

### Middle School After School Program

Any Middle School student who remains at School after the 3:25 p.m. or 4:00 p.m. (Athletics) dismissal (2:25 p.m. for Wednesday) will be expected to be in the After School Program. Parents must pick students up from the appropriate space by 6:00 p.m. Late pick up fees are \$15 per 15 minutes after 6:00 p.m.

Students may sign up for the regular 5-day-a-week program or for regular partial week use on predefined days of the week, e.g. every Tuesday and Thursday. There is also an option to enroll for only a particular sports season.

### Schedule for After School Program

Beginning at 3:25 p.m., students are expected to sign in with an After School Program staff member in their respective pods (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade). Students must remain in the pod until 3:45 p.m. with the staff member in order to help faculty and parents distinguish between students who are outdoors awaiting their carpool, and students who need to be signed into After School Program. Despite being the end of the School day, students must remain respectful of any faculty who may be working or conducting meetings or tutorials in their classroom. This time window is a great opportunity for students to gather the things from their lockers that they'll need for sports or homework.

The computer lab is not going to be open until after 3:45 p.m., and may ONLY be used with a signed Tech Pass from a faculty member.

Precisely at 4:30 p.m. the students will be given snack. If you expect to take your student earlier than that, please make sure they leave home in the mornings with either enough food from home to last until they are picked up, or money for the vending machine. Students who check in after a late sports practice or game might need to bring something extra to have as well; snack is usually put away once all of the students have received something to eat and drink. Only After School Program students receive snack.

At 5:45 p.m., students are expected back in the building if they are signed out to another part of campus, excluding sports games (where a staff member will be present) or any other activity with consent of the parent.

Please remember to check your calendar for half-days or holidays, as After School Program may not be held those days.

## Rules and Guidelines

Please take a moment to review these with your student. Students are expected to follow the Student Behavior Guide, which details the behavior philosophy of the School and specifies expectations for students and community members when on campus, or elsewhere. This applies to all students, whether or not they are part of the After School Program. The possible consequences remain the same for misbehavior, including a verbal and/or written warning, and receiving an appropriate Level (1, 2, and 3) for their actions. This includes Academic Honesty – the Homework Club is going to be a resource for students to help one another when appropriate. Utilizing their own intellectual and creative talents is a must.

### - **First Aid and Safety**

- If a student is injured, they should immediately tell an After School Program staff member, all of who have been trained in basic First Aid and CPR. **Parents will be called immediately if a student is sent to the School health center for an injury.**
- Students may not participate in any unsupervised athletic activity.

### - **Computer Lab**

- The computer lab is off-limits for non-academic usage. A Tech Pass is required, with the appropriate amount of time specified, from a faculty member.
- Games are not permitted in the computer lab.
- No food or drink is permitted in the computer lab.

### - **Outdoor Activity**

- Students are able to sign out to the central part of the campus, but must obtain prior permission. This includes sports games, the vending machine, visiting faculty parents, or playing on the sport court.
- If students want to visit the library, they must have an After School Program staff member call to obtain permission from the library, and to inform the librarians whom they should expect.
- Students are to observe the same tree-climbing rules set forth by the School, and must have a buddy with them.
- Students may not use their skateboards, rollerblades, or roller skates at School. This includes Heelys (shoes with wheels installed).

### - **Electronic Equipment**

- As per the spring 2007 Middle School faculty decision, **Electronic devices may not be used while students are on campus during the School day. The School day lasts from 7:30 a.m. to 6:00 p.m.**
- Cell phones are included in this, with the exception of the time window between 3:20 p.m. and 3:45 p.m. (Wednesdays 2:20-2:45 p.m.). The time period is solely for parents and students to be able to check in with each other as to their afternoon plans. There is no frivolous cell phone use allowed even during this time period. Any

other cell phone usage agreement must be brought to Dana Harrison for approval.

- **Trash and Recycling**

- Students are expected to recycle any and all waste that is deemed recyclable. This is an expectation of the School for students, as members of our community.
- Trash from snacks **MUST** be disposed of properly. Snack remains a privilege of the After School Program, and if it is found littered around or outside of the building, snack may be withheld for some time.

- **Homework Club**

- Students are welcome to use certain rooms in the Middle School as work areas. Staff members will rotate among the rooms to supervise and assist with any tutoring that students may need.
- Doors are to remain open when inside classrooms.
- Like the computer lab, food and drink are not permitted inside any of the classrooms.
- Students may not remove anything from the classrooms, including textbooks and supplies.

- **Other Areas of Concern**

- Students may not dismantle or destroy the windows and screens in the Middle School. The same rules apply to students regarding destruction of community and School property during the After School Program that apply during the School day.
- Students may only interact with students from the upper or lower School in a supervised communal area, such as the library (for which they would need prior permission) or a sports game.
- Students must check out with a staff member when they are being picked up.
- Students must sign out using the appropriate sheet indicating where on campus they will be, what time they are leaving, and what time they returned. If a student signs out to a location, they are expected to be there at any time until they sign back in.
- Students may not use computer chairs from the lab or reception office in any other location.

## After School Activities

Students should brainstorm as to what kind of activities and hobbies they would like to participate in, and with permission from parents and staff members, may hold meetings and plan activities. The After School Program staff must approve all activities, and we will monitor them. Activities that might include equipment usage (music, arts, technology) will also have to obtain prior permission from a faculty member.

### **Suggestions Include:**

- Homework Club (first and foremost)
- Capture the Flag or Ultimate Frisbee team
- Filmmaking
- Book Club
- Comic Books (making or discussing)
- Music Club (composing or discussing)
- Art Club
- Etc! Encourage your students to suggest their own hobby, be it an individual activity or team game!

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During the week, the After School Program may show a film from the School's library. Listed below are titles and categories of movies for the students. If you have any concerns about a particular title or rating for your student, please indicate on this sheet which film(s) you would like to restrict for our son or daughter, and return it to the After School Program. Only the films on the list below will be shown. Additionally, we will show one film per week. The majority of our films are Disney, PBS, or PG rated.

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|----------------------------------|-------------------------------------------|
| - Babe                           | - Freaky Friday                           |
| - Annie                          | - Chicken Run                             |
| - Separate but Equal             | - Buddy                                   |
| - The Nightmare before Christmas | - Shiloh                                  |
| - Prince of Egypt                | - Shaka Zulu                              |
| - Jumanji                        | - Superman the movie (Christopher Reeves) |
| - Free Willy                     | - What's Eating Gilbert Grape?            |
| - Romeo and Juliet (PG-13)       | - The Motorcycle Diaries                  |
| - Gandhi                         | - Shrek                                   |
| - Ice Age                        | - Frankenstein (Mary Shelley's – PG 13)   |
| - PBS Documentaries              | - Educational Films                       |

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STUDENT NAME

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FILM RESTRICTIONS

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PARENT SIGNATURE

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DATE

## General After School Program Daily Schedule

Beginning Monday, October 15<sup>th</sup> 2007

**3:25 – 3:45 p.m.** (2:25 – 2:45 p.m. for Wednesday) Any remaining students must check into After School Program. Students should report to their respective pods (6<sup>th</sup> graders in the lower level, 7<sup>th</sup> graders directly upstairs, 8<sup>th</sup> graders across the hall upstairs) to an After School Program staff member. During this time students may use their cell phones solely to contact parents/guardians/family members to coordinate afternoon plans. This is a good opportunity to gather homework material, backpacks, and anything else a student might need to take home.

**3:45 p.m.** The Tech Lab may be used after 3:45 p.m. for academic purposes only, and students must have a Tech pass signed by a teacher.

**4:30 p.m. – 5:00 p.m.** Snack is served at 4:30, including Wednesdays. Any student who has checked out with a staff member and is elsewhere on campus is responsible for watching the clock and obtaining snack themselves. Snacks are to remain inside the Middle School building. Students are only allowed 2 snacks. Snack is a privilege, and any misuse or littering may cause snack to be withheld the next day.

**5:45 p.m.** Students must return to the Middle School building at this time, if they are elsewhere on campus – with the exception of attending sports games.

**6:00 p.m.** If a student has not been picked up by this time, the students should contact their parents or guardian to establish an estimated time of pick up. Students should be packed up and ready to go.