



Student/Parent Handbook

***2023- 2024**

****Please read, complete the last page,
and return the signed
Parent/Student Acknowledgement Form
and the Interest Survey to the ACES Office
within 5 days of receipt.***

	<p>This project was funded in its entirety Under Title IV, Part B of the Every Student Succeeds Act (ESSA), Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grant funds, through a grant agreement with the New Jersey Department of Education.</p>
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Written: October 1, 2019

Revised: October 26, 2020; September 13, 2021, August 24, 2022, September 14, 2022, September 15, 2023



WELCOME TO ACES 2023-2024

The Nita M. Lowey 21stCCLC Mullica Township School District ACES Program is a federally-funded, state-monitored 21st Century Community Learning Center that provides quality "before/after" school programming to eligible students.

The ACES Program is **FREE** to all students in Grades 3-8, and Mullica resident students who attend Cedar Creek High School (Grades 9-12).

During the 2023-2024 school year the Mullica ACES Program will offer a combination **AM/Morning ACES Program** and a **PM Afternoon ACES Program**.

AM/Morning ACES (Grades 3-8) 7:00AM-8:30AM **Starts 9/7/23**
PM/Afternoon ACES (Grades 3-12) 3:35PM-5:35PM **Starts 9/26/23**

AM/Morning ACES operates before school everyday school is in-session. AM Morning ACES provides students:

- A breakfast snack;
- Academic Support;
- Fitness, Yoga/Meditation, Movement Activities.

PM/Afternoon ACES operates after school on selected Mondays - Fridays, over 3 Cycles (Sept-Dec; Jan-March; April-June). PM Afternoon ACES provides students:

- A healthy snack;
- Academic Support;
- Enrichment opportunities in STEM, ELA, Science, and Math;
- Clubs and Activities focused on the arts, youth development, life skills, social-emotional health and well-being, physical fitness and movement;
- FUN FRIDAYS or WACKY WEDNESDAYS or THRILLING THURSDAYS which may include themed in-school events, out-of-district field trips, and/or Family Events.

Special Family and Community Engagement Events are scheduled on a monthly basis.

Parents and/or siblings of registered students are invited to participate in these events.

***NOTE: Bus transportation is not available for AM Morning ACES. at this time. PM Afternoon ACES does provide courtesy bus transportation. Bus stops are NOT based on regular school bus routes. Courtesy/Activity bus routes have stops in locations "centralized" for clusters of students in given locations/areas.**



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Nita M. Lowey 21st CCLC Mullica ACES Program GOALS and MISSION STATEMENT

It is our vision to offer high quality, hands-on and inquiry based opportunities in an afterschool environment to all registered participants that will yield improved academic achievement, positive behavior, social interaction and parental involvement while preparing students for the 21st Century.

The Mullica Township Schools' 21stCCLC ACES is dedicated to providing a safe environment facilitated by nurturing adults where opportunities in academic remediation and enrichment, positive youth development, culture and the arts, health/nutrition/fitness and physical activity are provided. Opportunities and activities and programming for parental involvement are also offered.

ACES provides the following services to registered students:

- Remediation and enrichment in math, science and language arts
- Tutoring & Counseling
- The Arts: Cultural, Visual and Performing
- Character Education
- Physical Fitness/Health and Wellness
- Technology

Attendance is vital for our ACES Program to receive federal funding. Students are required to "check-in" for program reporting purposes. Mullica ACES needs 151 students to register a minimum of 30 days attendance to receive continued funding.

Our ACES Program Schedule is based upon the Mullica Township School District Instructional Model approved by the Mullica Township Board of Education and the School Restart and Reopening Plan, as submitted to the New Jersey Department of Education. The 21stCCLC ACES Calendar will mirror the School District Calendar, and is subject to change.

Questions or Comments? Please e-mail: brheault@mullicschools.com

Mrs. Barbara Rheault - 21st CCLC Program Director





ACES PROGRAM FAQs

Vision: It is our vision to offer high quality, hands-on and inquiry based opportunities in an afterschool environment to all registered participants that will yield improved academic achievement, positive behavior, social interaction and parental involvement while preparing students for the 21st Century.

Mission: The Mullica Township School District 21st Century Community Learning Center (21stCCLC) also known as ACES: Afterschool Coyote Experiences, is dedicated to providing a safe environment facilitated by nurturing adults where opportunities in academic remediation and enrichment, positive youth development, culture and the arts, health/nutrition/fitness and physical activity as well as opportunities for parental involvement are offered.

Services: ACES offers the following services to students and families of the center:

- Remediation and enrichment in math, science and language arts
- Tutoring & Counseling
- The Arts: Cultural, Visual and Performing
- Character Education
- Physical Fitness/Health and Wellness
- Technology

Population: The students of Mullica Township School District (3rd – 8th grades) and the students of Cedar Creek High School who reside in Mullica Township (9th – 12th grades).

Schedule of Hours: AM Morning ACES 7AM-8:30AM (Students must be signed-in by 8AM)
PM Afternoon ACES 3:35PM-5:35PM (If parent is picking-up student at dismissal, student must be signed-out by 5:25 PM)

Attendance: To ensure the success of the ACE Program, regular attendance is required.
Our funding is tied directly to our attendance numbers.

Dress Code: The Mullica Township School District Dress Code must be followed at all times. Because of the nature of some of the activities, students should wear sneakers.

Academic Assistance (formerly known as Homework Help): ACES students will be offered Academic Assistance in both the AM Morning and PM Afternoon Sessions. Students may choose to attend Extra Academic Assistance in the PM Afternoon Session, if needed. There is no guarantee that academic assistance will not be completed due to after school clubs, early parent pick up etc. Parents are encouraged to check their child's regular classwork each night to ensure its completion.

Security: Parents may enter the Main Entrance Vestibule to sign their child into and/or out of the ACES Program. Due to enhanced school safety and security, parents are not permitted to enter the building for student drop-off and/or pick-up. An AM ACES Attendance Clipboard and a PM ACES Sign-Out Clipboard are located on the table in the vestibule. ACES Staff will be stationed at the Main Entrance from 7AM-8AM and from 4:30PM-5:35PM - only on scheduled PM ACES Program days to admit students and call students for dismissal.

Safety: The Mullica Township ACES Program follows the Mullica Township School District Safety and Security Plan. The ACES Staff will follow the emergency procedures checklist as outlined in the Mullica Township District Safety and Security Plan.

Code of Conduct:

- All school rules are in effect during ACES hours.
- Disrespectful behavior towards a staff member or fellow students is not tolerated.
- Transportation home from the program is provided as a part of the ACES program. The bus travels a courtesy route to deliver students to centralized stops within the township. All students must follow the designated rules while on the bus. Rules are in effect until the student is in the custody of his/her/their parent/guardian.
- Fighting, cursing, verbal abuse, threats or physically abusive behavior are never tolerated.
- Students shall lose courtesy bus riding privileges for negative conduct. This includes disrespecting the bus driver or failure to follow the directions of the bus driver.
- Students must report to their assigned classrooms immediately following dismissal from regular day school.
- All students must participate in cleaning up after an activity and each student is responsible for cleaning up after themselves (returning materials, games, etc.)
- Students who do not adhere to this Code of Conduct and rules and policies listed in the Student Agenda Book will be referred to the Site Coordinator and/or Program Director for investigation and/or disciplinary action. Site Coordinators and the Program Director will follow the Mullica Township School District Discipline Guide.
- Violations of policy, conduct and behavior will be handled on a case-by-case basis.

Transportation: Bus transportation for PM Afternoon ACES students is offered every day that the PM Afternoon ACES Program is in session.

Our ACES buses are courtesy buses and the bus routes/stops do not coincide with regular school bus routes or stops. Please be aware that these stops are clustered around all Mullica Township School student's registered school addresses.

Students who will regularly be picked-up from ACES shall provide an email to ACES Data Clerk kmartinez@mullicschools.com and the ACES Director brheault@mullicschools.com if there is a change to pickup plan(s). Changes might include, but are not limited to, if a student needs to take the bus home, a different parent/adult will pick-up the child, and/or if the child will require daily transportation.

Students who are being signed-out or picked-up by their family and/or an approved release person for regularly occurring "outside-of-school activities" (example Wednesday Scouts, Tuesday music lessons, Thursday soccer; Monday cheer, etc.) will need to send a one-time email to the Data Clerk and Director (see email addresses above) in order to inform ACES Staff.

In the event of an emergency, or last-minute change of plans, an email should be sent to the Data Clerk and Director. Students are required to ride their assigned ACES bus unless other arrangements have been discussed with the Project Director or Site Coordinator.

Students NOT picked-up and signed-out by 5:25 PM will be placed on their assigned ACES Courtesy Bus. ***ANY misbehavior on the bus will result in disciplinary action that may result in, but is not limited to, temporary and/or permanent suspension of bus/transportation privileges.***

Pick-Up: Parents are encouraged to have their child ride the ACES Courtesy Bus home, however, parents who wish to pick-up their child must sign-out their child at the Main Entrance Vestibule by 5:25 PM. Students cannot be “dismissed” like a “walker”. Students NOT picked-up and signed-out by 5:25PM on a consistent basis - or a pattern of lateness is established - may be paused and/or suspended from the ACES Program.

Snacks: Will be offered during the AM Morning and PM Afternoon Session to all ACES students.

Family Education: We will be offering workshops and different themed family nights to families throughout the year. We welcome any and all suggestions!

Field Trips/Fun Fridays: In order to attend any out-of-district ACE field trip, students must meet program attendance requirements, and not have any disciplinary referrals within 45 days of the event. Parents must also sign and/or provide parental permission on the ACES Application (paper or on-line form). *Keep in mind, students must attend a minimum of 110 days in program (or log an 85% attendance rate from their program start date prior to March 1, 2024) to be eligible to participate in our END-OF-PROGRAM ALL-DAY FIELD TRIP(S). Students registered in ACES after March 1, 2024 must attend 95% of ACES Program Days to be eligible to participate in the final all-day field trips.*

Evaluation of Program: The NJ Department of Education requires recipients of the 21st Century Community Learning Centers Program (ACES) funding to hire an outside evaluator to conduct a local program evaluation. Management & Evaluation Associates (M & E) have been contracted to evaluate ACE. M & E will review on-data from program staff, conduct periodic on-site visits to review program documentation, and interview program staff. Families, students, and staff will be surveyed periodically to collect data on their perceptions about the program.

Questions/Concerns: If you have any questions, concerns, suggestions or ideas please contact the ACES Office Staff.

Project Director: Barbara Rheault

609-561-3868 ext. 251

brheault@mullicschools.com

Program Site Coordinators: Jacki Lugg, Christy Rivera,

jlugg@mullicschools.com (AM Morning ACES)

crivera@mullicschools.com (PM Afternoon ACES)

Data Entry Clerk: Kristin Martinez

609-561-3868 ext. 300 (8AM-1:00PM) OR ext 121 (after 1PM)

kmartinez@mullicschools.com



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PARENT & STUDENT HANDBOOK ACKNOWLEDGEMENT

By signing below, the ACES Student and Parent acknowledge that they have received a copy of the Student/Parent Handbook, and that they are aware of the rules, student code of conduct, and program expectations.

Student Name Printed

Parent Name Printed

Student Signature

Parent Signature

Student Grade

Date

PARENT & STUDENT INTEREST INVENTORY

(CHECK ALL THAT APPLY)

- I will take advantage of AM Morning ACES.
- I will take advantage of PM Afternoon ACES
- I will take advantage of both AM Morning and PM Afternoon ACES.
- I would be interested in participating in SUPER SATURDAY FAMILY EVENTS at the school and/or at off-site locations. I understand that transportation would be my/parent responsibility
- I would like to participate in in-person PARENT WORKSHOPS
- I would like to participate in in-virtual PARENT WORKSHOPS
- Activities/Clubs/Events we would like to see offered during PM Afternoon ACES

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