

Lexington Academy

Elementary Afterschool Program

Parent/Guardian Handbook



2023-2024

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Contact Information:

- Programs Coordinator:
Amber Nichols
1100 N Washington
Lexington NE
Phone: 308.324.1228
amber.nichols@lexschools.org
- Bryan Elementary (K-5) Site Coordinator:
Jackie Velasquez
1003 N Harrison Street
Lexington, NE 68850
Phone: (308) 324-3762
jaquilin.velasquez@lexschools.org
- Morton Elementary (K-1) Site Coordinator:
Andy Becerra
505 S. Lincoln Street
Lexington, NE 68850
Phone: (308) 324-3764
andy.becerra@lexschools.org
- Pershing Elementary (4-5) Site Coordinator:
Cindy Hendricks
1104 N. Taylor Street
Lexington, NE 68850
Phone: (308) 324-3765
cindy.hendricks@lexschools.org
- Sandoz (2-3) Site Coordinator:
Giovanna Ramirez
1711 N. Erie Street
Lexington, NE 68850
Phone: (308) 324-5540
giovanna.ramirez@lexschools.org

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: Lexington Academy is an afterschool program that serves students in grades K-5 in Lexington Public School district's four elementary schools. Students attend Lexington Academy in the same building as they attend school.

Lexington Academy strives to meet each student's need for academic, physical and social opportunities through a carefully designed schedule of homework assistance, enrichment and recreational activities. Teachers, paraprofessionals, and community-based organizations work together to provide a variety of unique programming options. Activities offered in the past have included art, computers, sports programs, cooking, dance, and science programs. A schedule of activities is distributed to parents or posted in the entryway.

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

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

Admission Procedures and Enrollment Limits: Students in grades K-5 at any elementary school in the Lexington Public School district and students who are homeschooled are eligible to participate in the afterschool program. If parents are interested in enrolling their child in Lexington Academy, they must complete a program enrollment form which is sent to all elementary families and **All applications will be considered.**

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

Parent Handbook/Orientation: All parents will receive this parent handbook. Parents will be required to complete the "Receipt Form."

Parent Involvement: There will be four family events this year in Lexington Academy. We highly encourage participation in these family events. Lexington Academy is seeking parents who would like to serve on the Lexington Academy Management Team to provide feedback and guidance in their afterschool site's

programming and vision. If interested in serving on the Lexington Academy Management Team, please indicate on the last page of this Parent Handbook.

Schedule: Lexington Academy operates from 3:25PM – 5:50PM Monday through Friday.. 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 below:

If your child is enrolled in Lexington Academy, he/she is expected to attend each program day according to the enrollment form.Excessive absences from the program could result in removal of the program. Attendance will be monitored and recorded in PowerSchool.

The days of operation coincide with those of the Lexington Public School District. Lexington Academy is not offered on the following dates: October 189 (P-T Conferences), November 223 (Thanksgiving Break), December 201 (Christmas Break), February 145 (P-T Conferences), May 214 (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.

Emergency Dismissal Procedures: In the event of an emergency, a staff member will first attempt to contact parents/guardians. If Lexington Academy cannot reach the parents/guardian, an attempt will be made to notify the emergency contacts. When enrolling your child, please provide the parent/guardian's name, phone number, email address, as well as two emergency contacts.

Pick-up Procedures: When picking up your child, please speak directly to one of the staff members. Parents will need to indicate the time and sign the "sign-out form" when dismissing a student. Lexington Academy does not allow parents/guardians to check out their children on school playgrounds. Children will not be released to anyone other than a parent or individual authorized on the registration form, including older siblings.

Students will not be allowed to leave Lexington Academy unattended unless parents/guardians have indicated this allowance on the registration form and have confirmed this allowance with the Site Manager. The students who have permission to walk home will leave the building at the indicated time. Staff will make sure that the student follows the checkout system.

Students will need to be picked on time, no later than 5:50PM. If a student is not picked up by 6:00PM, law enforcement will be contacted to ensure that the student

gets home safely. After three late pick-ups, the student may be subject to removal from the program.

Pictures: Lexington Academy 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.

Field Trips/Outings: Lexington Academy will periodically participate in field trips to local attractions and businesses as part of the educational experience and program requirements. Notification of any excursions or outings will be posted by the sign-out table. If you wish not have your child taken off school premises, please visit with your Site Manager and indicate on enrollment whether or not authorization is given for field trips. If not able to participate in a field trip, other attendance arrangements will need to be made.

Outdoor Play: Students who attend Lexington Academy should expect to spend time outside during the day. Outdoor play will be canceled due to precipitation, icy ground conditions, temperatures below 10 degrees, or excessive wind or heat. In these cases, students will play in the gym. Students should be adequately clothed to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Students without boots or snow pants will be asked to stay on shoveled surfaces.

Possessions from Home: Since Lexington Academy cannot guarantee the safe return of personal belongings, it is asked that any personal possessions be left in backpacks during a student's time in Lexington Academy. Electronic games, cell phones and toys from home are not allowed and will be taken from students during Lexington Academy. Parents may pick these items up afterwards.

Cell Phone Use by Students: Students will not be allowed to call home. Please discuss their "after-school plan" before arriving at the school. The Lexington Academy staff will be happy to relay messages to students when necessary, but it is not possible for students to make calls during Lexington Academy. Parents are welcome to call their child's school from 8:00 AM - 3:30 PM at any time to leave a message. Parents/guardians can speak to the child's Site Coordinator if any questions or concerns arise regarding the child during the hours of 3:25 PM – 5:45 PM.

Health Policy: If a student becomes ill while attending Lexington Academy, a parent or emergency contact will be notified. A student who is not feeling well should be picked up within one hour of notification. Lexington Academy will

provide a quiet rest area while the student waits. Students who attend Lexington Academy should feel well enough to follow the normal routine of the program. Students who have a potentially contagious or serious condition (e.g. eye ailment, head lice, rash, fever, vomiting, or diarrhea) may not attend Lexington Academy and must make full recovery before returning.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Site Coordinator as soon as they become available.

Accidents or Acute Illness: In the event of an accident or acute illness, every effort will be made to notify the student's parents. If a situation requires immediate attention, the Lexington Academy will call 911 and the student will be transported to the hospital by ambulance.

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.

The 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 Manager 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 (cell) or 324-1228 (office) or email at amber.nichols@lexschools.org. If necessary, the Site manager and Project Coordinator will involve the building principal in an incident or concern.

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

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Receipt Form/Additional Comments

Name(s) of students who are attending Lexington Academy:

*Only one receipt form per family.

Students:

School:

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|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Additional Comments for Site Coordinators:

_____ 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: