The four components included in the program will be academic support; enrichment opportunities; family engagement and education; as well as college/career preparation. This exciting program will provide students opportunities to participate in activities such as art, music, theatre, film-making, photography, science, cooking, homework support, and much more. In addition, parents will have opportunities to improve their own knowledge and skills through classes such as helping students with homework, learning English, parenting classes through Family Service Center, and computer and financial literacy classes.

The program will be offered at no charge to families. Enrollment forms will be sent home with students and are available at each campus office or you can contact me at 325-665-2442 for more information.

Sincerely,

Jacque Rosales

Jacque Rosales, ACE Project Director



PARENT HANDBOOK

Project Director- Jacque Rosales
Family Engagement Specialist- Lori Parks
2302 S. Commercial Ave.
Coleman, TX 76834
325-625-3575

Coleman Elementary

303 W. 15th St.
325-625-3546

Superintendent-Brandon McDowell
Principal-Justin Gartman
Site Coordinator-Staci Hensley

Coleman Jr High

301 W. 15th
325-625-3593

Principal-Thomas King
Site Coordinator- Jennifer Wirt

Coleman High School

201 W. 15th
325-625-2156

Principal-Diana Dobbins
Site Coordinator- Jennifer Wirt

Panther Creek CISD

129 PR 3421 Valera, Tx 76884
325-357-4449

Superintendent-Dwin Nanny
Site Coordinator- Suzanne Ryan

Santa Anna Elementary

506 Jefferson St.
325-348-3136

Superintendent- Todd White
Principal-Kayla Sparks
Site Coordinator-Jennifer Rutherford

Santa Anna Secondary

701 Bowie St.
325-348-3137

Principal-Edward Morales
Site Coordinator- Brandi McIver

Winters ISD

702 N. Heights St.
325-754-5577

Superintendent- Sean Leamon
Elementary Principal- Christy Egan
Secondary Principal- Bryan Green
Site Coordinator- Macy Lowman

ACE empower! provides a safe environment that empowers students with knowledge through enrichment and exploration to maximize their pride and progress towards excellence.

Texas ACE Program

Dear Parents,

We bring you a warm welcome from Coleman ISD ACE *empower!* program. We are so glad to have your family as participants in our program. We like to think of our afterschool program as a place where children and adults 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.

The Texas ACE Program is a federally-funded afterschool program administered by the Texas Education Agency. The purpose of the program is to provide free and expanded academic services to students. Expanded services will include homework help, enrichment activities, job readiness, and college preparation. In addition, family education (GED, ESL) and family engagement activities will be provided within our program at no charge to families.

We hold special pride in our professional staff. Selected for their abilities to help students reach their greatest potential, they are the strength of our program. When visiting your Texas ACE Program, please take time to listen, to watch, and to learn from this unique group. You will be enriched.

It is our role to encourage and facilitate the learning of students, parents, and one another. We are pleased to embrace this responsibility.

If we can ever be of assistance, please call me at 325-665-2442.

Sincerely,

Jacque Rosales

Jacque Rosales, *Texas ACE Project Director*

Coleman ISD
2302 S. Commercial Ave.
Coleman, TX 76834

Texas ACE Program PHILOSOPHY (Our Beliefs)

Childhood 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 child.

Our afterschool site coordinators and staff are committed to the belief that all children are gifted. It is the role of the educators to build upon a child's current skills. Since children learn at their own pace, our staff will look to them to determine the next stage of development. This "child-guided" learning approach is the basis of our philosophy.

Time and again, research is showing us that THE main component of a sound, quality education is leadership of a well-trained, sensitive adult. We commit to providing a quality staff to teach your child.

We respect parents as the most significant providers of their child's education. We are pleased to serve as your extended family members and co-partners in your child's education.

Texas ACE Staff

COLLABORATING FOR CHILDREN

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

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

Students from community colleges and universities may be assigned to the program to complete their teaching internships. In addition, student nurses and medical residents may come to observe healthy children at play.

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.

We have many community partners who have committed their services to improve The Texas ACE Program and ensure that your child has the opportunity to experience all that our community has to offer. These partners include local businesses and service organizations.

The partnership between Texas ACE Program staff and the family is the most vital relationship of all.

POLICIES

Attendance

The ACE program offers opportunities for your child to refine their knowledge of school concepts, study for tests, and finish homework, but most importantly they have the opportunity to participate in enrichment activities that enlighten and encourage them to do their best. Our program is available for all eligible students within the district with our focus remaining on those students most in need of our services whether that be with academic assistance, behavioral support, college and career readiness, or school day attendance concerns. In order to receive the full benefit of our program, the children need to attend as often as they can and be able to complete each activity they begin. Consistency builds structure and discipline within the child and allows them a chance to learn about responsibility. The ACE staff asks that you please help us in creating a consistent and effective routine for your child's educational success. Because each of our enrichment programs is curriculum based, it is vital that the students' enrolled attend as much as possible. Most of our activities are completed over multiple days so we urge your child to attend every day. Students are expected to attend the ACE Program a minimum of 45 days during the school year.

Confidentiality

The Department of Education and the Texas Education Agency requires that the Texas ACE Program provide information on our ACE students for the purpose of assessing our program's effectiveness. The Texas ACE Program staff will protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary and only by approved District personnel and according to District policy. 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. No personal information will be released to outside entities without the expressed written consent of a parent and/or guardian.

Discipline

Students attending The Texas ACE Program will adhere to the discipline policy for the district students during the core day. (See Campus Student Handbook). Students whose behavior endangers others will be supervised away from other students. The student will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day. Guidance will always be positive, productive, and immediate when behavior is inappropriate. No student will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of The Texas ACE Program staff. While our staff will make every effort to accommodate your student's needs, there may come a time when staff determines that the program will not be able to meet those needs. The Texas ACE Program reserves the right to remove a student with ongoing behavioral issues if the Project Director and/or Campus Principal deems it appropriate.

Health

Our program operates for well students and staff only. Students should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so students do not become either chilled or overheated. Light sweaters or jackets should also be made available during appropriate seasons.

We will not serve students with:

- Measured temperature greater than or equal to 100°F.
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficulty breathing
- Yellowish skin or eyes
- Pink eye
- Sore throat or difficulty swallowing
- Evidence of infection

All ACE staff and students must adhere to district COVID-19 policies as defined in each district handbook.

Medications

Medication **will not** be given during The Texas ACE Program.

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 on all accidents/incidents.

Nutrition

A nutritious snack will be provided each day by Food Service Department. If a student's diet must be modified for health reasons, the parent must notify the center in writing and it must be included in the child's records. If a student's diet is modified for cultural reasons, the parent must notify the center in writing and may be asked to help provide supplemental foods.

Hours of Operation

The ACE Program provides service before and after school throughout the week. Typical activities are offered one hour before school begins Monday through Friday and following end of school day Monday through Thursday. The Site Coordinator will send out specific schedule information before programming begins each year. We are required to operate 15 hours a week for 37 weeks during the school year and 46 hours a week for 7 weeks during the summer. ACE programming follows its own center's district annual calendar and will not offer programming on school holidays, bad weather days, or afternoon programming on early release days. If the district must close due to COVID-19, ACE will be offered remotely until the campuses can open back up. Morning and afternoon sessions consist of academic assistance, homework help, academic enrichment, recreational, character building activities, and many more.

Transportation

Students will be released according to method defined on their ACE application at the end of each day in an orderly manner for the safety of everyone. Bus transportation will be offered to ACE students at no charge for those that qualify under district policy. Bus transportation request forms must be submitted to administration office to ensure student record is updated. The Site Coordinator must have written documentation from or direct contact with parental guardian for any transportation changes. Under no circumstances are we to accept a student's word on transportation changes during the day. **Without ACE staff direct communication with the parent, the child will be transported according to what is defined in their ACE file; NO EXCEPTIONS.** Those children who will be picked up from school after ACE will be released as a group following campus dismissal procedures. We ask that parents remain in their vehicle if in the pick-up line and ACE staff will safely assist your child to your custody. This should help keep everyone safe while also keeping the lines moving in a more efficient manner. Please be on alert for children/adults at all times during pick-up.

Early Pick Up:

HPSRHU00IHOHDMGHMMSDENSDM:00pm. We will offer an early pickup time this year at 5:00pm for those students that need to leave early however we ask that you allow your child to stay the full time as often as possible so they can experience all activities. We ask that you please inform the site coordinator if your child will not stay the full time so she can have them up front again at 5pm. Also please be consistent with your schedule as best you can to prevent confusion with your child. **These students will be allowed to sign themselves out and leave after 5:00pm if they have written permission from their parent or guardian and have approval by their campus site coordinator. In emergency arises and you must pick your child up outside of these times you will need to contact the site coordinator directly and they will escort your child out of the building into your custody. Understand the inconvenience this may create however we are trying to ensure a safe environment for both our staff and our students.**

Late Pick Up:

STUDENTS MUST BE PICKED up no later than 6:05pm! On the 3rd late pickup your child/children will be suspended from the ACE program for 30 days. Inability to contact adult within 15 minutes from dismissal will result in notification to the local Police Dept. and/or CPS.

Parent Involvement/ Family Engagement Policy

The Texas ACE Program is built on the philosophy that parents must be involved in the child's education to promote their success. Various parent involvement activities and parenting workshops will be available throughout the year including several opportunities that will support those parents seeking self-sufficiency. All Parent Involvement/Family Engagement Activities will follow district and state COVID-19 guidelines. We have plans to offer computer and financial literacy classes. **Parents are urged to attend at least two activities per year and are encouraged to attend all available activities.** Activities are offered at least once a month and are selected based on the parent interest surveys as well as those activities that have been well attended in previous years. These activities range from art lessons, 5K races, bingo nights, family dances, and STAAR or STEM nights. Dates and times reflect those specified by parents during conversations and on their evaluation survey responses. Events will be posted on our district homepage as well as on our ACE Facebook pages, flyers sent home with students, and through direct messaging and other social media outlets. Also, semester event calendars are available in the center office and will be mailed out in report cards. Please make sure and complete the feedback cards after each activity so ACE staff can assess our program and all family engagement activities. Social and educational events are held throughout the year to promote interaction between staff and families and you are encouraged to attend as often as you can. Parents may also be asked to serve on the Texas ACE Program Community Advisory Council 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 and/or Family Engagement Specialist.

Safety

Doors will remain locked during ACE hours and only district/ACE staff and students will be allowed in the building during that time with exception of pick-up times. Students **will not** be permitted to leave with any person whom ACE staff has not received written permission for approval from the parent or guardian. All students who will be walking home after the program must have written permission to do so from their parent or guardian. Also, no student will be allowed to walk home alone after dark. Please make proper arrangements. All employees are required by Texas Law to report any suspicion of child abuse or child neglect and will do so according to policies laid out by district.

National and state-wide studies prove that students who attend afterschool programs such as ACE are more likely to attend school, improve academically, develop better social skills, build self-esteem, complete high school, be prepared for college and the workforce, and have higher aspirations for their future. With your help, we can lead them to a path of success.