



Moody ISD ACE Parent Handbook

**ACE Site Coordinator:
Rose Davis
254-853-2181 ext. 2000**

**Moody Elementary School
200 Avenue D
Moody, TX 76557
254-853-2155**

**Moody Middle School
107 Cora Lee Lane
Moody, TX 76557
254-853-2181**

**Moody High School
118625 South Lone Star Parkway
Moody, TX 76557
254-853-3622**

**Moody ISD Administration
12084A South Lone Star Parkway
Moody, TX 76557
254-853-2172**



Dear Parents,

We bring you a warm welcome from Moody 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, low performing areas. Expanded services will include tutoring, homework help, enrichment activities, job readiness, and college preparation. In addition, family education (GED) 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 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 254-853-2181 ext. 2000.

Sincerely,

Rose Davis, Site Coordinator
Texas ACE Program

★ 107 Cora Lee Lane ★ Moody, TX 76557 ★
★ (254)853-2181 ★ Fax (254)853-9128 ★

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.

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.

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

POLICIES

Accidents

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 on 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 report will be prepared and a copy sent to the parent on all accidents.

Attendance

Enrolled students are encouraged to attend as often as possible and a minimum of 45 days per school year.

The ACE program will be for PreK through 6th grade students. We will offer morning and afternoon sessions for these students. Students may attend either or both sessions.

Students who are in ISS will not be allowed to attend ACE.

Behavior:

Students must behave according to the school's student code of conduct in order to participate. This includes but is not limited to: respecting all adults and peers, using positive language, taking care of their environment by keeping areas clean and safe and using materials only in the manner intended. If behavioral problems arise, program staff will follow the regular school day policies and procedures for discipline. Repeat offenses and/or excessive offenses will be removal from program to allow someone from the waiting list to have an opportunity.

Change of Information:

It is the responsibility of the parent/guardian to inform the site coordinator of any change in address, phone number, email address or health and safety information.

Confidentiality

A Department of Education grant funds The Texas ACE Program, The Department of Education requires that Moody ISD ACE program provide information on our students for the purpose of assessing the program's effectiveness. Staff will, at all times, protect the confidentiality of the families participating in the program. Any information received will be used only as necessary, only by approved personnel and according to district policy. Staff will protect the confidentiality of 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/guardian.

Discipline

Students attending the ACE program will adhere to the Moody Independent School District discipline policy. (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 the student 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 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 ACE program reserves the right to remove a student without use of the three steps listed below if the Site Coordinator deems it appropriate.

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

1st Offense - student counseled, note, and phone call to parent;

2nd Offense - student removed from class, counseled, and parent/teacher conference held before student returns to program;

3rd Offense - student removed from program. Options will be available to prepare the student for re-entry into the program.

Dismissal:

Students that attend afternoon programming are encouraged to stay until 4:45pm. This allows students to get the most benefit for their academic performance, which is the intent of this program. After the 5th non-emergency early pick up the student may be removed from the ACE program to allow another student to enter the program.

Students will dismiss from the ACE building, which is located by the band hall and close to the cafeteria. Parents or persons listed on the registration form must come into the building and sign out their student each day. 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. When the non-listed person arrives, they must present a valid form of identification. For the safety of the students, there will be no exception to this policy.

We ask that parents stay with their children at all times while on campus and closely supervise them in hallways and parking lots when departing.

Hours of Operation

The afternoon program operates from the dismissal of the school day until 5:30pm, Monday through Thursday. The morning program operates from 7:00am until the school

day begins. The program is closed on Moody ISD holidays, early dismissal days, and bad weather days.

Illness

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 the Site Coordinator's approval. Students 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.

Students with symptoms of a 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 after 30 minutes we will call the emergency contacts indicated on the student enrollment form.

We will not serve students 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.

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

Late Pick Up

Students must be picked up on time. Tardiness causes undue burden on staff to care for students beyond program hours. Three late pick-ups will result in removal from the program.

Medications

Medication will only be given by the proper authority and only if the proper medication forms are filed with the school during the ACE program.

Parent Involvement

The Texas ACE Program is built on the philosophy that parents must be involved in the student's education. Parent involvement activities are offered throughout the year. GED and ESL classes are available and support will be provided to help those parents seeking self-sufficiency. **Parents are required to attend at least two family activities per year and are encouraged to attend all available activities.**

Parents may also be asked to serve on the Texas ACE Program 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 superintendent.

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

Safety

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

Snack

Moody ISD's Food Service Department will provide a nutritious snack each day. 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.

Transportation

Bus transportation will not be provided for students attending the afterschool program. Parents need to let the site coordinator know who will be picking up their students.