

# A.S.E.S.

After-School Education & Safety



## Parent Handbook

**After-School Education & Safety (ASES)**

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Student Programs Office

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&

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Our mission is to provide high-quality after-school programming in an engaging and interactive environment. We emphasize the eight Core Ethical Values of Buena Park's School District: responsibility, cooperation, compassion, integrity, perseverance, civic duty, honesty, and respect.

### Schools

Gordon H. Beatty • Arthur F. Corey • Carl E. Gilbert • Mabel L. Pendleton • James A. Whitaker • Buena Park Junior High

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## **ASES HISTORY, PURPOSE AND OBJECTIVES**

The After School Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California *Education Code* 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students.

The Buena Park School District and California State University, Fullerton (CSUF) are working in partnership to provide students and families the highest quality program possible. The Center for Internships & Service-Learning at CSUF provides the staff with expert training by utilizing both faculty and staff with expertise in the areas of child development, curriculum development, learning, and after-school programming.

## **Program Description**

Academic achievement is the primary focus of the program along with enrichment activities that foster youth development and self-esteem. The academic component of the ASES program is a structured reading program that offers instructional practices and reading strategies for struggling readers. The *Read for Real* instructional model teaches comprehension, vocabulary, and fluency through content-area selections appropriate to different reading levels. The program teaches efficient strategies for Before Reading, During Reading, and After Reading. Through exciting, content-area reading, the instructional model teaches comprehension, vocabulary, and fluency. The ASES program also provides an enrichment program that has been developed based on the standards from the state guidelines Visual and Performing Arts, Physical Education, and results from student interest surveys at all elementary and middle schools. CSUF coordinates opportunities for students through special projects developed by interns and service learning students. The Physical Education component of the program is the Catch program a standards-based physical education program provides developmentally appropriate skill and fitness activities for all elementary and middle school students.

## **QUALITY OF STAFF**

The strength of our program is the experience and dedication of our staff. The ASES staff is supported with training, resources and the freedom to create a unique learning environment for the benefit of your children. Many opportunities are provided for the staff to share ideas and grow professionally. Our staff creates a caring and nurturing atmosphere that fosters each child's creativity and positive self-image.

## **ENROLLMENT REQUIREMENTS**

- ✓ All children participating in the ASES program must attend that school during the regular school day.
- ✓ Children are enrolled in the program on a space available basis. A waiting list is maintained by the Buena Park School District and parents of children on the list will be notified if a space is available according to their status on the list.
- ✓ Every student enrolled in the program must attend every day of the program, Monday – Friday and be picked up no earlier than 6:00 p.m. (6:15pm for BPJH).

- ✓ A Parent or Legal Guardian must attend one ASES parent orientation meeting, in order for their child to be enrolled and remained enrolled in the ASES program.

The ASES program does not discriminate on the basis of sex, race, religion, ethnicity, national origin or a condition requiring special needs. If, however, the nature of a child's condition requires special therapy or special staffing, the child will not be enrolled until special arrangements can be made.

### **ATTENDANCE POLICY**

Each child is required to attend every day of the program Monday – Friday. This is to ensure that all children are receiving the full benefits of the program and what it has to offer. Any child that acquires more than three (3) unexcused absences or three (3) excused absences in a three (3) month span will be dropped from the program, and put on the waiting list. Every day attendance is very crucial to the program and therefore attendance will be taken seriously throughout the academic school year.

### **DAYS AND HOURS OF OPERATION**

The ASES Program hours are:

- **Gilbert ASES** - M, T, W, F from 2:30 p.m. to 6:00 p.m.  
Early Release Thursdays from 12:25 p.m. to 6:00 p.m. No bus pick up.
- **Beatty ASES** - M, T, W, F from 2:15 p.m. to 6:00 p.m.  
Early Release Thursdays from 12:10 p.m. to 6:00 p.m. Bus pick up at 5:35 p.m.
- **Pendleton & Corey ASES**– Monday through Friday, 2:45 p.m. to 6:00 p.m.  
Early Release Thursday from 12:40 pm to 6:00 pm. Pendleton 6:00 PM and Corey bus pickup at 5:50 p.m.
- **Whitaker ASES** – Monday through Friday, 2:35 p.m. to 6:00 p.m.  
Early Release Thursday from 12:30 pm to 6:00 pm. No bus pick up for Whitaker.
- **Buena Park Junior High ASES** – Monday through Friday. 3:15 p.m. to 6:15 p.m.  
Early Release Thursday from 1:55 pm – 6:15 pm. Bus pick up at 6:15 p.m.

The sites are open during the regular school year and children enrolled in the program are required and expected to attend for the entire school year.

### **HOLIDAYS**

All official school holidays will be observed. If school is not in session, the ASES program will be closed.

### **PERSONAL BELONGINGS/ RETURNING TO CLASS**

Jackets, backpacks, lunchboxes and other items left at the end of the afternoon will be placed in the school's Lost & Found Box. Parents are encouraged to frequently check the Lost & Found.

For safety reasons, children will not be allowed to return to their classrooms once they are signed into the ASES program. **ASES is not responsible for lost or stolen items.**

## **HEALTH CARE**

### **Sick Child Policy**

Children who are ill will **NOT** be accepted at the Site. Children who become ill during the day will be sent home. In all cases, the Site reserves the right to send home a child with suspicious or prolonged symptoms. Parent will be called to pick-up your child.

Our Site is for "healthy" children. A child who is not well does not benefit from our program and can adversely affect the health of other children. If you have any doubts about your child's health, please keep your child home and contact your doctor. When a child is absent due to illness, the parent/legal guardian is asked to notify the Site as early as possible by calling Kaivan Yuen, Director of Student Programs at (714) 736-4288 with the name of the child, school he/she attends and cause for absence.

### **Please keep your child at home if he/she has any of the following symptoms:**

A temperature of 100° or any fever accompanied by:

- A severe cough
- Earache or draining ear
- Sore throat
- A rash of any kind until diagnosed
- Colds with colored discharge
- Diarrhea or vomiting
- Red, runny or matting eyes - may be pink eye (conjunctivitis)

### **Communicable Diseases**

Any type of communicable disease (measles, mumps, chicken pox, strep throat, lice, pin worms) your child may have is considered extremely contagious and must be reported to the Director of Student Programs, Kaivan Yuen 714-736-4288.

### **If a Child Should Get Sick During the Program...**

In the event your child becomes sick while at the Site, you will be promptly notified. We expect that you will come to the Site as quickly as possible to take your child home. An illness report will be completed and reviewed with you regarding the return date for your child. The next page shows an Illness Chart developed by the U.S. Department of Health that can serve as a guide for you in returning your child to the program.

## ILLNESS CHART

<b>Illness:</b>	<b>May Return:</b>
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (pink eye)	24 hours after start of treatment (If drainage and excessive tearing have stopped)
Diarrhea	24 hours after last loose stool
Fever	24 hours after being fever free without the use of fever reducing medication
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment with a lice product such as RID and no LIVE lice is present
Pin worms	After treatment is completed
Scabies	24 hours after start of treatment
Strep throat	48 hours after start of treatment
Poison Ivy	After lesions have dried up
Vomiting	24 hours after last vomit

### Dispensing of Medication During ASES

We will contact the school nurse and an action plan will be developed on a case by case basis.

### Ouch Reports

Minor injuries sustained during the program are reported to the families on an Ouch Report. Families are called immediately in the event of a serious or questionable injury. You will receive a copy of the Ouch Report when you pick-up your child.

## **PICKING YOUR CHILD UP FROM THE PROGRAM**

### General Safety

Our parking area can be a busy place at certain times of the day. Please help us provide a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child's hand in the parking lot.
- Please make sure your child doesn't run ahead of or behind you upon pick-up.
- Upon arrival please turn off your car.
- Please drive slowly in our parking lot.

### Sign-out Authorization Policy

Please go directly to the designated area at pick-up time to sign your child out. **No persons other than those who appear on the authorization list will be allowed to pick-up your child.** No changes to the departure authorization form will be accepted by phone. If you need to make changes or add to the authorization list, please send a written note with your signature and date so that those changes can be made. All students must be signed out at the ASES school site designated location on an every-day basis.

### **In Cases of Separation/Divorce**

In the case of a separation/divorce, the parent maintaining custody must notify staff in writing when the visiting parent may pick-up the child.

### **Sign-out Procedures**

- Picture ID is required upon request by staff for safety reasons for every child.
- The authorized person signs the child out with the appropriate staff. For the children's safety, we will not release children until they are signed out.

**\*\*\*IMPORTANT NOTICE - All parents/guardians must walk up to the designated sign out area of the after school program and sign their child out of the program. No students other than middle school students are ever allowed to walk home without being signed out by a legal guardian who can accompany the student on the walk home. (Junior High students are permitted to walk home on a case by case basis and must have District and After school program approval before taking place)**

Please remember that once your child is signed out they are no longer under our supervision. The authorized person must supervise the child while on school grounds.

### **Late Sign-out Policy**

All children are to be signed out by 6:00 p.m. (6:15pm for BPJH) every night. We know that emergencies and situations may arise which may prevent you from picking-up your child on time. If you will be late, please call your ASES school site coordinator with your child's name, school, your name and your estimated time of arrival. The site supervisor will immediately be notified. This will help to minimize any unnecessary concerns. It is crucial to keep updated contact phone numbers in case of an emergency. If numbers are no longer in service during an emergency, the lead will call the proper authorities (see BPSD code for Students).

**If a child is picked up any later than 6:05 p.m. (6:20 Junior High) from program the child will not be permitted to attend the ASES program the next program day.**

**If we have not heard from parent/guardian at 6:15 p.m., the Program Coordinator could call the police station to have your child be picked up. The parent or guardian will then have to pick up the child from the police station. It is crucial that the parent or guardian pick up the child no later than 6:00 p.m. M – F to avoid this.**

The program only allows three (3) late pickups in total before the child be dropped from the program and/or charged a fee.

### **Early Sign-out Policy**

The program has a strict policy on children who are consistently signed out early. At any time a child is picked up earlier than 6:00 p.m. (6:15pm for BPJH), the parent/guardian signing out the child will be required to fill out an early release form. (These requests will be approved on a case by case basis by the After School Program, before going into effect). Please request an early release form from ASES staff, if needed.



Students in the ASES program are only allowed **two early releases a week (Three times a week for Junior High)** In order to ensure students are gaining maximum use of this academic program, students are not permitted to be picked up any earlier than 1 hour into program time . Please keep in mind that if a consistent habit of early pick ups is recognized and it is not due to one of the excused reasons, or the child has exceeded the maximum number of early release days, the child will be removed from the program and put on the bottom of the waiting list.

## **SNACKS**

The ASES program serves one afternoon snack per day provided by the Buena Park School District. Each snack is prepared in compliance with governing federal and state guidelines to assure nutritional value. Parents may pack a drink or alternative snack.

Any variation in diet is permitted only in accordance with the physician's written order or for religious purposes. Please notify us in writing if your child has any food allergies.

## **EMERGENCY PROCEDURE AND DISASTER PLAN**

In the event of an emergency or natural disaster, all children will be kept with the ASES staff until an authorized person can pick up the child.

If the program must relocate to another facility, a note in a visible location will be posted for your review.

## **CONFIDENTIALITY**

Information relating to your child is confidential and will not be released unless written authorization is provided by the parent or legal guardian. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to Silvia Rivas, Director of Student Programs for immediate reporting to the appropriate authorities.

## **DISCIPLINE**

One of our goals is to help your child develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. We encourage children to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build individual esteem and avoid any practices which may shame children into submission. Children are provided close supervision, gentle guidance and redirection. When all else fails, we will have the child think about the situation in a "Reflection Time." We DO NOT condone or employ corporal punishment as a means of discipline.

Please review with your child the following STUDENT CODE OF BEHAVIOR that was adapted from the Buena Park School District's code for students. The BPSD Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, and courteous and respectful towards their teachers, other staff, other students and volunteers.

## **STUDENT BEHAVIOR CODE**

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers other students and/or staff
2. Contributing to unwanted physical contact with students or staff
3. Play fighting
4. Behavior that disrupts the orderly classroom or school environment
5. Harassment of other students or staff, including bullying, intimidation, hazing, initiation activity, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering
6. Damage to or theft of property belonging to the district, staff or other students
7. Possession, use or sale of alcohol, tobacco or other drugs
8. Profane, vulgar or abusive language
9. Inappropriate dress
10. Tardiness and unexcused absence from school
11. Failure to remain on school premises in accordance with ASES rules

### **Possession of Cellular Phones And Other Personal Electronic Signaling Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess or use personal electronic signaling devices including but not limited to pagers, beepers, and cellular/digital phones, except those devices with the capability to capture digital images and/or take photographs of any kind shall be prohibited.

Permitted devices shall:

1. Be turned off during ASES instruction time and at any other time directed by an ASES employee
2. Not disrupt the ASES program

If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the BPSD staff has consulted with the student's parent/guardian.

A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.

### **Disciplinary Process**

If the above Student Code of Conduct is not adhered to, then the following process will be implemented:

First step: A written behavior notice will be sent home to notify parent/guardian of the student's misconduct.

Second step: A second written behavior notice will be sent home to the parent/guardian of the student's continuance of inappropriate behavior (suspension 1-3 days)

Third step: - All attempts to notify and correct the child's inappropriate behavior have been exhausted and the student will be dropped from the program as a result of the third behavior notice, which will be sent home with the child.

### **Dismissal from the Program with Same Day Notice**

ASES reserves the right to dismiss a child from the ASES Program for the following reasons:

1. Parent / legal guardian or child has abusive conduct toward staff members, other children, other families, or property;
2. Parent/ legal guardian or child jeopardizes the health or safety of the other children or staff.
3. Parent/ legal guardian is uncooperative / uncommunicative with staff and/ or with operating policies.
4. District Administration staff concludes that the child is not a positive participant of the program.
5. Parent / legal Guardian do not follow BPSD civil conduct policy with staff, children or parent/legal guardian of other children.

### **Behavior Agreement**

All children and parents of the ASES program must sign the Behavior Agreement in order for the child to participate. By signing the form, the child and parent agree to the terms of the program as outlined in the Parent Handbook. The form can be found on the last page of this Parent Handbook.

### **Bus Rules**

In addition to following the student behavior code, students who are transported on the school bus are to also adhere to the following bus rules.

1. Enter the bus in an orderly manner and take your seat. Remain quiet.
2. Follow instructions of the school bus driver. He/she is in charge at all times.
3. Remain in your seat while the school bus is in motion.
4. Help to keep the school bus clean and in good condition.
5. Keep your head and arms inside the school bus at all times.
6. Be courteous to the school bus driver and to fellow passengers.
7. Be alert for traffic when leaving the school bus.
8. Learn emergency drill procedures and follow them at all times.
9. No animals shall be transported on the bus.
10. Student must use the assigned bus and/or bus stop.
11. No food or gum allowed on buses.

12.No electronic devices allowed on the bus (cell phones, iPods, PSP, etc.)

**\*\*Violation of bus rules will result in a bus citation from the Transportation Department. Habitual violation of bus rules will result in loss of bus privileges.**

## **DRESS CODE**

The ASES program will abide by the Student Dress and Grooming Code (BP 5132) of the Buena Park School District. Students are expected to follow the code in the ASES program.

The purpose of student dress and grooming is to encourage students to dress appropriately and to come to school properly prepared for participation in the educational process. We believe that when students are neatly attired and when they take pride in their appearance, good behavior and better learning result. Appropriate dress not only promotes positive attitudes and behavior among students, it ensures a safe and orderly environment for all students by helping keep the program free from threats or harmful influences of any group or gang.

ASES will not allow apparel that:

1. Creates a safety hazard for students, or
2. Constitutes a serious distraction to the learning process, or
3. Conflicts with the District's philosophy and goals on the prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that their children are properly attired for school. The following guidelines must be adhered to:

1. Hats, caps, hairnets, and other types of head covering are not allowed (exception: head wear that is medically or religiously required is acceptable)
2. Clothing, jewelry, or accessories which pose a threat to the physical well-being and safety of the student or others or are disruptive to the educational process may not be worn.
3. Clothing (including jackets, jewelry, and shoes) with writing, logos, or insignias considered as being gang related may not be worn. This includes but is not limited to oversized clothing, hanging belts, suspenders, off-the-shoulders, gang or tagging-related initials on belt buckles, etc.
4. Attire which is sexually suggestive or extremely brief (such as low-cut garments, strapless or off-the-shoulder tops, tank tops or muscles shirts, undershirts, fishnet tops, short shorts or skirts exposing posteriors or that do not cover undergarments) is not allowed.
5. Attire that advocates or advertises any type of alcohol, drugs, or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
6. Shoes must be worn at all times. Thongs, socks, or sock-like footwear and slippers are not safe or appropriate for ASES and are not allowed.

These guidelines shall be in effect at all ASES-related activities except where modified by the site administrator for specific extra-curricular activities or for specific cases.

In case of questionable dress and/or grooming not covered by these and the school guidelines, the site administrator or his designee will determine the appropriateness and make the final decision.

Each year, parents and students will be made aware of the District and ASES dress code policies.

Repeated violations of the District and ASES dress policies will result in disciplinary action which may include but not be limited to a verbal warning, parent notification of incident, parent conference, and suspension of the student from the ASES program.

## **PROGRAM ACTIVITIES**

The ASES program is designed to enhance the regular school-day program with activities that emphasize education.

### **Read for Real**

The academic component of the ASES program is a structured reading program that offers instructional practices and reading strategies for struggling readers. The *Read for Real* instructional model teaches comprehension, vocabulary, and fluency through content-area selections appropriate to different reading levels. The program teaches efficient strategies for Before Reading, During Reading, and After Reading. Through exciting, content-area reading, the instructional model teaches comprehension, vocabulary, and fluency.

### **Homework Club**

Monday through Thursday the program operates a Homework Club. The homework assistance program operates for 45 - 60 minutes a day so that children have some time to complete their homework.

### **Organized Indoor/Outdoor Activities**

Includes non-competitive team sports, games, arts & crafts, and other projects that encourage children to use team skills, be creative, and challenge themselves.

### **Crafts**

Almost everything your child does during the day represents a learning experience. The act of making a craft is such an experience. We enjoy making crafts with your child. Sometimes he/she will bring home artwork or crafts. At other times, the "finished product" will be saved as part of a larger project or posted on the classroom wall. We encourage you to engage your child in discussion about their crafts. It's a fun way to bond and fun to remake the projects at home.

### **Field Trips**

Through the ASES program, there may be opportunities for your child to participate in educational and recreational fieldtrips. You will be notified in advance of the trip and will be asked to complete a permission slip so that your child may attend. Children who do not return a signed permission slip will not be allowed on the field trip.

## **PARENT PARTICIPATION**

### **Communication**

It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's development openly and honestly with your child's program staff. Families are encouraged to share personal interest including hobbies,

talents, cultural backgrounds, favorite recipes, etc. Parent involvement is valued and encouraged.

## **VOLUNTEER!**

Join the fun teaching children how to achieve in academics, recreation and character development. For upcoming events and opportunities or contact the Titans ASES Program Coordinator at 657-278-1217

## **WHO TO CONTACT**

If you have any questions or concerns regarding your child's involvement in the ASES Program, please contact the Director of Student Programs, Kaivan Yuen 714-736-4288.

## **WITHDRAWAL OF CHILDREN FROM ASES**

If you decide to withdraw your child from the ASES program, you must notify the ASES staff at your school site in addition to providing the ASES Main Office with written notice addressed to: Buena Park School District, 6885 Orangethorpe Ave. Buena Park, CA 90620, Attn: Kaivan Yuen.

## **ASES School Site Coordinators contact numbers**

- BPJH – 714-947-6911
- Pendleton – 714-947-6600
- Whitaker – 714-947-6700
- Gilbert – 714-947-6777
- Corey – 714-947-6800
- Beatty – 714-947-6900

## BUENA PARK SCHOOL DISTRICT Photo Release Form

SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_

Dear Parents:

Our class has been working on a project that could possibly result in being photographed/videotaped, either by the teacher, another District employee, or the news media. In order for your child to appear in pictures, videotapes, or on the news, we need your permission. Additional information about the possible photographing/videotaping of your child is stated below.

Please return the bottom of this form stating the decision you have made regarding your child.

<u>PHOTOGRAPHING/VIDEOTAPING INFORMATION</u>		
Class Project:		
Date of Photograph/Videotape:	Photograph/Videotape by:	Signature of Teacher

-----  
TEAR OFF AND RETURN TO THE SCHOOL

SCHOOL:	DATE:
<input type="checkbox"/> My child _____ has my permission to be photographed/videotaped on _____ for the class project:	
<input type="checkbox"/> My child _____ does not have my permission to be photographed/videotaped for this class project.	
It is understood that the school will exercise every reasonable precaution for the well-being of the children, and that adequate adult supervision will be provided.	
_____ Signature of Parent or Guardian	_____ Date
_____ Address	_____ Phone number

# STUDENT BEHAVIOR AGREEMENT

*(Please return this page to the Site Supervisor.)*

As a student in the ASES program, I realize that I have the responsibility to exercise self-discipline so that the rights of all individuals are respected.

I understand that I must comply with the school's STUDENT CODE OF BEHAVIOR (attached). Also, I understand I will be subject to the following disciplinary action/s should I violate any part of this code.

**First step:** A written behavior notice will be sent home to notify parent/guardian of the student's misconduct.

**Second step:** A second written behavior notice will be sent home to the parent/guardian of the student's continuance of inappropriate behavior (suspension 1-3 days)

**Third step:** All attempts to notify and correct the child's inappropriate behavior have been exhausted and the student will be dropped from the program as a result of the third behavior notice, which will be sent home with the child.

(Each case can and will be dealt with in an individual manner if the inappropriate behavior warrants a more severe punishment that may jump out of the order listed above.)

## **Dismissal from the Program with Same Day Notice**

The ASES program reserves the right to dismiss a child from the ASES for the following reasons:

1. Parent / legal guardian or child has abusive conduct toward staff members, other children, other families, or property;
2. Parent/ legal guardian or child jeopardizes the health or safety of the other children or staff.
3. Parent/ legal guardian is uncooperative / uncommunicative with staff and/ or with operating policies.
4. District Administration staff concludes that the child is not a positive participant of the program.
5. Parent / legal Guardian do not follow BPSD civil conduct policy with staff, children or parent/legal guardian of other children.

I have read and understand the above. I further agree to follow the rules and guidelines of the ASES program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent Agreement & Acknowledgement**

I have received a copy of the ASES Parent Handbook. I acknowledge that I have read it and understand and agree to adhere to the policies and procedures to the best of my ability. I also acknowledge that my child may be immediately dismissed from the program for any or all of the above stated reasons.

Parent / Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_