

Multiple Choices

Lexington Middle School

Afterschool Program

Parent/Guardian Handbook



2023-2024

Revised 07/2023

Contact Information:

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Multiple Choices Location: Multiple Choices is located at Lexington Middle School, 1100 N Washington, Lexington NE.

Mission Statement: In collaboration with parents, school staff and community partners, LPS Afterschool Programs (Lexington Academy and Multiple Choices) help support students in reaching their full potential by providing expanded learning opportunities in areas of homework assistance, recreation and enrichment learning experiences in a safe and nurturing environment.

Program Description: Multiple Choices is a 21st Century Community Learning Center (21stCCLC) that provides all students of Lexington Middle School opportunities in a safe, supervised and engaging environment during out-of-school time. Multiple Choices is designed to provide homework assistance in key subject areas and additional instruction through academic enrichment and special interest activities. Teachers, paraprofessionals, community-based organizations and volunteers work together to provide a variety of unique programming options.

The three program objectives of the program include the following: 1. Improve student learning 2. Increase social/behavior benefits 3. Increase family/community engagement

Enrichment Activities: Multiple Choices allows students to choose “multiple” interactive and project-focused activities. These enrichment activities or special interest courses help build social skills and learn new skills. Any student enrolled in Multiple Choices can participate in any of the courses. Sign-up is required. Parents are also invited to attend any of these enrichment activities with their student. A schedule of activities is available to all students prior to the start of the term.

Homework Centers: Multiple Choices offers a homework assistance program through the use of Homework Centers. Each Homework Center is staffed with a staff member.

Funding Sources: Multiple Choices receives limited funding through a matching after school program grant from the Department of Education which is called the Nebraska 21st Century Community Learning Center (21stCCLC) Grant. Support for the program is also provided through other small grants, community partner support, fundraising efforts and donations.

Registration and Enrollment Form: Students in grades 6-8 attending Lexington Middle School and students who are homeschooled are eligible to participate in the afterschool program. Parents/Guardians must complete the “Multiple Choices Enrollment Form” before they may attend the program. Enrollment forms will be sent to all district families.

Removal from Multiple Choices: Terms for exclusion from Multiple Choices includes the following: late-pickups, program attendance and participation, behavior issues and threat to self and others. Multiple Choices reserve the right to dis-enroll any student as deemed necessary or appropriate at their discretion.

Parent Handbook/Orientation: Parents will receive this Parent Handbook. Parents will be required to complete the “Receipt Form.”

Parent Involvement: Parents are encouraged to participate in the program's family engagement events. Parents may be asked to serve on the Management Team to provide feedback and guidance in their afterschool site's programming and vision.

Schedule: Multiple Choices operates from 3:25pm – 6:00pm Monday through Thursday and 3:25-5:00pm on Fridays. The program is designed for students to participate in up to three sessions. A nutritional snack is given to all students during programming time. **Attendance:** All students will need to attend at least one session according to the schedule.

In order for students to benefit from the 21st Century Community Learning Center (after school program), regular and consistent attendance is required. Students are expected to attend the after school program during the designated time and day(s) according to the initial enrollment form. Program participants are expected to attend for a minimum of one hour each day, unless there is an unavoidable conflict or emergency. Attendance will be monitored and recorded

Excused absences will be accepted through a parent-signed note explaining absence, a phone call from parent to the main office or directly to the Project Coordinator, Site Manager, an afterschool staff member, or a parent "signing-out" their child early in the main office. Excessive absences from the program could result in removal of the program.

The days of operation coincide with those of the Lexington Public School District. Multiple Choices is not offered on the following dates: October 18 (P-T Conferences), November 22 (Thanksgiving Break), December 20 (Christmas Break), February 14 (P-T Conferences), May 21 (Summer Break)

In the event of an early dismissal due to inclement weather, LPS will use School Messenger to send a detailed automated recording about the early dismissal to the parent/guardian's phone.

Summer Enrichment Program Hours are 8:30-3:00pm, Monday-Thursday, beginning the first week of June.

Dismissal of Students: Students will be required to sign themselves out at the designated time and day(s) according to the initial enrollment form. Students will indicate time of dismissal on the daily "Attendance Record Form" and sign-out with their assigned homework center teacher each day. Parents must notify the Project Coordinator or Site Manager of any changes to dismissal times or days of attendance.

Students must be picked up by 6:15pm as program supervision ends at that time. Parents/guardians are expected to pick up their child on time. 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 or emergency contacts are unsuccessful.

Early Dismissal of Students: Any student being picked up earlier than the designated time according to the initial enrollment form, will be required to have their parent/guardian or authorized person sign-out the student through the front office.

Pictures: Multiple Choices may use photographs or other electronic media images of students to promote and expand the program. Please indicate on the enrollment form whether or not authorization is given for your child to be photographed.

Off-School Premises: Parents/Guardians will need to indicate the authorization of Multiple Choices to take their child off school premises for a program-related outing. Authorization for permission will be indicated on the enrollment form.

Emergency Dismissal Procedures and Health Policy: Students who become ill or injured during programming hours in Multiple Choices will report to the office or see the Project Director. A parent or emergency contact will be notified to make arrangements for the student to be picked up. If the situation requires immediate attention, Multiple Choices will call 911 and the student will be transported to the hospital by ambulance. Report any contact information changes as soon as they become available.

Acute Illness: Students who have a potentially contagious or serious condition (e.g. eye ailment, head lice, rash, fever, vomiting, or diarrhea) may not attend Multiple Choices and must make full recovery before returning.

Student Guidelines and Disciplinary Policy: All students will need to abide by the program “Student Guidelines” set forth by the Management Team. The Student Guidelines will be shared with all participants of Multiple Choices upon joining the program. It is the responsibility of the students to share the “Student Guidelines” with their parents. Disciplinary actions will be handled according to Lexington Middle School’s Handbook Supplement located in the District’s Student/Parent/Activities Handbook. The supplement contains a list of disciplinary responses to various rule infractions. Consequences may change depending on the circumstances. Multiple Choices reserves the right to terminate a student’s participation in the afterschool program.

Behavior Management: Lexington Academy will use a positive behavioral intervention and support (PBIS) system of support which consists of rules, routines and physical arrangements developed and taught by the school staff to prevent behavior occurrences. Students will be given reminders and redirection in order to encourage positive behavior. When a student is disruptive or needs time to regain self-control, he or she will be removed from the group and a staff member will discuss the misbehavior with the student. Lexington Academy will notify parents as soon as possible in the event their children’s misbehavior causes a significant disruption. If a student continues to misbehave, the Site Coordinator will contact the child’s parents to arrange a meeting. Continuation of misbehavior or if the student exhibits behavior that threatens his or her safety or the safety of others, they may face disciplinary consequences up to and including exclusion from the program. The building principal and program coordinator will also be notified.

Lexington Academy Behavioral Problem Protocol:

Incident #1: Time out/talk with a staff member – If a student is having trouble after some positive encouragement and redirection within the classroom setting, students will be asked to take a break with a staff member.

Incident #2: Talk with a parent or guardian– If a student’s behavior is particularly disruptive or persistent, parents will be asked to discuss the behavior at pick-up time or to arrange a meeting to come up with a solution.

Incident #3: Suspension – If a student’s behavior continues after several incidents (#1 and #2), the student will be asked to take a break from the program. Also, a meeting with parents will be arranged to create a behavior plan to address the issues upon the student’s return.

Incident #4: Removal from the program – If a student continues to misbehave or if the student is putting themselves or others at risk, Lexington Academy program coordinator reserves the right to remove the student from the program.

Lexington Academy program coordinator does reserve the right to remove any student as deemed necessary or appropriate at our discretion.

Parent Communication/Concerns:

Direct any questions or concerns related to any facet of Lexington Academy to the Site ManagerCoordinator and not the building principal. If needed the Site Manager will relay any information to the Project Coordinator,Amber Nichols. You may directly contact the Lexington Afterschool Programs Project Coordinator at 325-4681 Ext. 1410 or email her at amber.nichols@lexschools.org. If necessary, the Site manager,Coordinator and Project CoordinatorDirector will involve the building principal in an incident or concern. -This needs formatting.

Contact information for all Site ManagersCoordinators is listed in this Parent Handbook.

Communication: Multiple Choices maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of Multiple Choices to the Project Coordinator at any time.

This publication/activity is supported in part by 21st Century Community Learning Center federal funds under Title IV, Part B of the Elementary and Secondary Education Act as amended.

Receipt Form/Additional Comments

Name(s) of student(s) who are attending Multiple Choices:

*Only one receipt form per family.

Student(s):

By signing below, I acknowledge I have received and read the Multiple Choices Student/Parent Handbook.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Additional Comments for Project Director:

_____ Yes, I'm interested in serving on the Afterschool Program Management Team, providing guidance and input to afterschool programming.

_____ Yes, myself or place of employment would be interested in volunteering in the afterschool program.

Additional comments: