

Lexington Public Schools Afterschool Programs Parent/Guardian Handbook



2024-2025

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Mission Statement: In collaboration with parents/guardians, school staff, and community partners, the LPS Afterschool Programs aim to support students in reaching their full potential by providing expanded learning opportunities. These include homework assistance, recreational activities, and enrichment experiences within a safe and nurturing environment.

Program Description: The Afterschool Program is a 21st Century Community Learning Center (21stCCLC) that offers all students opportunities in a safe, supervised, and engaging environment during out-of-school time. The program is designed to provide homework assistance in key subject areas, along with additional instruction through academic enrichment and special interest activities. Teachers, paraprofessionals, community-based organizations, and volunteers collaborate to offer a variety of unique programming options.

The program has three core objectives:

- 1. Improve student learning**
- 2. Increase social/behavioral benefits**
- 3. Enhance family/community engagement**

Enrichment Activities: Students in the Afterschool Program can participate in interactive and project-focused activities that help build social skills and foster new abilities. Parents/guardians are also encouraged to attend these enrichment activities with their child.

Academic Support: The Afterschool Program offers homework assistance and academic/intervention support. Support is also provided to all Middle School Student Athletes that become “at risk” or “ineligible” during their participation in sport activity seasons.

Funding Sources: The Afterschool Program receives limited funding through a matching grant from the Nebraska 21st Century Community Learning Center (21stCCLC), provided by the Department of Education. Additional support comes from small grants, community partnerships, fundraising efforts, and donations.

Registration and Enrollment: Students in grades K-8 attending Lexington Public Schools, as well as homeschooled students, are eligible to participate. Parents/guardians must complete the Afterschool Program Online Enrollment Form before their child can attend. Online forms will be available to all families in the school district.

Removal from Afterschool Program: Students may be excluded from the program for reasons including late pickups, poor attendance, lack of participation, behavior issues, or threats to self or others. The Middle School Afterschool Program reserves the right to disenroll any student as deemed necessary or appropriate.

Parent/Guardian Involvement: Parents/guardians are encouraged to participate in the program’s family engagement events.

Schedule:

Elementary Afterschool Programs: Operate from 3:25 PM to 5:50 PM, Monday through Friday.

Middle School Afterschool Program: Operates from 3:25 PM to 6:00 PM, Monday through Friday.

Parents/guardians are expected to pick up their child on time. If a student is not picked up and attempts to contact the parent/guardian or emergency contacts are unsuccessful, local authorities may be contacted for assistance.

To ensure students benefit from the 21st Century Community Learning Center, regular and consistent attendance is required. 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. Students will be scanned in and out, and participation time will be tracked for reporting purposes.

Excused absences will be accepted with parent/guardian communication explaining the absence. Excessive absences may result in removal from the program.

The program's days of operation coincide with those of the Lexington Public School District. In the event of an early dismissal due to inclement weather, LPS will use School Messenger to send an automated recording to the parent/guardian’s phone.

Snack: A snack is provided to all students enrolled in the Afterschool Program.

Photographs: The Afterschool Programs may use photographs or other electronic media images of students to promote and expand the program. Please indicate on the enrollment/permission form whether or not you authorize your child to be photographed.

Off-School Premises: Parents/guardians must indicate authorization for the Afterschool Program to take their child off school premises for program-related outings. Authorization will be indicated on the enrollment/permission form.

Emergency Dismissal Procedures and Health Policy: If a student becomes ill or is injured during programming hours, a parent/guardian or emergency contact will be notified to arrange for the student to be picked up. If the situation requires immediate attention, the program will call 911, and the student will be transported to the hospital by ambulance. Please report any contact information changes as soon as they occur.

Students who feel ill or are injured during program hours should seek immediate assistance from the nearest staff member. Staff members will contact the parents/guardians to pick up students from school when necessary. If a student needs medical attention but parents cannot be reached, emergency services will be summoned, or the student will be taken directly to a doctor or hospital.

Student Guidelines and Discipline: Disciplinary actions will be handled according to the Lexington Public School's Handbook and the Middle/Elementary Supplemental Handbooks. Consequences may vary depending on the circumstances. The Afterschool Program reserves the right to terminate a student's participation if necessary.

Behavior Management: The Afterschool Program uses the Positive Behavioral Intervention and Support (PBIS) system, which includes rules, routines, and physical arrangements developed and taught by the school staff to prevent behavior issues. Students will receive reminders and redirection to encourage positive behavior. If a student is disruptive or needs time to regain self-control, they will be removed from the group, and a staff member will discuss the misbehavior with them. The program will notify parents/guardians as soon as possible if their child's misbehavior causes a significant disruption. If misbehavior continues, the Site Manager will contact the parent/guardian to arrange a meeting. If the student exhibits behavior that threatens their safety or the safety of others, they may face disciplinary consequences, including exclusion from the program. The building principal and program coordinator will also be notified.

Afterschool Program Behavioral Problem Protocol:

Minor Incident #1: Time out/talk with a staff member – If a student struggles despite positive encouragement and redirection, they will be asked to take a break with a staff member.

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

Minor Incident #3: Suspension – If the behavior continues after several incidents (#1 and #2), the student will be asked to take a break from the program. A meeting with parents/guardians will be arranged to create a behavior plan for the student's return.

Minor Incident #4: Removal from the program – If misbehavior continues or if the student poses a risk to themselves or others, the program coordinator reserves the right to remove the student from the program.

Major Incident #1: Talk with a parent/guardian – If a student's behavior is particularly disruptive or persistent, parents/guardians will be asked to discuss the behavior at pick-up time or arrange a meeting to find a solution.

Major Incident #2: Suspension – If the behavior continues after several incidents (#1 and #2), the student will be asked to take a break from the program. A meeting with parents/guardians will be arranged to create a behavior plan for the student's return.

Major Incident #3: Removal from the program – If the student continues to misbehave or poses a risk to themselves or others, the program coordinator reserves the right to remove the student from the program.

The program coordinator reserves the right to remove any student as deemed necessary or appropriate.

Parent/Guardian Communication/Concerns: Direct any questions or concerns related to the Afterschool Program to the Site Manager, not the building principal. If needed, the Site Manager will relay information to the Program Coordinator, Amber Nichols. You can contact the Lexington Afterschool Programs Project

Coordinator at 308.324.1228 or via email at amber.nichols@lexschools.org. If necessary, the Site Manager and Program Coordinator will involve the building principal in an incident or concern.

Communication: The Afterschool Program maintains an open-door policy. Please feel free to direct any questions or concerns related to the Afterschool Program to the Program Coordinator at any time.

Parent/Guardian Handbook: All parents/guardians will receive this handbook and will be required to complete the “Receipt Form.”

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Receipt Form

Name(s) of student(s) who are attending the Afterschool Program:

*Only one receipt form per family.

Student(s):

By signing below, I acknowledge I have received and read the Afterschool Program Parent/Guardian Handbook.

Parent/guardian /Guardian Name (Printed)

Parent/guardian /Guardian Signature

Date