



Lockney ISD

Texas ACE Parent Handbook

Lockney Elementary
310 W 8th St.
Shaina Hart
(806) 500-7004

Lockney Junior High
406 W Willow St.
Jessica Salazar/Naranjo

Principal-Jean Anne Williams

Principal-Craig Setliff

Mission Statement:

To surround students with a community of support, empowering them to stay in school and achieve in life!

Vision:

To serve every child in every school that need us!

Lockney ISD



Texas ACE Program

Dear Parents,

We bring you a warm welcome from Lockney Independent School District's Texas ACE 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 in high poverty areas. Expanded services will include tutoring, homework help, enrichment activities, job readiness, and college preparation. In addition, 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 children 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 children, parents, and one another. We are pleased to embrace this responsibility.

If we can ever be of assistance, please call our office at (806) 368-8090 or Shaina Hart directly at (806) 500-7004.

Sincerely,

Shaina Hart, ACE Coordinator
Texas ACE Program

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 THE main component of 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 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.

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

POLICIES

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.

Attendance

Because each of our enrichment programs is curriculum based, it is vital that the children enrolled attend every day and stay the duration of the program. While unforeseen illness or emergency will inevitably occur, more than 3 unexcused absences from any class will leave the student open to removal. **However**, if a parent or guardian contacts Shaina Hart by call or text (806-500-7004) the absence will not count against the student. Please note: contacting the elementary office does not count as an excused absence from the ACE Program, Shaina Hart must be contacted.

Confidentiality

A Department of Education grant funds The Texas ACE Program, The Department of Education requires that Lockney ISD provide information on our students for the purpose of assessing our program's effectiveness. The Texas ACE Program 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 and only by approved Lockney Independent School District personnel and according to the 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

Children attending The Texas Ace Program will adhere to the discipline policy for the Lockney Independent School District students during the core day.

Children whose behavior endangers others will be supervised away from other children. The child 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 child 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 child'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 child without use of the three steps listed below if the Campus Principal deems it appropriate.

Serious behavioral problems will be documented, and the following actions will be taken:

- 1) 1st offense- child counseled, child will call their parent/guardian to tell about their first strike.
- 2) 2nd offense- child counseled, parent and/or guardian conference held with the site coordinator (In-person or over phone). Child will return the strike note the following day with a parent and/or guardian signature.
- 3) 3rd offense- child removed from the program. The following semester the child has the option to return to the program with approval from the site coordinator and school principal.

Health

Our program operates for well children and staff only. We ask that if your child is sick (running fever, throwing up, etc.) that you please do not send them to the ACE Program until they are 100% better. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Light sweaters or jackets should also be made available.

Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but we will call the emergency contacts indicated on the student enrollment form if need be.

We will not serve children with:

- A fever of 101 ° F or above
- A fever of 100 ° F if combined with another sign of illness
- 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

Children may be readmitted:

- With a physician’s statement that the child is free from communicable disease and that returning poses no risk to the child or others.
- If visibly free from communicable disease, fever free without benefit from fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on a normal diet.

Hours of Operation

Lockney Elementary ACE Program hours:

Morning (Homework Help/Mentoring)

Monday-Friday from 7:00am-8:00am

Afternoons

Monday-Thursday 3:45pm-5:45pm. (Students are dismissed @ 5:30pm)

The ACE Program will be closed on LISD holidays, and bad weather days. Contact Shaina Hart about early dismissal days upon arrival. The program will still run during the testing weeks.

Spring 2019 Start and End Dates

Spring Term: January 14, 2019 – May 9, 2019.

Late Pick Up:

CHILDREN MUST BE PICKED UP ON TIME! Three late pick-ups will leave your students open to removal.

Medications

Medication will not be given during The Texas ACE Program.

Nutrition

A nutritious snack will be provided each day. 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.

Parent Involvement

The Texas ACE Program is built on the philosophy that parents must be involved in the child's education. Various parent involvement activities and parenting workshops will be available throughout the year. **Parents are encouraged to attend all available parent activities.**

Parents may also be asked to serve on The Texas ACE Program Advisory Council Board 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 Campus Principal or Project Director.

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

Safety

We ask that parents closely supervise their children in hallways and parking lots when departing. We ask all parents/guardians that are picking up their children to use the regular pick up lane, not the bus lane. If for some reason your child will not be being picked up by the regular parent/or guardian the Site Coordinator must be notified or the child will not be permitted to leave.

All employees are required by Texas Law to report any suspicion of child abuse or child neglect.

Transportation



Bus transportation between school and home (central locations) is provided at our campus.

PLEASE, always pick up your children in the designated pick up lane that is used during the normal school day. Thank you!!!

I, _____, parent of
_____, acknowledge that I have read, understand and agree to
the terms outlined in the Texas ACE Program Parent Handbook.

I, _____, student ACE participant understand the
terms and conditions outlined in The Texas ACE Parent Handbook. I have read the handbook
with my parent or guardian and understand that after three strikes I may be dismissed from the
program.

Parent/ Guardian Signature

Date

Student Signature

Date

Lockney Elementary

Name of School/Campus

★ *Please return this back page ONLY to your Texas ACE Site Coordinator by January 28, 2019. ★
The parent/guardian and student must sign to stay in the program. Thank you!