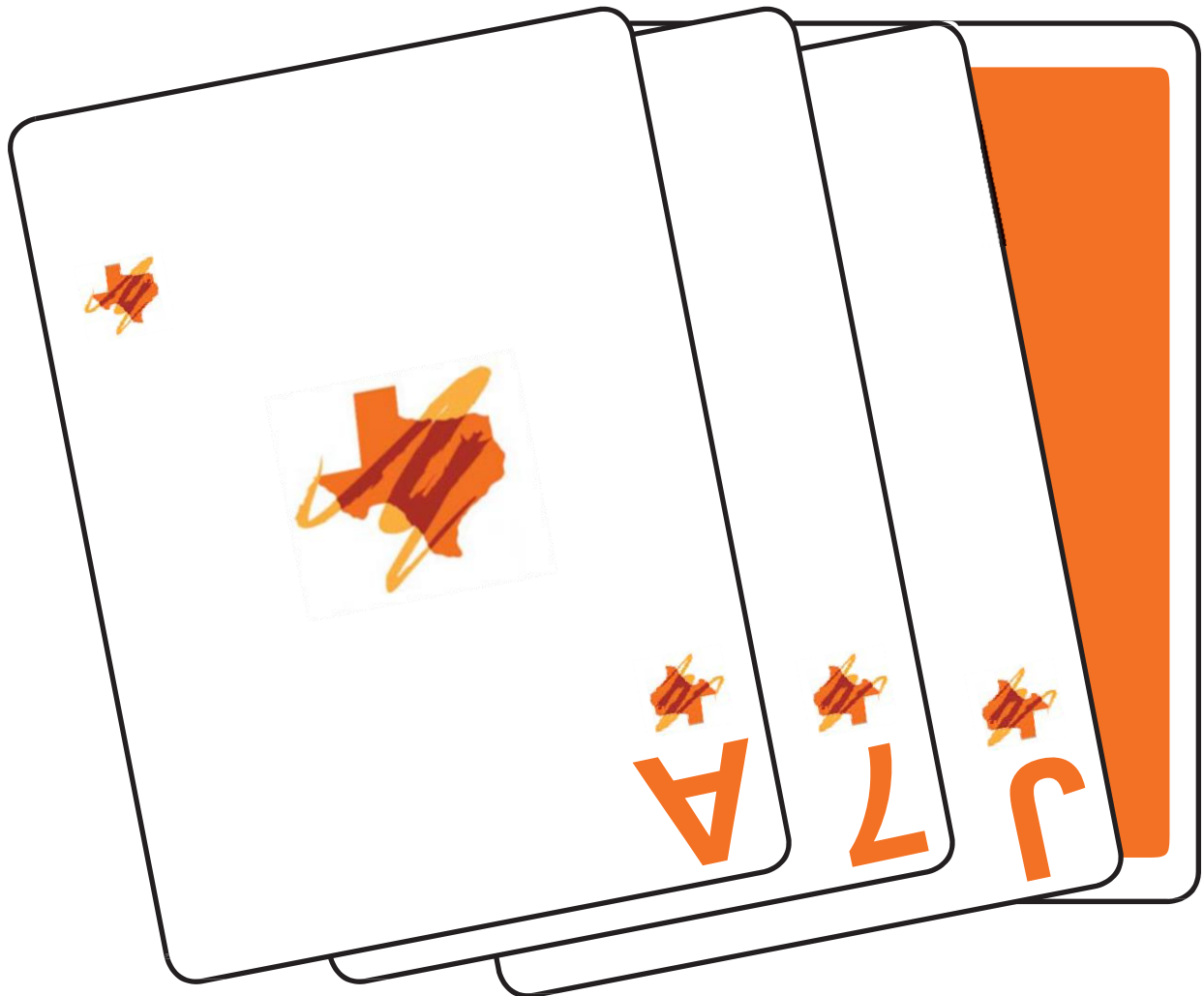


You've Got an ACE in the Hole:

A Parent's Guide to Successful Students



2014- 2015

SMACS

P A R E N T

HANDBOOK



Afterschool Centers on Education
Funded by a 21st Century Community
Learning Center Grant
Administered by the U.S. Department
of Education

**St. Mary's Academy
Charter School**

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All About ACE

What is a 21st Century Community Learning Center, or 21st CCLC?

This program is intended to provide academic enrichment opportunities during non-school hours for children. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

We carry out a broad array of after-school activities (including those held during summer recess periods) to advance student achievement. These activities include:

- Mathematics and science education activities;
- Arts and music education activities;
- Tutoring services;
- Recreational activities;
- Telecommunications and technology education programs;
- Programs that promote parental involvement and family literacy; and
- Character education programs.

So, why is it called ACE?

Texas Afterschool Centers on Education, or Texas ACE, is the umbrella under which our program is administered by the Texas Education Agency, or TEA. The TEA is responsible for reviewing our program each year to make sure it meets the strict guidelines set forth by the agency. If we do not meet the requirements, we will not receive funding for the next school year. That's why it's important for us to follow all grant guidelines, including the ones relating to student and family attendance.

What do students do in ACE?

A typical day in ACE programming begins at school day dismissal. Students usually go to a designated area to sit down and enjoy an afternoon snack and take time to work on their homework. Tutorials often take place next, followed by curriculum time, which is where we complement school day learning with enhanced components. For example, students may learn math lessons by participating in an activity such as constructing a model using only right angles. The activities vary based on the subject and a new content area is introduced every six weeks. After curriculum, students begin what we call enrichment activities. Enrichment is designed to introduce real-world concepts to students in an attempt to give them a leg up on adulthood. Nutrition and cooking, résumé writing, career exploration, physical fitness, and many other "extracurricular" topics are explored.

History of the BISD ACE Program

The current grant was awarded to BISD, in partnership with St. Mary's Academy Charter School, for a period of 5 years beginning in 2011. Fall 2011 marked the beginning of the ACE program as an everyday after-school occurrence, and we have continuously operated since then, including a 5-week summer program each school year. We will continue to provide after-school care at no cost to students' families for the remainder of our grant, or as long as we are provided funding by the grant program. We continue to improve and create better results each and every school year. If you're new to ACE, get ready for lots of fun, hands-on experiences and a whole new way of learning!

SMACS Campus Director



Cassandra Bartlett, St. Mary's Academy Charter School Campus Director

Mrs. Bartlett has worked with the ACE program since the first year of the grant, first as a youth specialist, then as the college liaison, and is now in her second year as center director at SMACS. She holds an associate's degree from Coastal Bend College in business. Mrs. Bartlett brings lots of great energy to the SMACS program and loves to see her students having fun while learning.

Grant Administration

Traci Younts, Project Director

Mrs. Younts has been with BISD for 18 years, working as a counselor for the alternative school and now as ACE's project director. She has been providing invaluable insight as the project director since day one and has been a key part of building the ACE program from the ground up. Mrs. Younts earned her bachelor's degree in education and master's in counseling, both from A&M Corpus Christi. She loves being the "camp director" and overseeing all the positive and fun programming provided by ACE.

Jennifer Dorsett, Family Engagement Specialist

Mrs. Dorsett blew into Beeville from windy West Texas. She earned her bachelor's degree from Texas Tech University in interdisciplinary agriculture and has experience in marketing, community outreach and working with students at both the collegiate and primary school levels. Mrs. Dorsett has been with ACE for two years now and enjoys working with both students and their families.

Program Rules & Expectations

Basic Rules for ACE Programming

1. I will be respectful to all adults and to my classmates and other students. This means I do not talk back or behave rudely.
2. I will **always** listen to teachers and ACE staff. Listening means I am quiet and looking at the person speaking to me while he or she is talking. If I have something to say, I will wait for my turn to speak. I will not interrupt.
3. I will not run from place to place. I will only run when I am specifically told it is okay to do so, such as during physical activity time.
4. I will ask permission before leaving my assigned area to use the restroom or get a drink of water. I will not leave my assigned area without specific permission to do so. I will not leave unless a parent or authorized guardian signs me out. If I leave without permission, I can be suspended or removed from the ACE program.
5. I will have fun and do my best work!

Expectations

Here at ACE, we think highly of each child. Children are not “just a group of little people,” but a group of individuals, each with his or her own talents and challenges. We expect each student to do his or her best to follow the rules and complete his or her own work, and each student is expected to participate in all designated activities to the best of his or her abilities. Students should be respectful and polite at all times to the ACE staff and each other. Physical violence and disrespectful or hurtful language will **NOT** be tolerated. ACE welcomes all SMACS students, but ***the program is a privilege, not a right, and continuous behavioral problems could result in removal from the program.*** We expect each student and their families to approach ACE with this mindset.

Discipline

Children attending ACE programming will adhere to the discipline policy for Saint Mary’s Academy Charter School (SMACS). Please review the SMACS 2014-2015 Parent and Student Handbook and Student Code of Conduct.

Hours of Operation

We are open Monday through Friday from the hours of 7:00 a.m. to 8:00 a.m. and afterschool from 4:00 p.m. to 6:00 p.m. There is Saturday programming several times during the year, please see the ACE Calendar for dates..

Parent/Guardian Policies

It is the responsibility of each parent to provide ACE with copies of any legal documentation regarding custody agreements, restraining orders, legal guardianship, powers of attorney, etc. We **MUST** have copies of these documents even if you have provided them to the school day staff. In addition, it is the responsibility of each parent to keep his or her contact information up to date, including parent and emergency contact phone numbers and a physical address. We may elect to remove students from our program if we attempt to reach you and do not have current contact information. Please review the SMACS 2014-2015 Parent and Student Handbook and Student Code of Conduct.

Pick-Up and Sign Out Procedures

Your child's safety is important to us! SMACS sign out procedure will be as follows: whoever is picking up the student **MUST** be listed on the student's application form. For the students' safety, we **will not** release students to anyone who is not listed. If you are sending an older sibling in to pick up the child, the following rules apply: the designated person must be at least of high school age (verified by high school ID) **AND** listed as a designated pick-up contact on the application form. Parents or persons on the registration form must come into the Cafeteria building and sign out their child each day. The sign-out roster is extremely important since this list is used to check attendance during emergency drills or events. Children will not be permitted to leave with any person for whom the staff has not received written permission from the parent. A phone call **will not** constitute permission, and the parent will be responsible for coming to pick up the child.

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 at all times once the child has been signed out. **Whoever is picking up may not sign out the child and return to the vehicle to wait for the child there. An adult must be present when the student arrives at the check-out table or the student will not be allowed to leave.** Once the child is signed out, the child is in the parent's custody and it is the parent's responsibility to supervise his or her child as they exit the building and enter the parking area.

The SMACS's ACE program follows the same guide lines as found in the 2014-2015 Parent and Student Handbook and Student Code of Conduct found in Section II – Health and Safety Information.

ACE Procedure for Complaints

If a parent has concerns or needs assistance with problems related to the program, he or she must first discuss the issue with his or her campus director. If he or she is not satisfied, they should then follow the process outlined in Section V of the SMACS 2014-2015 Parent and Student Handbook and Student Code of Conduct.

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 each site to deal with minor scrapes, cuts, and bruises. If a more serious injury requiring medical attention occurs, we may either notify the parent to come pick up their child for transport to a medical facility; or call 911 (if the injury is life-threatening) and then notify the student's parent or guardian. If there is a medical emergency and we do not have current contact information, we will contact the appropriate authorities for medical transport to a treatment facility. We will always prepare an accident/incident report and send a copy to the parent or guardian.

The SMACS's ACE program follows the same guide lines as found in the 2014-2015 Parent and Student Handbook and Student Code of Conduct found in Section II – Health and Safety Information.

Food and 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 center in writing, and it must be included in the child's records at ACE. If a child's diet is modified for cultural reasons, the parent must notify the center in writing and may be asked to help provide supplemental foods.

Health

The SMACS's ACE program follows the same guide lines as found in the 2014-2015 Parent and Student Handbook and Student Code of Conduct found in Section II – Health and Safety Information.

Confidentiality

A U.S. Department of Education grant funds ACE and requires SMACS to provide information on our students for the purpose of assessing our program's effectiveness. At all times, ACE staff will protect the confidentiality of the families participating in our program. Any information received by our staff will be used only as necessary. 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.

Parent Involvement Opportunities & Policies

Parent Involvement Policy

ACE is built on the philosophy that parents must be involved in the child's education. Various adult and family involvement activities and parenting workshops will be available throughout the year.

Opportunities for Family Activities

Another opportunity for involvement is through our family activities. These are activities designed to encourage the child's immediate family to attend, including parents/guardians and siblings. These activities will always be child-centric, and will encourage families to learn and play as a family unit. An example of a family activity might be a "cooking" session where families make a healthy recipe and learn about nutrition together.

Community Partnerships

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 ACE utilizes the help of many community groups. These groups focus on the healthy development of children, on ultimate support for families, and on safe environments for children.

We have many community partners who have committed their services to complement the ACE program to ensure that your child has the opportunity to experience all that our community has to offer. These partners include local business and service organizations. For a complete listing of all our community partners, please visit our main office and check out our Parent Information Center. We have resources and brochures available to let you know of the many services and benefits our partners have to offer.

SMACS

2014-2015 ACE Calendar

August 2014

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31						

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October 2014

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March 2015

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April 2015

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May 2015


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June 2015

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July 2015

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 No Programming /
Holiday



Morning programming 7:00 to 8:00am
Afternoon programming 4:00 to 6:00pm



Summer Program- 20 days



Programming Day- 175
Morning Programming only



15 Saturday Programming

Keeping the Lights On After School: A Proclamation

WHEREAS, Saint Mary's Academy Charter School stands firmly committed to quality afterschool programs and opportunities because they:

- Provide safe, challenging, and engaging learning experiences that help children develop social, emotional, physical and academic skills.
- Support working families by ensuring their children are safe and productive after the regular school day ends.
- Build stronger communities by involving students, parents, business leaders and adult volunteers in the lives of young people, thereby promoting positive relationships among youth, families and adults.
- Engage families, schools and community partners in advancing the welfare of our children.

WHEREAS, Saint Mary's Academy Charter School ACE Program has provided significant leadership in the area of community involvement in the education and well-being of our youth, grounded in the principle that quality afterschool programs are key to helping our children become successful adults.

WHEREAS, *Lights On Afterschool*, the national celebration of afterschool programs held this year on Thursday, October 23, promotes the importance of quality afterschool programs in the lives of children, families and communities.

WHEREAS, more than 28 million children in the U.S. have parents who work outside the home, and 15.1 million children have no place to go after school.

WHEREAS, many afterschool programs across the country are facing funding shortfalls so severe that they are being forced to close their doors and turn off their lights.

THEREFORE BE IT RESOLVED that Saint Mary's Academy Charter School urges the citizens of Beeville to ensure that every child has access to a safe, engaging place where the lights are on after school; AND BE IT FURTHER RESOLVED that this superintendent and school board enthusiastically endorses *Lights On Afterschool* and is committed to innovative afterschool programs and activities that ensure that the lights stay on and the doors stay open for all children after school.