

CARDINAL AFTER-SCHOOL PROGRAM (ASP)

Middle School (MS) ASP Procedures and Homework Help Expectations

ASP Homework Help is designed to provide students with an opportunity to be successful in their studies and assignments.

It is important that students are using their time wisely during Homework Help. The following are the ASP Homework Help Procedures/Expectations:

- ASP students should have all the necessary materials for the work that they need to do in ASP.
- All materials should be obtained from the locker at the 3:20 bell and taken to the homework help room before the student reports to the elementary commons for snack.
- ASP students should always have a library book with their homework help materials so that can read after the homework is complete. If he/she does not have a library book, he/she may go with a staff member to the ASP room to pick one from the book shelf. Please enter this room quietly since it is also used for ASP homework help time for another group.
- Seats are assigned if teacher(s) sees a need that best assists the objective for homework help... (See highlighted above).
 - If seats are assigned: students are to be in their assigned seat when Homework Help begins
 - Students are to remain in their assigned seat to work the entire homework help time
- Students are to work independently and quietly. If a student is planning to work on a group project with other ASP attendees he/she must check in the lead ASP teacher for approval.
- ASP staff (Teacher and PAL) is required to ask the students what the 'status is of their assignments'. Meaning, students are required to show proof of assignment list through agenda books or the middle school homework links on the website through use of the iPad.
- If an ASP staff member (Teacher or PAL) requests to view the student's work, the student must show his/her work so that the ASP staff member may check for accuracy. This is an important component of the work our ASP staff is expected to do.

iPad:

- Students may receive permission from the ASP teacher to use their iPad for academic purposes only.
 - The student must request the use of/purpose of the iPad.
 - Teacher may deny request if history of misuse exists.

- This denied request must be reported to Mrs. Lowery so that communication with dayside teacher associated with the iPad assignment may be notified.
- Music is only allowed on the iPad at the discretion of the teacher. If students receive permission to use their iPad for music earphones must be used and at a volume that cannot be heard by others.
 - If permission is granted, students must keep their iPad closed unless they are using the iPad for academic need.
- Misuse of the iPad will result in privileges denied during ASP. Discussion with the dayside teacher associated with iPad use for an assignment will take place between the dayside teacher, Mrs. Lowery and the student to help the student determine how to complete the task/assignment using another resource/method.

Personal Devices:

- Students are not allowed to use their phones or personal devices during any component of the Cardinal After-School Program.
- In emergency situations when a phone may potentially be needed, it is the student's responsibility to talk with Mrs. Lowery to request the use of his/her phone.
 - This request may be denied depending on the need.
 - Phones are available within the building for students.
 - Any emergency call to parent should be completed by Mrs. Lowery

Failure to follow the outline of the MS ASP homework help procedures/expectations will result in following the steps for not complying with the Cardinal After-School Program expectations outlined on the Expectation/Consequence plan signed by you and parent at date of enrollment.

Three minors or one major will result in an action plan with a parent which may result in a suspension of ASP attendance.

Disrupting the success of other students will result in removal from the learning environment, a call to parent, and a potential change in dismissal plans for that day.

***** This form has been duplicated so that you may keep one copy for your records.*****

Please return signed copy to Mrs. Lowery, ASP Coordinator Thank you!

I have read the Middle School Cardinal ASP Expectations.

Student signature: _____

Parent signature: _____ Date: _____