



**Afterschool Centers on Education  
Florence High School  
A 21<sup>st</sup> Century Community Learning Center  
Parent Handbook 2018-2019**

**Willa Rosen - Project Director**

ESC 13 - 5701 Springdale Rd, Austin, TX 78723  
[Willa.Rosen@esc13.txed.net](mailto:Willa.Rosen@esc13.txed.net)  
512-919-5326

**Tonda Turner - Family Engagement Specialist**

Austin Community College  
5930 Middle Fiskville Road  
Austin, TX 78752 [tonda.turner@austincc.edu](mailto:tonda.turner@austincc.edu)  
512.797.4012

**Florence High School**

401 FM 970  
Florence, Texas 76527  
ACE Hours: 7:00 – 7:45 a.m. and 3:45 – 6:00 p.m.  
**ACE Site Coordinator: Mark Billingsley**  
[mbillingsley@florenceisd.net](mailto:mbillingsley@florenceisd.net)  
254-793-2495 ext. 5306

**District Oversight:**

Florence ISD – **Lila West**, FISD Director of Curriculum and Instruction

---

### **FES-ACE MISSION STATEMENT 2018-2019**

The mission of the Florence ISD Afterschool Centers on Education is to:

- Unyieldingly love and motivate every student to craft their future.
- Embrace the unique talents in every student by inspiring families and providing opportunities for individuals to grow infinitely.

Dear Parents,

We bring you a warm welcome from Florence ISD ACE. We are so glad to have your family as participants in our program. We like to think of ACE as a place where students 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.

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 FISD ACE, 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 my office at 254-793-2495 ext. 5306.

Sincerely,

Mark Billingsley  
Site Coordinator – Florence High School  
Afterschool Centers on Education-Florence ISD  
21<sup>st</sup> Century Community Learning Center

### **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 FISD ACE utilizes the help of many community groups. All these groups focus on the healthy development of students, on providing the family ultimate support, and on advocating for safe environments for students.

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 students at play. Our staff also joins hands with the hospital community and volunteers. All volunteers are carefully screened and trained for their roles by the program's administrators.

We have many community partners who have committed their services to improve FISD ACE and ensure that your student has the opportunity to experience all that our community has to offer. These partners include area businesses and service organizations.

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

## Program Information

This program has been funded through the Texas Education Agency (TEA) along with a 21st Century federal grant from the US Department of Education, and Florence ISD serves as the Fiscal Agent. ACE is operated by the elementary, middle, and high school FISD campuses. These sites provide expanded learning opportunities and enrichment activities outside of the regular school hours for children in a safe and healthy environment.

### ACE Program Goals and Objectives

#### Goals:

- Provide high-quality extended learning opportunities outside the regular school day to students by developing highly effective programs.
- Ensure highly effective extended learning opportunity programs to assist students in meeting academic standards in core academic subjects (math, reading, science, soc. studies).
- TEA's primary goal is that all students will graduate prepared for postsecondary education and/or the workforce.

#### Objectives:

- Objective #1: Academic Achievement
- Objective #2: Improve Attendance
- Objective #3: Improve Behavior
- Objective #4: Increase Promotion Rates
- Objective #5: Increase Graduation Rates

## 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 if an accidents/incident occurs.

### Attendance

Because each of our enrichment programs is curriculum based, it is vital that the students enrolled attend at least 45 days during the year. If a parent knows that attendance will be limited in some form, please make arrangements with the site coordinator during registration.

**Students with attendance of less than 80% may be taken off the enrollment list to open that spot for another student. Before this occurs, the Site Coordinator will contact the parent.**

#### Academic Hour:

During the first hour of ACE programming, students receive homework help and/or academic tutoring. **On the days that your child attends ACE, it is mandatory that they must remain in the program during the first hour. Students who are picked up during this hour, more than three times, may be released from the program.** This is a requirement of the program.

#### Homework Time:

Although students receive help with their homework during ACE Academic Hour, **it is important to your child's academic success that you check their agenda/folder/binder for the following:**

- a) that all required homework is finished/complete
- b) for behavior logs/notes from teachers
- c) for important updates/events/flyers from the school and/or ACE

The backpack is a valuable communication tool between home and school.

## Reading Homework:

Although students read during the homework time, it is recommended that they read independently to you at home. This helps your child develop a strong habit of reading daily, and promotes your involvement and investment in their learning to your child. Teachers strongly agree that reading at ACE does not replace the need to read again with you at home. They also agree that this will help to promote academic performance in all subject areas. You will also be able to track your child's progress.

## **Confidentiality**

A Department of Education grant funds FISD ACE. The Department of Education requires us to provide information on our students for the purpose of assessing our program's effectiveness. FISD 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 and only by approved personnel. 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**

Because ACE is an extension of the school day, students are required to follow the school code of conduct. Students attending FISD ACE will adhere to the discipline policy for the students during the core day. (See 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 up the student 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 FISD ACE staff.

When a discipline situation arises, the Site Coordinator will document the incident and follow the three-step process listed below:

- 1) 1<sup>st</sup> Offense - student counseled, note and phone call to parent;
- 2) 2<sup>nd</sup> Offense - student removed from class, counseled and parent/teacher conference held before student returns to program;
- 3) 3<sup>rd</sup> Offense – student removed from program.

Options will be available to prepare the student for re-entry into the program.

Serious behavioral problems will be documented and investigated. While our staff will make every effort to accommodate every child's needs, there may come a time when staff determines that the program will not be able to meet those needs. FISD ACE reserves the right to remove a student without use of the three steps listed above if the Site Coordinator deems it appropriate.

## **Dismissal**

Students in ACE may go home by car, by bus, or (on some sites) walk home. Safety is our first priority for students and staff. Please know that sign-out procedures exist to keep your child safe while in our care.

## **Car Riders**

If the student does not ride the bus, parents or approved persons on the enrollment paper may be required to come into the building and sign out their student until staff recognizes the person authorized to pick up. Students will not be released to other students or a non-adult sibling. Until staff have identified a student's authorized party for pick up, parent or guardian must come in the building to sign their student out from ACE. This is extremely important since this list is used to check attendance during emergency drills or events. Students **will not** be permitted to leave with any person for whom the staff has not received written permission from the parent.

## **Bus Riders**

Bus transportation is provided to transport students home for free. It is the parent's responsibility to notify the Site Coordinator of the bus number/physical address of the student. If at any time this information changes please contact the Site Coordinator immediately. **Transportation changes must be made before noon on the day the change is to be made. Please contact the front office staff AND the ACE Site Coordinator.**

### **Walkers (Allowed at some ACE Sites, but not all ACE Sites – please discuss with the Site Coordinator)**

If the campus your child attends ACE allows students to walk home, bike or drive themselves after ACE, the parent must provide permission in writing to the ACE Site Coordinator. This written permission can be on the registration form or on a walk home form. The Site Coordinator must receive permission in writing before the student will be allowed to sign themselves out from ACE to walk, bike or drive home. Once the student signs him/herself out of ACE, ACE is no longer responsible for that student. The form will stay on file with ACE for the school year. A new walk home or registration form must be completed for each new school year. A walk home form can be picked up from the Site Coordinator's Office.

### **Early Pick Up**

If you need to pick up your student early from the program, a parent or guardian that is on the authorized pick up list must sign the student out. Siblings that are not on this list will not be allowed to sign your student out of the program.

Each ACE Site has policies and procedures specific to their site for pick up and early pick up to best meet the needs of their site and program.

**\*\*Please see the last page for specific policies and procedures of your child's ACE Program.\*\***

### **Late Pick Up**

STUDENTS MUST BE PICKED UP ON TIME! Persistent late pick up will subject your student to possible removal from the program.

### **Dress Code**

During ACE Program time, students will adhere to the during school day campus student dress code policy.

### **Health**

Our program operates for well students and staff only. Students who are mildly ill (e.g., minor cold symptoms) may remain at the campus only with an Administrator and Site Coordinator's approval. Students should be fully able to participate in all activities, including outdoor play.

Because there **will not** be a nurse on campus during operation of the ACE Program, medications **will not** be dispensed during program time. If your student requires specialized medication or care please let the Site Coordinator know so that plans can be made for a parent or guardian to come administer medication.

Students with symptoms of communicable disease will remain with a staff member until the parent or designated representative arrives for the student. We make every effort to reach the parents when a student is ill, but when not able to reach a parent, we will call the emergency contacts indicated on the student enrollment form.

The ACE program does not keep extra clothes on site, nor is the staff equipped to handle restroom accidents. If a student has a restroom accident while at ACE, a parent will be called to come get the student.

### **We will not serve Students with:**

- A fever of 101 degrees° F or above
- A fever of 100 degrees° 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

### **Students may be readmitted:**

- With a physician's statement that the student is free from communicable disease and that returning poses no risk to the student 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 normal diet.

**--Students must attend the regular school day to be able to attend ACE.--**

### **Hours of Operation**

ACE is open Monday through Friday. Please see the cover of this handbook for exact program times for your student's campus. The program center will be closed on holidays, early dismissal days, and bad weather days.

### **Law**

All FISS ACE employees are **required** by Texas Law to report any suspicion of student abuse or student neglect. If a parent cannot be reached in the event of an incident or late pickup, the emergency contacts on the registration form will be contacted. If no one can be reached within 30 minutes of an incident or late pickup, local law enforcement may be called to assist with contacting a relative. **Please make sure that all phone numbers remain up to date and that the ACE Site Coordinator is able to get in contact with you at all times.**

### **Nutrition**

A nutritious snack will be provided each day by the FISS 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 student'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.

### **Parent Involvement**

FISS ACE is built on the philosophy that parents must be involved in the student's education. Various parent involvement activities and parenting workshops will be available throughout the year. Parents are highly encouraged to attend at least two activities per year and are recommended to attend all available activities. 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 FISS ACE Director or the Campus Principal.

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

Volunteer opportunities are available on each campus. These opportunities vary from helping teachers supervise classes and activities, offering homework help, giving a presentation to classes, or teaching a class on your skill, interest, or hobby. All volunteers must be able to pass a background check. Volunteers may also have to go through the district fingerprinting requirements depending on the level of involvement they will have with the program.

ACE encourages parents to become involved with the program and welcomes your help. If you are interested please contact the ACE Site Coordinator for the campus where you wish to volunteer.

### **Personal Items**

FISS ACE is not responsible for lost or stolen items. It is highly recommended that all personal items be kept at home. If you feel your student must bring these items to school they must be kept in their backpack and put out of sight at all times. If your student violates this rule, the item will be taken by the Site Coordinator and the parent can pick up the item at the end of the week. Repeat offenses can result in disciplinary action (please see the [Discipline](#) section above).

### **Safety**

We ask that parents closely supervise their children in hallways and parking lots when departing. We also ask that parents stay with their children after they are signed-out of the ACE Program. If a parent notices or observes an unsafe situation, please report it to the Site Coordinator immediately.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Campus/School: \_\_\_\_\_

Grade level: \_\_\_\_\_

RE: FISD ACE Parent Handbook

I, \_\_\_\_\_, parent of

\_\_\_\_\_, acknowledge that I have read, understand and agree to the terms outlined in the FISD ACE Parent Handbook. I also understand that in order for my student to be eligible to attend, I or another parent or guardian or both should attend a minimum of two parent meetings which will be announced on each campus at least two weeks in advance. I have reviewed the procedures and policies with my child who will attend ACE. My child and I understand, he/she will also be held accountable to follow the Student Code of Conduct of his/her school/district while participating in ACE.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent – please print your name

\_\_\_\_\_  
Student – please print your name

***\*Please return this form to your FISD ACE Site Coordinator before the first day of your student attending the ACE Program.***