

Family Handbook

**Project S.A.F.E. (Spring ISD Afterschool Family Engagement)
Texas ACE/21st Century Community Learning Center Program**



Spring ISD After-school and
Family Engagement program

2022-2023

Dear Parents,

The 21st Century Community Learning Center Program was established by Congress as part of the Elementary and Secondary Education Act. The 21st Century Community Learning Center Program provides grants to communities to develop or expand on out- of-school time programs. These programs give students opportunities for academic enrichment and provide a broad array of additional services that are designed to reinforce and complement the regular academic program. The Spring ISD CCLC programs are funded by a federal grant from the U.S. Department of Education and administered by the Texas Education Agency.

Spring ISD has 10 Project S.A.F.E. sites. The leadership, schools, and site coordinators are listed below.

Project Director

Carla Jones-Wiley

Administrative Assistant

Alma Villagrana

Family Engagement Specialist

Antonio Toliver

School Name

Bammel Elementary School
Eickenroht Elementary School
Major Elementary School
Hoyland Elementary School
International School at Salyers
Bailey Middle School
School for International Studies at Bammel
Claughton Middle School
Clark Elementary School
Jenkins Elementary School

Site Coordinator

China Crowder
Marcus Jones
Shalonda McGinnis
Sharon Hancock
Sharterica Washington
Denise Caldwell
Peter Burnett
Nora Hernandez
Rarshunda Phillips
Ellen Harris

Various school programs, civic organizations, community agencies, and volunteers partner with the Project S.A.F.E. program to provide activities and services to students and their families. This handbook is designed as an overview of the program and is part of the enrollment agreement between the Project S.A.F.E. program, student participants and their families. The handbook is reviewed and updated on an annual basis.

Sincerely,

Antonio Toliver

Antonio Toliver
Family Engagement Specialist

PHILOSOPHY

Vision Statement

Project S.A.F.E. will be a program that facilitates education, and improves student's academic performance through innovative, enriching, student and parent learning opportunities that promote sustained family engagement.

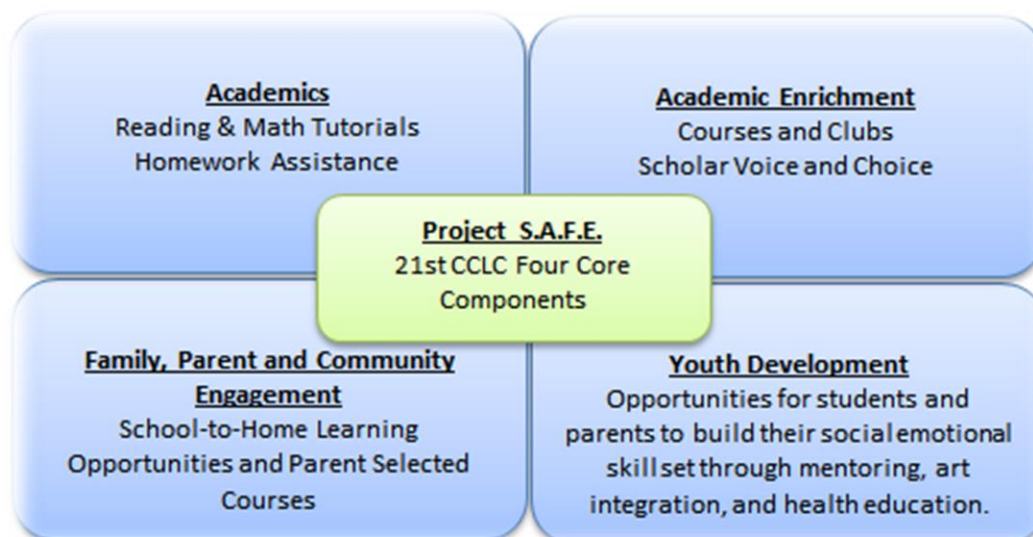
Mission Statement

Project S.A.F.E. prepares students to be literate analytical thinkers who are college, career and workforce ready leaders in the 21st century.

Program Purpose & Goals:

The purpose of Project S.A.F.E is to improve student achievement in reading/language arts and math, improve student attendance, decrease student disciplinary infractions/ referrals and increase parental engagement.

Project S.A.F.E. provides academic enrichment opportunities for students who attend high needs, high poverty, low performing schools meet state and local standards in core academic subjects. Project S.A.F.E. seeks to increase family and community engagement by creating opportunities for parents and students to learn together. All Project S.A.F.E. programs contain the following key components:



POLICIES

Accidents/Incidents

Should your child become ill or injured during the time he/she is participating in the Project S.A.F.E. program, you will be notified immediately to make arrangements for your child to be picked up. In cases of emergencies appropriate measures will be taken and then you will be notified.

Attendance

Once a student is enrolled in Project SAFE, he/she is expected to attend and participate in the complete program for the entire year. If a student is absent due to illness or family and/or personal reasons, an excuse must be submitted to the Site Coordinator upon his/her return.

Students absent for the full school day or who leave school due to illness, disciplinary infractions and/ or suspension, will **not** be allowed to attend the Project S.A.F.E. program on that day(s). Students who have three (3) unexcused absences will be removed from the program and placed on the bottom of the wait list.

Confidentiality

Access to student's information will be limited to the student's name, grades and any other information needed to help students be successful in the Project S.A.F.E. program.

Discipline

Discipline/Responsible Behavior

Enrollment in the Project S.A.F.E. program is entirely voluntary. Students are expected to conduct themselves in a positive manner, by exhibiting the six pillars of Character: respect, responsibility, caring, citizenship, trustworthiness and fairness and adhering to the CHAMPS behavior system at all times. Students that exhibit unacceptable behavior will face the consequences outlined in the Spring ISD Code of Conduct.

Students committing infractions which threaten the safety and well-being of others or themselves may result in dismissal from the program.

Disciplinary Infractions will be addressed as follows:

1. Verbal Warning regarding inappropriate behavior
(Redirecting, re-teaching and intervention)
2. Parental notification of behavioral concern and a signed agreement to provide structured support
3. Suspension from the Project S.A.F.E. program
(Determined by the Site Coordinator and approved by the Program Director)

Severe behaviors or repeated behavioral infractions will result in dismissal from the program.

Health

Should your child become ill or injured during the Project S.A.F.E. program, you will be notified immediately to make arrangements for your child to be picked up. In cases of emergencies appropriate measures will be taken and then you will be notified.

Hours of Operation

Fall and Spring

- The Clark Elementary program will begin at 3:30 p.m. each day and end at 6:30 p.m. Operating at 43 weeks for the 2022-23 school year.
 - The elementary school program will begin at 3:30 p.m. each day and end at 6:30 p.m.
 - The middle school program will begin at 4:30 pm each day and end at 6:30 p.m.
- Morning program will begin at 7:30 a.m. each day and end at 8:30 a.m..

Summer Program

The summer program operates Monday through Friday from 8:00 a.m. each day and ends at 3:00 p.m. The summer program offers ACADEMIC ENRICHMENT based activities along with field trips, guest speakers, indoor and outdoor sports, arts & crafts, technology and academic enrichment. Meals are served free of charge through the sponsorship of the Summer Food Service Program. Students may walk home if parental permission is received. Transportation is provided by the Spring ISD transportation department for those students who qualify.

Program Cancellations will be communicated to parents through, district call-outs, email, Remind 101 and by phone.

Late Pick Up

Students must be picked up/retrieved within ten (10) minutes after the program ends.

1st occurrence - The parent will be verbally warned.

2nd occurrence - The parent will receive a written warning.

3rd occurrence - The student(s) will be suspended from the program for a maximum of 3 days.

Repeated late student retrievals or pick up will result in dismissal from the Project S.A.F.E. program.

Medications

The Project S.A.F.E. program is not responsible for medication administration. All medication must be issued prior to the end of the regular school day. Exceptions to this rule include Epi Pens for allergic emergencies, inhalers for asthma and insulin.

Nutrition

During the Project S.A.F.E. program, students will be provided a balanced meal. The site coordinator must be notified in writing of any special dietary needs, or concerns.

Parental Involvement

Family Involvement and Engagement Activities

Families are expected to participate in the following:

- 10 family/parent activities for the school year
- 10 volunteer hours anywhere within the school district for the entire school year

Activities include opportunities for families to learn and engage with each other in meaningful ways. Parent education and enrichment opportunities are planned at the school and district level. Examples of activities include family fun nights, literacy events, and homework assistance activities. Parents will have voice and choice in their learning and training activities through parent surveys and campus needs assessments. Any immediate member of the family can fulfill the participation requirements.

Safety

Release of Students

Students will only be released to adults who are listed on the Project S.A.F.E. program application with valid identification or with the secure four-digit personal identification number assigned to the parent/ guardian. If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of the order must be on file in the school office.

Dismissal times from the Project S.A.F.E. program will vary according to school level (Elementary, middle, and high school). Parents are expected to pick up their child(ren) on time every day. Students must be picked up no later than ten (10) minutes after the program ends. Local authorities may be contacted for assistance in the event that a student does not get picked up and attempts to locate the parent/guardian are unsuccessful. Parents or an appointee of elementary students who walk are required to walk to the campus and provide a four (4) digit pin number to accompany their child(ren)home. Transportation is provided only for students who qualify for bus services under the Spring ISD Transportation guidelines.

Visitors

Parents or guardians are welcome to visit the program, but visitors must be cleared through the Spring ISD VIPS system prior to visiting. Check in with the school office or site coordinator upon arrival with valid identification. For liability and supervision purposes, students who are not enrolled in the Project S.A.F.E. program may not take part in the visit. Visitors can only observe and not interact with any students during this time.

Transportation

Transportation is provided only for students who qualify for bus services under the Spring ISD Transportation guidelines.

Students will be dismissed from the program by staff members and grouped according to their mode of transportation:

Car riders will be released to vehicles based on identifying numbers. If the vehicle does not have the car rider number, the adult will be required to submit a current valid form of identification such as a driver's license, Texas I.D. card or passport. The staff member is required to copy the identification and check it against the student's registration sheet to verify that the individual is authorized to pick up the student. If the individual is authorized to pick up the student, the staff

member will release the student. If the individual is not documented on the student's registration form, the student will not be released. The site coordinator will call the parent immediately. The site coordinator and parent will determine how the student will get home.

Walkers-Parents will be issued pin numbers for their child(ren). Students will be released to walk home with individuals who display or know the pin number. Staff members are required to verify the number and initial next to the pin number to document that verification has occurred.

Bus riders -Staff members are required to call roll and record which students get on the bus using daily attendance sheets. Middle and high school students are required to have their student ID when riding the bus. Only students who were counted present and attended a minimum of 45 minutes, in an academic class, will be allowed to ride the bus.

Volunteers

Volunteer possibilities are endless! However, to volunteer, you must be approved through the Volunteer in Public Schools Program (VIPS) prior to assisting or volunteering. Parent/guardians and immediate family members are needed to ensure student's success in the Project S.A.F.E. program. Volunteers are welcome to help in the following areas:

- General programming activities
- Chaperoning field trips
- Reading with students in the after school or summer programs
- Sharing an interest or hobby
- Working on newsletters
- Assisting with monthly family nights or activities

Acknowledgement of Student and Parent Agreement

Please read and sign the following Acknowledgement Agreement. Upon completion, please return to your 21st CCLC Texas ACE Site Coordinator.



Student and Parent Agreement

The purpose of this family contract is to clearly identify the expectations for both students and parents in the Project S.A.F.E./ 21st CCLC Program. Program expectations and commitments are detailed below.

Initial next to each statement to indicate that you have read, understand and agree to make the commitments listed below.

- _____ I commit myself to participate in the Project S.A.F.E. program by supporting the program’s efforts to assist my child in his/her educational endeavors and advancement.
- _____ I commit to allow my child to fully participate in all components of the Project S.A.F.E. program.
- _____ I commit myself to participate in 3 Parent meetings.
- _____ I commit myself to participate in the following:

10 Family/Parent Activities for the 2022-23 school year and Volunteer 10 hours anywhere within the school district for 2022-23 school year

_____ I will ensure that my student(s) is present and picked up on time during the duration of the program.

I recognize and understand that failure to meet any of the above requirements could result in my child being released from the Project S.A.F.E./Texas ACE/ 21st Century Community Learning Center Program.

Further, I do hereby release Project S.A.F.E./Texas ACE/ 21st Century Community Learning Center Program, and its staff, from any and all claims and liability for any damages or injuries which may be sustained. This agreement includes trips and transportation services provided by the program. I understand the commitment my child and I are making, and pledge my full support, cooperation and active participation in the program.

I further understand that failure by my child to comply with program expectations, requirements, and responsibilities, in their entirety, may result in a family conference, loss of program entitlements, or suspension and dismissal from the program.

I, _____, parent of _____, acknowledge that I have read, understand and agree to the terms outlined in the Texas ACE Program Parent Handbook. I also understand that in order for my child to be eligible to attend I, another parent/ guardian, or both are required to attend a minimum of three parent meetings which will be announced on each campus at least two weeks in advance.

Parent/Guardian Signature

Date

Name of School/Campus