

PARENT HANDBOOK



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Providing educational excellence for all students

Newton County School System

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Newton County School System

2009-2010 School Calendar

Jul 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

- 24 Teacher Prep. Day/Prof. Learning Days for ES Staff, July 24-31
- 27 Teacher Prep/Prof Learning Day for MS and HS Staff, July 27-31
- 28 District-Sponsored Professional Learning

January

- 4 Teacher Work Day (No School for Students)
- 5 Start 2nd Semester
- 18 Martin Luther King Birthday Holiday

Jan 2010						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

- 3 STUDENTS REPORT!
- 24 Early Dismissal for Professional Learning

February

- 4 Early Dismissal for Parent Conferences
- 5 Early Dismissal for Parent Conferences
- 15 Mid-Winter Holiday Break, Feb. 15-19

Feb 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

- 7 Labor Day Holiday
- 17 Early Dismissal-Parent Conferences
- 18 Early Dismissal-Parent Conferences

March

- 18 Early Dismissal for Professional Learning End of 3rd 9 Weeks
- 19 Teacher Work Day (No School for Students)

Mar 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 2009						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

- 1 End of 1st 9 Weeks
- 2 Teacher Work Day-No School for Students
- 12 Fall Break, Oct. 12-16

April

- 5 Spring Holiday Break, April 5-9

Apr 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

- 20 Early Dismissal for Professional Learning
- 23 Thanksgiving Holiday Break, Nov. 23-27

May

- 28 LAST DAY FOR STUDENTS!
- 29 Graduation Day
- 31 Memorial Day Holiday

May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

- 18 End of 2nd 9 Weeks and 1st Semester
- 21 Holiday Break, Dec. 21-Jan. 1

June

- 1 Post Planning, ES, MS, and HS
- 2 Post Planning for MS and HS Staff

Jun 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days missed due to inclement weather may either replace selected student holidays or be added to the end of the school calendar.

SECTION XXI: Disruption of Schools

Georgia State Law 20-2-1182 states that any parent, guardian or person other than a student at the public school who has been advised that minor children are present and who continues to insult or abuse any public school teacher, paraprofessional, school administrator or bus driver while on the premises of any public school may be ordered by any designated school personnel to leave the premises. Failure to do so may be a misdemeanor offense which could result in a fine up to \$500.00.

SECTION XXII: Chain of Command

During the ASAP hours program staff is under the supervision of the Site Coordinator for his/her school. Parent concerns should follow the established chain of command:

1. Site Coordinator
2. ASAP Coordinator
3. Principal
4. Associate Superintendent of Curriculum, Instruction, and Technology

SECTION XXIII: Communication

Occasionally parents will receive special invitations to ASAP activities. Parents will be given notices at dismissal of special instructions or activities. This will be ASAP staff's means of communicating with parents. ASAP staff also encourages parents to check their child's book bag daily.

SECTION XXIV: Evaluation

The ASAP will use student's grades, attendance, and discipline records to evaluate the progress of the students. Periodically surveys will be sent home in order to obtain parent opinions of the program. Parents are asked to please take time to complete the surveys, as they are an important means of helping us better serve our students and families.

- **1st offense (verbal warning)** —Site Coordinator talks with the student and documents incident.
- **2nd offense (written warning)** - Site Coordinator talks with the student and sends a written notice home to parents. A copy of the letter will be placed in the student’s file.
- **3rd offense (suspension)** - Site Coordinator talks with the student and notifies the parent that the student has been suspended 3 days from the program. A copy of this notice is placed in the student’s file.
- **4th offense (suspension)** - Site Coordinator talks with the student and notifies the parent that the student has been suspended one week from the program. A copy of this notice is placed in the student’s file.
- **5th offense (dismissal)** - Site Coordinator schedules a meeting with the parent and the Newton County ASAP Coordinator to discuss possibility of the student being dismissed from the program for the remainder of the year.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from staff, disobeys the rules which guide behavior, or hinders participation of other children.

Severe violations may call for immediate suspension/dismissal on a first offense. Parents will be notified and a meeting with Newton County’s ASAP Coordinator will be held prior to any dismissal decision. **No re-funds or carryovers will be given if the child is suspended or dismissed from the program.**

SECTION XX: Visitors and Observations

Parents and other visitors are always welcome to visit and/or observe the ASAP. For the safety of our children, all visitors must report to the Site Coordinator’s office and obtain a visitor’s pass. Visitors such as civic groups and high school or college students who wish to volunteer their services must contact Newton County’s ASAP Coordinator to obtain permission and schedule a volunteer day and time. The Site Coordinator will follow up with volunteers and keep a log sheet of volunteer hours and activities.

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ASAP Monthly Payment Schedule

AUGUST		JANUARY	
3-7	40.00	5-8	32.00
10-14	40.00	11-15	40.00
17-21	40.00	19-22	32.00
25-28	<u>40.00</u>	25-29	<u>40.00</u>
	\$160.00		\$144.00
SEPTEMBER		FEBRUARY	
8/31-9/4	40.00	1-3	24.00
8-11	32.00	8-12	40.00
14-18	40.00	22-26	<u>40.00</u>
21-25	<u>40.00</u>		\$104.00
	\$152.00		
OCTOBER		MARCH	
9/28-10/2	40.00	1-5	40.00
5-9	40.00	8-12	40.00
19-23	40.00	15-17	24.00
26-30	<u>40.00</u>	22-26	<u>40.00</u>
	\$160.00		\$144.00
NOVEMBER		APRIL	
2-6	40.00	3/29-4/2	40.00
9-13	40.00	12-16	40.00
16-20	<u>40.00</u>	19-23	40.00
	\$120.00	26-30	<u>40.00</u>
			\$160.00
DECEMBER		MAY	
11/30-12/4	40.00	3-7	40.00
7-11	40.00	10-14	40.00
14-18	<u>40.00</u>	17-21	40.00
	\$120.00	24-28	<u>40.00</u>
			\$160.00

fever over 100° F, vomiting, diarrhea, or an accident requiring medical attention. In serious cases, the child will be taken to the local hospital by emergency vehicle for treatment, and the parents will be contacted immediately.

Distribution of Medication

According to Newton County Board of Education’s Policy (JGDC), appropriate training must be provided for personnel who assist with medication administration. Only the school nurse or authorized school personnel (as designated by the principal) can administer medication. The ASAP Site Coordinator will work with the school nurse to schedule administration of medications prior to students coming to the program. Only under special circumstances where medications must be distributed during afterschool hours will medications be distributed. The Site Coordinator will be responsible for distributing the medication and will keep it in a secure area for the safety of all children.

As long as prescribed and/or over-the-counter medicine is administered in accordance with the schedule/directions as described by the parent/guardian and/or physician, the Newton County Board of Education is released from any liability in the event of injury or adverse effects to the child as a result of the administering of such medication.

Emergency/Crisis Situations

In the event of an emergency or crisis, the ASAP staff will follow the school’s emergency plan which is on file at each site. For early dismissal due to weather or other emergencies, the ASAP staff will follow the instructions indicated on the child’s registration form.

First Aid

All ASAP staff will be trained in CPR and First Aid.

SECTION XIX: Discipline

Children are entitled to a pleasant and harmonious environment at the ASAP. Reasonable efforts will be made using positive reinforcement and management methods to assist children in adjusting to the program setting. If using positive reinforcement and management methods are ineffective, the ASAP staff will send the child to the Site Coordinator who will deal with chronically disruptive behavior in the following manner:

SECTION XV: Homework

The ASAP staff will provide appropriate time for homework. We will gladly encourage each child to use this time wisely. The ASAP staff is not responsible for checking agendas or making sure homework is complete or correct. The ASAP staff will make every effort to assist as much as possible; however, parents are responsible for ensuring homework completion and accuracy.

SECTION XVI: Child's Personal Property

Children's personal property such as coats, clothing, school bags, etc., must be taken home daily. Any personal property left at the program will be placed in a "Lost and Found" box. Although staff attempts to help children stay organized, the ASAP cannot be responsible for lost personal property. The ASAP will not be responsible for stolen or traded property. It is recommended that children not bring money, toys, food, or other items not necessary for program activities without permission from the Site Coordinator.

SECTION XVII: Insurance

Families are encouraged to provide their own accident insurance coverage. For parents who do or do not have coverage, Newton County offers accident insurance coverage ranging from \$16 to \$140 per year. Parents may sign-up for the coverage in the fall of each year at your child's school.

SECTION XVIII: Health and Safety

Students with Medical Conditions

Parents are required to complete a medical form on any child that has a chronic or temporary medical condition. The completed form will state the medical condition, medications taken, directions for administering medications, how to treat/handle the medical condition and any additional information needed to ensure the safety of the child.

Sick Children

An area called the "Care Corner" shall be designated for children who may not be feeling well. Parents will be contacted immediately for children who have any of the following conditions: contagious disease,

SECTION I: Purpose, Goals & Outcomes

Statement of Purpose

The purpose of implementing after-school programs in Newton County schools is to improve the lives of our young people by nurturing their minds, bodies, and spirits through programs that incorporate independent learning, academic support, and enrichment activities. The program also offers a safe, structured environment during a time when young people are at-risk of becoming involved in gangs, crime, or experimentation with drugs, alcohol, or sex. Students will be engaged in activities and on-going relationships that increase confidence and encourage success in all areas of their lives - at home, in school, and in the community.

Program Goals

The goals of the ASAP are to:

1. Provide quality afterschool enrichment activities.
2. Provide students a structured and safe environment that stresses responsible behavior, respect for others, and positive attitudes.
3. Provide a caring staff who will interact with the students in group and individual situations.



Anticipated Outcomes

The projected outcomes for the Newton County ASAP are to:

1. Show increased achievement in math, reading, and other academic subjects.
2. Demonstrate enhanced reading ability and motivation.
3. Complete more and better-quality homework.
4. Decrease truancy and drop-out rates
5. Decrease grade retention.
6. Decrease disciplinary problems in school.
7. Reduce exposure to gang activity, sexual activity and drug and alcohol use.

SECTION II: Expectations

Parents' Expectation of the Program

Parents may expect that:

- Their children are cared for in a safe, nurturing environment at a teacher/student ratio of 1:18 or better.
- They may visit with the Site Coordinator about concerns related to their child or the program.
- They will be informed about any misbehavior on the part of their child and meet with the Site Coordinator to bring improvement in the situation.
- They will be regularly informed about the ASAP activities.
- They will be informed promptly if their child is in jeopardy of being dismissed from the program.

Program's Expectation of Parents

The Program expects that parents will:

- Pay fees on time as explained in Section V— Fees and Payment Policy.
- Keep the child's records up to date.
- Pick up their child(ren) on time.
- Contact the Site Coordinator if the child will not be attending the ASAP for 3 or more consecutive days.
- Be attentive of correspondence that comes from the ASAP.
- Be responsible for replacing any items that their child breaks or destroys if used inappropriately.

Children's Expectations of the Program

Children may expect:

- To have a safe and nurturing environment.
- To receive respectful treatment.
- To have discipline that is fair.
- To have ASAP staff that are actively involved with them.

Program Expectations of the Children

The program expects that children will:

- Be responsible for their actions.
- Follow school rules that guide them during the day and while at the ASAP.
- Remain with the ASAP staff at all times until released by the proper authority.

SECTION XII: Class Divisions and Daily Schedule

Students may be divided according to appropriate grade levels and/or multi-grade levels based on the number of participants at that school. Classes will rotate to each activity daily. The daily schedule may vary slightly to accommodate the size of the program and the grade level of the students. A typical daily schedule will be as follows:

1. Attendance, snack, restroom
2. Homework assistance
3. Academic enrichment
4. Physical or cultural enrichment activity

** Children will be asked periodically throughout the year to give suggestions of activities that will reflect their personal interests.

SECTION XIII: Examples of Enrichment Activities

<u>Physical Enrichment</u>	<u>Cultural Enrichment</u>	<u>Academic Enrichment</u>
Jogging	Art Activities	Math
Exercise/Aerobics	Spanish	Reading
Tag Games	Movies/Films	Science
Basketball	Dance	Sign Language
Golf	Music Activities	Creative Writing
Kickball	Drama	Computer
Playground	Cooking	Educational Games
Volleyball		
Free Play		



SECTION XIV: Snacks

Light snacks will be provided daily. Examples of snacks served are as follows:

Crackers/Cookies	Sun Chips	Vegetables/Dip
Milk or Juice	Sandwiches	Applesauce
Popcorn	Yogurt	Fruit

SECTION IX: Keeping Enrollment Forms Current

The ASAP expects the registration information to be kept current. The parent must provide new information to the Site Coordinator regarding emergency contacts, authorized sign-out persons, address or telephone number changes, and change of employers.

SECTION X: Closing Time and Late Fees

Closing

The closing time for the ASAP is 6:00 p.m. If no one comes to pick up the child from the ASAP by 6:10 p.m., parents will be called. If parents cannot be reached, other authorized persons listed on the registration form will be called. If no one can be reached to pick up the child by 7:00 p.m. and ASAP staff has not been notified of an emergency, custody of your child will be turned over to legal authorities.

Late fees

Parents whose children remain past 6:05 p.m. must pay a **\$1.00 per minute** late fee. Late fee will be assessed using the clock located near the daily sign-out sheet. The ASAP will make every effort to contact parents when their child remains past 6:10 p.m. Late fees are due at the time of pick-up. Failure to pay late fees will result in program services being suspended until fees are paid in full. Late fees may be charged if children are chronically picked up between 6:00 p.m. and 6:05 p.m. at the rate of \$1.00 per minute. Five late pick-ups will result in your child being dismissed from the program.

SECTION XI: Transportation

Students who are registered will attend the ASAP at their regular school site. Therefore, transportation to another school site is not necessary. Transportation home is the responsibility of the parents. Early pickup is permissible by signing the child out with the proper authority at each school. Regular school bus transportation is not provided for the program.

SECTION III: Registration and Enrollment

The ASAP encourages children of all backgrounds to attend. The ASAP does not discriminate on the basis of sex, race, color, creed, religion or ethnic background.

Eligibility

A child may be registered for the ASAP at any time during the school year as long as space is available. Children must be in grades Pre-K—5 and enrolled in Newton County Schools. Parents of children with special needs should schedule a meeting with the ASAP Coordinator prior to enrollment to determine if their child can be successful in the ASAP.

Registration

The parent must complete both a Registration Form and Parent Agreement Form and submit it with a \$10.00 non-refundable registration fee for enrollment. Children will not be allowed to attend the ASAP until all forms have been completed and returned. Registration is held at the school which houses the ASAP between the hours of 3:30 p.m. and 6:00 p.m. each day school is in session. Parents may also register with the ASAP Coordinator at the Board of Education office located at 2109 Newton Drive in Covington between the hours of 9:00 a.m. and 5:00 p.m. Individual school offices do not handle registration for the ASAP. Students will be accepted in the program on a first come first serve basis. A new registration must be completed each school year.

SECTION IV: Withdrawal/Re-enrollment

If your child is not in attendance in the ASAP for any reason (voluntary, disciplinary, late fee payments, etc.) and you wish for your child to remain in the program, tuition must be paid for the time that your child is not in attendance or he/she will not be able to attend until all tuition and late fees have been paid. If your child will be out of the program for more than four weeks, it is recommended that he/she be withdrawn from the program; otherwise, tuition must be paid each week in order for him/her to remain enrolled. If your child is withdrawn and would like to return to the program, a \$25.00 re-enrollment fee plus the upcoming weekly tuition is required for re-enrollment.

SECTION V: Fees and Payment Policy

ASAP staff salaries, supplies, and administrative expenses are supported entirely by parent fees. The Newton County School System provides space, utilities, and custodial services as an in-kind donation to the ASAP. The fees for the ASAP for 2009-2010 are as follows:

- Regular Weekly Tuition \$40.00 (first child)
- Regular Weekly Tuition \$35.00 (each additional child)

Tuition

- Tuition payments are nonrefundable and are due by 6:00 p.m. on Friday prior to the upcoming week of service, otherwise a \$5.00 daily fee will be added to the tuition.
- If your child is absent from school or the ASAP on Friday, a payment drop box is provided for your convenience since it will still be necessary for the payment to be made on Friday to receive the regular weekly service.
- Payments are not to be placed in the drop box once the ASAP starts. Payments are to given to the Site Coordinator or they are considered late.
- Suspension from the ASAP will result if tuition and late fees are not paid by Tuesday during the week of service.
- Dismissal from the ASAP may result if tuition and late fees are not paid by the end of the second full week. Reinstatement may occur when all fees have been paid.
- No tuition refunds or carryovers will be given if the child is absent or suspended from the ASAP.
- Parents must make checks or money orders payable to: Newton County School System (NCSS). The following information should be included on checks.
 - Name, Address & Phone Number
 - Child’s Full Name
 - Period Covered – example: Week of 8/3/09 – 08/7/09

Non-sufficient funds

Checks returned for non-sufficient funds are handled by the Federal Automated Recovery System (FARS). A \$40.00 handling fee is assessed for each returned check.

Tuition assistance

Parents needing tuition assistance with program fees should contact the ASAP Coordinator at 770-787-1330 ext. 1271 for a list of possible community resources.

SECTION VI: IRS Statements

Itemized statements of childcare expenses **are not provided**. It is suggested that you keep your receipts to account for your childcare expenses. Newton County School System’s taxpayer identification number is 58-6000295.

SECTION VII: Hours/Days of Operation

The ASAP hours are Monday through Friday, beginning at 2:30 p.m. and ending at 6:00 p.m. The program is not operated during weekends, school vacation, holiday periods, and teacher in-service days. **THE PROGRAM WILL ALSO NOT OPERATE DURING EARLY RELEASE DAYS.** When schools are closed due to inclement weather, students should be picked up immediately. Full tuition is paid for the entire week. There will be no credit given for days students are absent from the program.

SECTION VIII: Arrival and Departure

Arrival

Upon arrival to the ASAP, children will go to the designated area where attendance will be called. If it is necessary for a child to stay late with their regular classroom teacher, the child must report to the ASAP at 2:30 p.m. with a note from his/her teacher requesting that the child return to the classroom. Only after permission has been granted from the Site Coordinator can the child return to his/her classroom. The classroom teacher should accompany the child back to the ASAP when their session is finished.

Departure

Children will be released only to persons who are authorized to pick them up as indicated on the registration form. Prior written permission with person’s name and telephone number is required if someone other than the authorized persons will be picking up the child. The authorized person will be required to show a picture ID and sign the child out on the appropriate sign out sheet. Students will not be permitted to sign themselves out, walk home unaccompanied, or walk home with an unauthorized adult.