

ALIEF INDEPENDENT SCHOOL DISTRICT

Children Interacting Afterschool

ESSER (Grades PK-8)
21st Century Community Learning Centers/
Afterschool Centers on Education (CCLC/ACE) (Grades 1-8)

2022-2023

Student/Parent Handbook



Alief
Independent School District

Alief ISD Children Interacting Afterschool Program
14051 Bellaire Blvd. • Houston, TX 77083
Phone: 281-988-3111
www.aliefisd.net/CIA

E-Mail Us! afterschoolprogram@aliefisd.net

**ALIEF INDEPENDENT SCHOOL DISTRICT
Children Interacting Afterschool
VISION STATEMENT & GOALS**

VISION STATEMENT

To ensure that students have the opportunity to participate in a safe, inclusive program with fun, hands-on, age appropriate activities which includes increasing academic success, enhancing character development, and building life skills through educational, recreational, enrichment, and community activities.

PROGRAM GOALS

- ❖ To provide a safe, enriching environment that builds self-confidence and social development.
- ❖ To provide educational, enrichment, and recreational activities that develop each student's educational competence, physical and social development, and community involvement.
- ❖ To provide a flexible program that fits the needs of the students and their parents.
- ❖ To help students better relate to others and recognize the differences that makes a person unique by working and playing together.
- ❖ To increase family engagement in the educational setting.

Alief ISD reserves the right to update this Student/Parent Handbook as necessary. The information and guidelines supplied in this Student/Parent Handbook are based upon conditions at the time of printing and are subject to change in order to better operate our program.

All participants will be notified in writing of any changes made and the date any change will go into effect.

Please keep this Handbook in a safe place so that you may refer to it when needed.

Thank you for your cooperation!

The Alief Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing education or providing access to benefits of education services, activities, and programs including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act; and the Age Discrimination Act of 1975.

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SECTION I: Program Information

Children Interacting Afterschool Office (CIA)

Location: Alief Support Facility – 14051 Bellaire Blvd., Houston, TX 77083
Phone: 281-988-3111

E-Mail: afterschoolprogram@aliefisd.net

Office Hours: Monday – Thursday: 7:30 a.m. – 4:30 p.m.
Friday: 7:30 a.m. – 4:00 p.m.

Web Site: www.aliefisd.net/CIA

Children Interacting Afterschool Hours and Days of Operation

All Programs

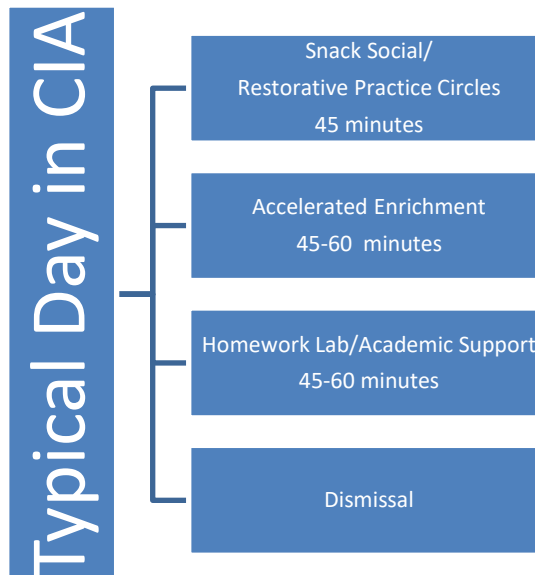
- ❖ Immediately following school – 6:00 p.m. (ESSER)
- ❖ Immediately following school – 6:05 p.m., (21st CCLC elementary sites)
- ❖ Immediately following school – 6:15 p.m. (21st CCLC intermediate/middle sites)

Early Release Days:

- ❖ CIA will operate immediately following early release until – 6:00 p.m. (ESSER), and 6:05 p.m. (21st CCLC elementary sites), and 6:15p.m. (21st CCLC intermediate/middle sites).

Holidays:

- ❖ CIA follows the Alief ISD calendar for all holidays.



COVID-19

Providing a safe environment for our students and staff is our top priority. Preventative health and safety measures will be put into place to mitigate the spread of COVID-19 throughout the district, on campuses and on bus transportation. For more information on Health and Safety, please visit www.aliefisd.net.

Snacks/Food Allergies

A nutritious snack will be provided each day by the Alief ISD Nutrition Department. If a student does not want to eat the provided snack, he/she may bring a snack from home. The snack from home may not be shared with any other student. If a snack is provided from home, the CIA is not responsible for its nutritional value or meeting the student's daily food needs. It is the responsibility of parents/legal guardians to make sure all allergies are properly documented on their child's CIA registration and brought to the attention of the CIA staff.

Homework Assistance Policy

The CIA does not provide one-on-one assistance and, therefore, cannot guarantee all completed homework is correct. Homework support should be a partnership between the CIA and parents. *Parents are strongly encouraged to review homework on a daily basis.*

SECTION II: Registration & Enrollment Requirements

Registration

- ❖ Registration is on a first-come, first-served basis.
- ❖ **Child(ren) must be able to attend at least 3 days a week, and cannot be picked up before 5:30PM.**
- ❖ Due to staffing restrictions, and CIA not being part of the Alief ISD academic program, certain restrictions apply for enrollment and each child's application will be reviewed individually for acceptance. Any information pertaining to the student regarding special needs must be provided. A conference with a CIA administrator will be required prior to completing the registration process. If the student's needs surpass what can be met in a staff-to-child ratio of 1:22 (adhering to in person social distancing guidelines), CIA may not be a suitable option for after school care.
- ❖ Each site has a limited number of enrollment spaces available. When all spaces are filled, your child's name will be placed on a waiting list and you will be contacted as space is available.

There will be a two (2) day waiting period for students to begin the CIA.

- ❖ Registration must be completed each school year.

ESSER Campuses Only

Please Note – Parents/legal guardians may not enroll any child(ren) in future CIA programs until all past due payments are made.

21st CCLC/ACE Campuses Only

21st Century Community Learning Centers Grant - the program is open to all students enrolled at the specified campuses. Space is limited and on a first come, first serve basis. There will be a waiting period of at least one week (five days) for students requesting transportation home.

Program Enrollment

- ❖ The minimum enrollment of the campus CIA must be 30 students for ESSER and 120 students for 21st CCLC/ACE sites.
- ❖ The CIA program District Coordinators will make every effort to ensure student enrollment is met. However, if the minimum program enrollment is not met, it may be necessary to close the program. In such situations, the parent/legal guardian will be notified in writing at least 30 days in advance of the closing date so alternate care arrangements may be made.

Late Pick Up Strikes

After School Program hours are from Monday – Friday, every day that school is in session, from the time school releases until:

6:00 p.m. (for ESSER sites)

6:05 p.m. (for 21st CCLC/ACE elementary sites)

6:15 p.m. (for 21st CCLC/ACE intermediate/middle sites)

A five (5) minute grace period will be allowed for each site.

ALL SITES

Beginning at 6:06 p.m. (for ESSER sites), and 6:11 p.m. (for 21st CCLC/ACE elementary sites), and 6:21 p.m. (for 21st CCLC intermediate/middle sites), students who are not picked up will receive a “Late Pick Up Strike” (at all sites). Students who receive three (3) Late Pick Up Strikes will be withdrawn from Children Interacting Afterschool for the program year.

- ❖ At 6:15 p.m., if the parent/legal guardian has not picked up the student, emergency contacts will be notified.
 - **Please Note** – If a student has not been picked up 30 minutes after the program ends for the day, the student will be considered abandoned. Staff will contact the Alief ISD Police Department and Child Protective Services (CPS). The student will be taken to CPS office until the parent/legal guardian arrives.
- ❖ Arrangements to authorize additional individuals to pick up students by 6:00 p.m. may be made by the parent/legal guardian by contacting the Central CIA Office.
- ❖ The requesting parent’s driver’s license number (provided on the student registration card) will be required for proof of identity before any changes are made. **Parents may not give this information to campus staff during the regular school day.** This information must be documented by the CIA site leader/coordinator.

SECTION III: Policies & Procedures

Extra-Curricular Activities

- ❖ Parents/legal guardians must inform campus CIA site leader/coordinator if your child will be attending any extra-curricular activity during CIA hours providing them with the following information:
 - Student's name, school, and grade
 - Dates and times of tutoring/activity
 - Name of teacher conducting tutoring/activity
 - Parent signature

- ❖ **Please Note** – Students are not allowed to leave CIA on their own.

Child Abuse

It is our obligation as a CIA provider to report any suspected child abuse to Child Protective Services. To report abuse, call the DFPS Child Abuse Hotline – **1-800-252-5400**.

Code of Conduct – Program Rules

- ❖ In order to create a safe, fun, enriching after school setting, it is important for all students to abide by the CIA Code of Conduct.

- ❖ **Note** – Students who continually disrupt classes or do not follow the Code of Conduct will be suspended or dismissed from the program, depending upon the severity of the behavioral infraction.

- ❖ Please review the Code of Conduct listed below with your child(ren):
 - All CIA students must be able to interact in a group setting, follow directions, and transition from one activity to the next.
 - One-on-one supervision is not available.
 - Be positive and try your best.
 - Be polite and courteous to all, at all times.
 - Be respectful to all students and staff.
 - Be mindful of other students' personal space – keep hands, feet, and personal items to yourself.
 - Be responsible for your own actions and items.
 - Ask CIA instructor to receive permission to use the restroom or leave an activity.
 - Use of cellular phones/personal electronic games is prohibited with the exception of activities associated with approved curriculum.
 - Destruction of Alief ISD CIA property is prohibited.
 - No inappropriate touching of other CIA students or staff.
 - All campus rules will be enforced at all times.

Visiting the CIA and/or Volunteering Your Time

- ❖ Parents are welcomed and encouraged to visit their child's CIA site any time during program hours. Prior arrangements do not need to be made. However, for the safety of all of our students, all visitors are required to check in with front office staff by showing valid photo identification and signing in on the Visitor's Sign In Log.
- ❖ Volunteers are welcomed and encouraged to participate in CIA activities. However, for the safety of our students, all interested and prospective volunteers must complete the Alief ISD Volunteer Application. The application is available from the school's Family Center, the Alief ISD Volunteer Coordinator, or at <https://www.aliefisd.net/vips>.

Parent/Legal Guardian Conduct and Communication

Parents/legal guardians must address issues and concerns in an appropriate manner.

- ❖ All discipline issues are to be handled by the CIA campus site leader/coordinator. If a parent does not feel that the CIA campus site leader/coordinator has resolved the parent's concerns, the parent should contact the CIA District Coordinator at 281-988-3111.
- ❖ If a parent would like to discuss discipline issues at length with the child's CIA campus site leader/coordinator, the parent should schedule an appointment with the site leader/coordinator during program hours.

Incident/Disciplinary Reports

When discipline concerns arise, it is the philosophy of the CIA to utilize a "Positive Discipline" approach.

Students who continue to be unruly and/or refuse to participate in the class activities will be sent to the CIA office to visit with the campus site leader/coordinator.

Depending on the circumstances, an Incident/Disciplinary Report may be completed. The campus site leader/coordinator will complete this report, but he/she may need input from the teacher if the incident occurred during a class.

At every offense the site leader/coordinator will conference with the student and the parent/legal guardian regarding incident and provide various interventions.

- ❖ Verbal
- ❖ 1st Offense-written warning
- ❖ 2nd Offense
- ❖ 3rd Offense- student suspension – 2 days
- ❖ 4th Offense- student suspension – 1 week
- ❖ 5th Offense- student withdrawn from the program, effective immediately.

Incident/Illness

If a CIA student is involved in an incident, the parent/legal guardian will be contacted, and an incident/illness report will be completed and filed in the CIA student binder.

Health/Illness of Participants

Parents/legal guardians are responsible for informing the Central CIA Office of any special needs, concerns, or information regarding the child's health.

- ❖ Parents/legal guardians will be notified by phone if a child becomes ill while in the CIA. If the parent/legal guardian cannot be reached, the emergency contact will be contacted.
- ❖ In the event of critical illness or injury, proper medical personnel and the student's parent/legal guardian will be contacted. At the discretion of the medical personnel, the student may be transported to an emergency room or clinic by an ambulance or the parent/legal guardian. Parents/legal guardians will be responsible for any expenses incurred.
- ❖ The CIA follows the health guidelines set forth by Alief ISD Health Services when applicable to the program.
- ❖ The CIA Program staff does not dispense medication. If my child requires medication during programming hours, I will make arrangements with the campus nurse so medication may be administered prior to arrival at CIA. I understand inhalers for asthma treatments and/or epi-pens for allergic reactions may be left with the campus nurse during the regular day for check out by CIA staff for emergency use only.

For more information about Health and Safety, please visit www.aliefisd.net.

End of Program Dismissal

The Registration Form includes a section for the parent/legal guardian to determine how the child will leave the program each day.

Parents/legal guardians have the following options:

- ❖ Pick Up
The parent/legal guardian or other authorized adult must have a CIA dismissal tag to sign out students every day.
- ❖ Walker
Student will be walked to the perimeter of campus property by an Alief ISD CIA staff member and then released to walk alone.

Students will not be released to walk home alone from Alief ISD CIA during the months of November-March to ensure that all students are safe.
- ❖ Bus (including special transportation)
Albright Middle School & 21st CCLC/ACE sites ONLY - students will be released to ride the bus after all necessary documents are completed with site coordinator.

Additional After Hours CIA Activities/Events

As part of CIA, there are times when opportunities arise for students and parents to participate in activities/events outside of the regular CIA hours. This includes field trips.

When opportunities such as these occur, CIA staff will notify parents/legal guardians as far in advance of the event as possible.

- ❖ When necessary, parents/legal guardians may be required to complete a Student Permission Form in order for their child to participate.
- ❖ When students attend off-site field trips, they will be transported by Alief ISD Transportation and supervised by CIA staff.

Family Engagement

Various family engagement activities and parenting workshops will be available throughout the year for all sites. All families are encouraged to attend.

Parents are required to attend at least two (2) activities per year and are encouraged to attend all available activities. Parents may also be asked to serve on the Family and Community Engagement Committee to help guarantee a setting that will reflect the needs of today's families.

Weather Policy and School Closures

- ❖ CIA will follow the Alief ISD policy and practice for closing during inclement weather and school closures.
- ❖ If inclement weather develops during the school day and schools are closing early or if inclement weather develops during CIA program hours, please make arrangements for your child(ren) to be picked up immediately.

2022-2023 CIA Sites		
ESSER Campuses	21 st Century Cycle 10	21 st Century Cycle 11
1. Alexander Elementary	1. Chambers Elementary	1. Best Elementary
2. Boone Elementary	2. Chancellor Elementary	2. Collins Elementary
3. Cummings Elementary	3. Horn Elementary	3. Hearne Elementary
4. Heflin Elementary	4. Klentzman Intermediate	4. Landis Elementary
5. Kennedy Elementary	5. Owens Intermediate	5. Smith Elementary
6. Liestman Elementary	6. Holub Middle School	6. Youens Elementary
7. Mahanay Elementary	7. Olle Middle School	7. Budewig Intermediate
8. Martin Elementary		8. O'Donnell Middle
9. Outley Elementary		9. Alief Middle (HCDE)
10. Mata Intermediate		10. Killough Middle (HCDE)
11. Miller Intermediate		
12. Albright Middle		

