

CARDINAL AFTER-SCHOOL PROGRAM (ASP)

Middle School (MS)/ High School (HS) ASP Procedures and Academic Practice Expectations

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

- ASP students should have all the necessary materials for the work that they need to do in ASP.
- If a student is assigned to an academic practice room, all materials should be obtained from the locker at the 3:20 bell and taken to the designated academic practice space in the Middle School wing before ASP snack or brought with him/her to the commons.
- ASP students should always have a library book with their homework materials so that the student can read after the homework is complete.
- Seats are assigned if teacher(s) sees a need that best assists the objective for Academic Practice ... (See highlighted above).
 - If seats are assigned: students are to be in their assigned seat when Academic Practice begins
 - Students are to remain in their assigned seat to work the entire academic practice time • Students are to work independently and respectful only thinking of others' needs unless the lead teacher approves work in pairs or groups.
- 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 completed or of question through utilizing the middle school homework links on the website through use of the school device.
 - We will check with the student and his/her MS homework planner and the MS Homework Link to also identify daily assignments and needed review.
 - [MS Homework Planner Protocol](#) *-not sure if this protocol is still in place; looking into this. In the meantime, use this protocol*
 - [HS Resource Protocol](#)
- 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.
 - The order of Academic Practice work will follow the School Day Focus/Resource order of attention
 - What is due tomorrow.
 - Math
 - ELA

- All other subject matter.
- What is past due.

Chromebooks:

- Students may receive permission from the ASP teacher to use their school device for academic purposes only.
- The student must request the use of/purpose of the Chromebook.
- Music --

Music is only allowed on the school device at the discretion of the teacher. If students receive permission to use their school device for music, earbuds/earphones or headset must be used at a volume that cannot be heard by others.

- If permission is granted, students must keep their school device closed unless they are using the device for an academic need.
- Teacher may deny request if history of misuse exists.

Misuse of the school device will result in privileges denied during ASP.

Discussion with the dayside teacher associated with school device 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/Phones:

- MS and HS students may use their personal devices **during snack time only 3:20-3:30 unless ASP Teacher gives permission.**

If a student utilizes their personal device during Academic Practice or Enrichment he/she will receive one warning. A second offense will result in the loss of the phone for the remainder of After-School Program time. The phone will be given to Mrs. Lowery. The phone will be returned to the student at the end of ASP on the day of the offense. If a third offense occurs the phone will be in the possession of Mrs. Lowery until the parent picks up the phone.

- In emergency situations when a phone may potentially be needed, it is the student's responsibility to talk with the lead Teacher/Para in the room or 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 a parent should be completed by Mrs. Lowery.

Failure to follow the outline of the MS/HS ASP Academic Practice procedures/expectations will result in following the steps for not complying with the Cardinal After-School Program will follow the dayside protocol. 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.

Dismissal:

- HS students may leave the building at 4:30. Students must vacate the premises if this is the chosen option for the student. Any HS student remaining at school must follow ASP plans for the day.
- MS students may not leave the building/our program unless parent/guardian is present to pick up student or a note from parent regarding dismissal changes is obtained prior to 3:20 of program day.