



# Karnack ACE Parent Handbook 2016-2017



Dear Parent,

We bring you a warm welcome from Karnack Independent School District's Karnack 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 Karnack ACE Program will "Empower Beyond the School Hour"!!

The Karnack 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 need areas. Expanded services will include tutoring, 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 children reach their greatest potential, they are the strength of our program. When visiting your Karnack 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 at (903) 407-9578

Sincerely,

Glenn Hicks  
Project Director, Karnack ACE Program  
Karnack Independent School District



## Karnack ACE Program PHILOSOPHY (Our Beliefs)

Adolescence 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 kid.

Our ACE site coordinator and staff are committed to the belief that children can do a lot. It is the role of the educators to build upon those things that children are able to do. Since children learn at their own pace, our staff will look to them to determine the next stage of development. This "can do" approach is the basis of our philosophy. This "can do" viewpoint allows our society's precious future to become confident and to enjoy successes in an atmosphere of respect, warmth, and love.

Time and again, research is showing us that **THE** main component of a sound, quality education is the trained, sensitive adult who is the educator. Through careful selection of a trained staff that value, respect, and sensitively respond to the unique needs that children hold, we feel that children will best learn. The time that they are away from their parents must be a blossoming time.

We respect parents as the most significant providers of care and nurturing. We are pleased to serve as extended family members.



This 21<sup>st</sup> Century Community Learning Center program was authorized under Title IV, Part B and No Child Left Behind. The purpose of this program is to help establish local community learning centers that will provide academic enrichment opportunities for the children of KISD 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

In June of 2014, KISD was awarded the 21<sup>st</sup> Century Community Partnership grant to provide an after school program to the students and families of KISD. 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 and development

This program offers

- Tutoring and mentoring
- Homework help
- Academic enrichment (such as hands-on science or technology programs)
- Enrichment activities such as: cheerleading, gardening, chess, basketball, cooking, technology, and MANY MORE!!
- Additional services such as: youth development, character education program, financial literacy.



## Karnack ACE Staff

Glenn Hicks, ACE Project Director  
Robert Knox, Karnack Site Coordinator  
Vicky Jackson, Family Engagement Specialist

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rknox@karnackisd.org  
vjackson@Karnackisd.org

## 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.

### Attendance

Because each of our enrichment programs is curriculum based, it is vital that the children enrolled attend every day.

The Karnack 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.

If a student becomes ill in the regular school day and leaves school, the student will **not be allowed** to return to Karnack 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 Karnack ACE site coordinator on your campus.

## **Confidentiality**

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

## **Discipline**

Children attending Karnack ACE Program will adhere to the discipline policy for the Karnack Independent School District students during the core day as contained in the Student Handbook and the Student Code of Conduct.

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 Karnack ACE Program reserves the right to remove a child without use of the three steps listed below if the Campus Principal deems it appropriate.

Persistent or 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 – verbal warning with write up sent to parent
- 2) 2<sup>nd</sup> Offense – student is suspended from ACE until a conference with student and parent
- 3) 3<sup>rd</sup> Offense—student may be removed from the program

If deemed necessary, ACE staff may call to pick up the child for the day.

## **Hours of Operation**

Programming is offered on all campuses Monday through Thursday. ACE will follow the same calendar as Karnack ISD. Each center hours are:

Karnack ACE: 3:30 – 6:30 PM

## **Transportation**

Bus transportation will be provided for students in the after school program.

While students are on the bus after ACE programming they are under the supervision and discipline of the ACE staff.

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

### **Dress Code and Cell Phones**

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

Campus day time cell phone policies apply to after school programming as well.

### **Medication**

Medication will not be given during Karnack ACE Program.

### **Nutrition**

A nutritious meal will be provided each day by Karnack ISD's Food Service Department.

If a child's diet must be modified for health reason, the parent must notify the center 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 center in writing and may be asked to help provide supplemental foods.

### **Parent Involvement**

The Karnack ACE Program is built on the philosophy that parents must be involved in the child's education. Therefore, we encourage all **parents or guardians to volunteer**. The Family Engagement Specialist and Site Coordinator will work with you to determine where and/or how you will serve. It is our goal to build a STRONG volunteer base for the continued sustainability of this program.

Parents may be also be asked to serve on the Karnack ACE Program Community Task Force 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.

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

### **Karnack Independent School District Support**

The Karnack ACE program will follow all rules and guidelines of Karnack Independent School District, the Karnack Independent School District Board of Trustees, and the federal and state guidelines of the 21<sup>st</sup> Century Community Partnership.



RE: Karnack ACE Program Parent Handbook

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

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

\_\_\_\_\_  
Date

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