

# THE HIGH SCHOOL ACADEMIC RESOURCE CENTER: A 21<sup>ST</sup> CENTURY PROGRAM 2009-2010



## PARENT HANDBOOK & ENROLLMENT PACKET

Ms. India Ford, Program Coordinator  
Milkovich Middle School  
5460 West Boulevard, Maple Heights, Ohio 44137  
216.587.3200, ext. 2028

### Maple Heights Board of Education

Michael A. White, President      Pamela D. Crews, Vice President  
Lori Chick      Robert F. Dober      Nicholas R. Dorsey

Dr. Charles T. Keenan, Superintendent      Mr. Christopher Krause, Treasurer



# THE HIGH SCHOOL ACADEMIC RESOURCE CENTER: A 21<sup>ST</sup> CENTURY PROGRAM 2009-2010



## **PARENT INFORMATION**

The Academic Resource Center: A 21<sup>st</sup> Century Program, was designed to support classroom instruction by offering additional support to increase student achievement. The program will focus on meeting the varying needs of children and families in the Maple Heights School District through the implementation of interventions targeted for the individual success of each student and geared to support the academic curriculum, our expectations is that students will improve their achievement.

The purpose of the Academic Resource Center is to provide opportunities for academic interventions through targeted tutoring on the A.C.T college entrance exams and the Ohio Graduation Tests. Tutoring will parallel the curriculum taught by the core subjects to increase success in and out of school.

## **WELCOME!**

Welcome to the 21<sup>st</sup> Century Community Learning Center family! We are excited about the opportunity to work with your child in increasing their ability to excel in their personal academic endeavors! We will do our best to make your child's experience as productive and successful as possible. Please review this handbook and ask questions of the staff if the need should arise. In addition, please be sure that all forms are completed on or before the first day your student attends the Academic Resource Center.

## **PHILOSOPHY**

All students can learn given the resources, time and support necessary for them to become a success in and out of the classroom environment. Our mission is to strongly support the districts academic curriculum by providing additional opportunities for skills to be reinforced and practiced to increase student achievement.

## **DAYS & HOURS OF OPERATION**

- ▶ Maple Heights High School  
Beginning Monday, September 21<sup>st</sup>, 3:05—6:05 p.m., Monday through Thursday  
Important! The last Thursday of each month, students will be released at 4:30 p.m.
- ▶ The program will follow the 2009-10 school calendar, which includes nine, 2-hour early release days. (see attached)

*IMPORTANT! Please note: 21<sup>st</sup> Century will not provide academic enrichment services during the early release days.*

## **COST**

There is no cost for the program; however, if you pick up your child late, we must charge late fees for the tutor's time outside of normal hours. The Academic Resource Center operates from 3:05 until 6:05 p.m. THE STAFF IS NOT REQUIRED TO STAY BEYOND THAT TIME. In case of a late pick-up, parents will be charged \$5.00 per family for any part of the first five minutes after the scheduled dismissal time stated for each building. After five minutes, parents will be charged \$1.00 per minute, per child, according to the school clock. Late pick-up fees are due at the time of pick-up or the following day. There will be NO exceptions. If late pick-up becomes a habit, your child will be removed from the program. This policy will be strictly enforced.

## **ENROLLMENT**

In order for your child to attend the Program, the attached forms must be completed. Forms must be completed for each child enrolled in the program. Once completed, please return the forms to your child's main office.

## **GUIDELINES**

For each child's protection, the safety of others and to increase his/her chances to gain the most benefit from this academic enrichment opportunity, the following guidelines have been established:

- ▶ Students must respect the equipment and space provided by the program.
- ▶ Students must respect the personal space and property of others.
- ▶ Students must stay within the designated program space, both indoors and outdoors.

- ▶ Students will be responsible for cleaning their space after snacks, meals, and play.
- ▶ Teachers/associates act as limit-setters: listening, clarifying, and supporting choice making.
- ▶ An environment structured to help students remember limits is provided.
- ▶ Students are recognized for respecting limits.
- ▶ Positive language and manners are used to communicate limits and provide simple, consistent explanations.
- ▶ Parents/students must follow through with signatures from the parents, teachers and tutors for communication purposes.

### **GUIDANCE, CONSEQUENCES & DISCIPLINE**

Program rules regarding safety, health, and respect for individuals, toys, equipment and facility will be discussed with the students. They are simple and similar to "day school" rules so as not to confuse the students. This reminder often helps students to control their behavior before they react unacceptably.

- ▶ Students/parents will be charged for any materials or equipment intentionally damaged.
- ▶ Parents will be given notice at least 24 hours in advance before a student is dismissed from the program.
- ▶ Immediate dismissal will result for student misconduct in violation of the Maple Heights City Schools Student Code of Conduct.
- ▶ If a student is suspended from school, they will be unable to attend the program or any of its special events.
- ▶ The tutor reserves the right to include a student who has been suspended or who has had disciplinary issues during the school day in any of the extracurricular activities once they return.
- ▶ The program will support the decisions of the administrators within each building.
- ▶ Consequences and discipline will be at the discretion of the coordinator and could include loss of privileges (i.e. field trips, etc.)

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- ▶ There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting;
- ▶ No discipline shall be delegated to any other student;
- ▶ No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in protective hug, so the child may regain control;
- ▶ No student shall be placed in a locked room or confined in an enclosed area (i.e. closet, box or similar cubicle);
- ▶ No student shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse;
- ▶ Discipline shall not be imposed on a student for failure to eat, failure to sleep or for toileting accidents;
- ▶ Discipline shall not include withholding food, rest or toilet use;
- ▶ Techniques of discipline shall not humiliate, shame or frighten a student; and
- ▶ Separation, when used as discipline, shall be brief in duration and appropriate to the students age and developmental ability. The student shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.

### **CONFERENCES**

Coordinators, teachers and/or associates may request a conference at any time during the program. Conferences may be requested depending upon the student's progress and needs.

### **FAMILY INVOLVEMENT**

Parents are the key to student success. This program will have a number of opportunities for parents to be involved and volunteer in various capacities in their child's social growth and development. We encourage our parents to support their child's education through volunteering their time to teach a class of interest or simply help monitor educational success through words of wisdom. There will be 2 MANDATORY parent meetings that you are required to attend. Please mark your calendar for your child's designated day:

### **TRANSPORTATION**

Parents must provide transportation from the Academic Resource Center or it must be noted that the student will be allowed to walk.

### **MEALS AND SNACKS**

Snacks will be provided for the students; however, the students may also bring their own snacks.

## **ATTENDANCE POLICY & REPORTING ABSENCES OR CHANGES IN PICK-UP**

Parents, it is imperative that your child receives the best opportunities of success when involved in a program such as this. We require that your student attends all tutorial sessions that you sign them up for to assure his or her chance for academic achievement. Students at the high school will be required to attend 1 to 4 days a week to remain enrolled.

Absences or changes in pick up must be reported. Failure to do so may result in your child's withdrawal or suspension from the Program. If your student:

- ▶ will not be attending the program for any reason (appointment, etc.), please notify Ms. Ford.
- ▶ will be picked up by someone other than an authorized person, please notify Ms. Ford.
- ▶ is absent from school, he/she is not permitted to attend the program during that period.
- ▶ is suspended from school, he/she is not permitted to attend the program during that time.

*Due to the large number of students who want to attend the program, if a child is not able to be consistent, then we must remove him/her so that another child can benefit. Once a child has had excessive absences (10+ days), unexcused or excused, they will be considered for removal.*

*If your student is unable to attend the program due to illness or doctors/dentist appointments, please contact Ms. Ford at 216-587-3200 ext: 2028 and leave a message.*

## **ENTRANCE / EXIT PROCEDURES**

All Students are to exit from the downstairs doors leaving the library and continue to exit the building through the doors facing the athletic complex. Parents can pick up their child on the half circle drive between the high school and athletic complex. Project Diploma Students are to enter and exit from the doors facing the athletic complex.

## **HEALTH REGULATIONS**

Students who show signs of illness, such as a sore throat, earache, fever, vomiting, diarrhea, or coughs, must be kept at home. **A student must be fever free, without the use of fever-reducing medication, for 24 hours before returning to school.** Children must remain at home for at least 24 hours after medication begins for strep throat, scarlet fever, conjunctivitis, or other communicable diseases. If a child becomes ill during program hours, a parent will be contacted. It is the parent's responsibility to have current phone numbers on file in the event of illness or emergency. A child who becomes ill during the program with any of the following symptoms will be kept comfortable until the parent arrives.

- |              |                       |                                       |                   |
|--------------|-----------------------|---------------------------------------|-------------------|
| ▶ Stiff neck | ▶ Severe coughing     | ▶ Yellow or green nasal discharge     | ▶ Vomiting        |
| ▶ Skin rash  | ▶ Evidence of lice    | ▶ Difficult/rapid breathing           | ▶ Fever over 100° |
| ▶ Diarrhea   | ▶ Yellowish skin/eyes | ▶ Sore throat or difficult swallowing |                   |

Please notify the office and they will notify staff members if your student will not be attending the program for any reason. All illnesses and communicable diseases (such as chicken pox, strep throat, scarlet fever, etc.) must be reported to the school immediately. Parents will be notified of a communicable disease that occurs in their child's class. A standard form will be sent home with your child. A student may return to the program when he/she is free of the disease.

## **ACCIDENTS AND INCIDENTS**

It is our primary goal and concern to keep all our children safe. However, should an incident occur, our staff will notify the parents. An incident/accident report will be completed (written) if your student is distressed, seeks comfort, and/or was given first aid treatment. **PLEASE MAKE SURE THE PROGRAM ALWAYS HAS CURRENT PHONE NUMBERS ON FILE.**

## **IF MEDICATION NEEDS TO BE ADMINISTERED**

If medication needs to be administered when your student is at the Program, the same procedures will be followed that are required by the schools. You will need to acquire the appropriate forms from the school secretary. After you and your student's doctor have completed the necessary forms, return them to the main office.

## **PROGRAM STRUCTURE/CURRICULUM**

The Academic Resource Center will provide the following structure to your student's after-school experience:

- |  |   |
|--|---|
| ▶ MON/WED (3:05 - 4:35 p.m.)                       | ▶ TUES/THURS (3:05 – 4:35 p.m.)                     |
| ○ English/Career Passport assistant - OGT Tutoring | ○ Science OGT Tutoring/study skills/note taking     |
| ○ Math OGT Tutoring                                | ○ Citizenship OGT Tutoring/Study Skills/note taking |
| ○ ACT tutoring                                     | ○ Spanish Tutoring                                  |
| ○ Clearinghouse assistance                         | ○ Project Diploma                                   |
| ○ Project Diploma                                  |   |

*The academic resource center is open from 3:05 until 6:05 p.m. After 4:35 p.m., your child will have the choice to go home or remain in the ARC to finish assignments, work on a computer or complete projects until 6:05 p.m.*

# THE ACADEMIC RESOURCE CENTER

## 2009-2010 SCHOOL CALENDAR

Students Report ( <i>Except kindergarten students</i> ).....	Thursday, August 20
First Day for Kindergarten Students.....	Monday, August 24
*FIRST DAY OF PROGRAM for Grades 4-6 (Elementary Schools) .....	Monday, August 24
Labor Day – NO SCHOOL .....	Monday, September 7
*FIRST DAY OF PROGRAM for Grades 7-8 (Milkovich Middle School) .....	Monday, September 14
2-Hour Early Release Day/Staff In-service (All Schools) .....	Thursday, September 17
**FIRST DAY OF PROGRAM FOR THE HIGH SCHOOL .....	Monday, September 21
2-Hour Early Release Day/Staff In-service (All Schools) .....	Wednesday, September 30
2-Hour Early Release Day/Staff In-service (All Schools).....	Tuesday, October 13
NEOEA Day / Staff Development – NO SCHOOL .....	Friday, October 16
2-Hour Early Release Day/Staff In-service (All Schools) .....	Wednesday, November 11
Thanksgiving Recess.....	Wednesday, November 25 through Friday, November 27
2-Hour Early Release Day/Staff In-service (All Schools) .....	Tuesday, December 8
Winter Break .....	Monday, December 21 through Friday, January 1 <i>(Classes Resume Monday, January 4)</i>
2-Hour Early Release Day/Staff In-service (All Schools) .....	Wednesday, January 13
Martin Luther King Day – NO SCHOOL.....	Monday, January 18
2-Hour Early Release Day/Staff In-service (All Schools) .....	Tuesday, January 26
Presidents’ Day – NO SCHOOL .....	Monday, February 15
2-Hour Early Release Day/Staff In-service (All Schools) .....	Thursday, February 18
2-Hour Early Release Day/Staff In-service (All Schools) .....	Thursday, March 25
Spring Break .....	Monday, March 29 through Monday, April 5 <i>(Classes Resume Tuesday, April 6)</i>
Milkovich Program Ends <u>and</u> High School Tutoring Portion of the Program Ends .....	Friday, April 9
High School Program (Library) Ends .....	Friday, May 21
Memorial Day – NO SCHOOL.....	Monday, May 31
Stafford/Dunham Program Ends.....	Thursday, June 3

# THE ACADEMIC RESOURCE CENTER PARENT INFORMATION & REGISTRATION FORMS

## **PARENT INFORMATION**

The Academic Resource Center: A 21<sup>st</sup> Century Program, was designed to support classroom instruction by offering additional support to increase student achievement. The program will focus on meeting the varying needs of children and families in the Maple Heights School District through the implementation of interventions targeted for the individual success of each student and geared to support the academic curriculum, our expectations is that students will improve their achievement.

The purpose of the Academic Resource Center is to provide opportunities for academic interventions through targeted tutoring on the A.C.T college entrance exams and the Ohio Graduation Tests. Tutoring will parallel the curriculum taught by the core subjects to increase success in and out of school.

## **PHILOSOPHY**

All students can learn given the resources, time and support necessary for them to become a success in and out of the classroom environment. Our mission is to strongly support the districts academic curriculum by providing additional opportunities for skills to be reinforced and practiced to increase student achievement.

## **DAYS & HOURS OF OPERATION**

▶ Maple Heights High School

Beginning Monday, September 21<sup>st</sup>, 3:05—6:05 p.m., Monday through Thursday

Important! The last Thursday of each month, students will be released at 4:30 p.m.

▶ The program will follow the 2009-10 school calendar, which includes nine, 2-hour early release days. (see attached)

*IMPORTANT! Please note: 21<sup>st</sup> Century will not provide academic enrichment services during the early release days.*

## **COST**

There is no cost for the program; however, if you pick up your child late, we must charge late fees for the tutor's time outside of normal hours. The Academic Resource Center operates from 3:05 until 6:05. THE STAFF IS NOT REQUIRED TO STAY BEYOND THAT TIME. In case of a late pick-up, parents will be charged \$5.00 per family for any part of the first five minutes after the scheduled dismissal time stated for each building. After five minutes, parents will be charged \$1.00 per minute, per child, according to the school clock. Late pick-up fees are due at the time of pick-up or the following day. There will be NO exceptions. If late pick-up becomes a habit, your child will be removed from the program. This policy will be strictly enforced.

## **ENROLLMENT**

In order for your child to attend the Program, the attached forms must be completed. Forms must be completed for each child enrolled in the program. Once completed, please return the forms to your child's main office.

## **TRANSPORTATION**

Parents must provide transportation from the Academic Resource Center or it must be noted that the student will be allowed to walk.

## **GUIDELINES**

For each child's protection, the safety of others and to increase his/her chances to gain the most benefit from this academic enrichment opportunity, the following guidelines have been established:

- ▶ Students must respect the equipment and space provided by the program.
- ▶ Students must respect the personal space and property of others.
- ▶ Students must stay within the designated program space, both indoors and outdoors.
- ▶ Students will be responsible for cleaning their space after snacks, meals, and play.
- ▶ Teachers/associates act as limit-setters: listening, clarifying, and supporting choice making.
- ▶ An environment structured to help students remember limits is provided.
- ▶ Students are recognized for respecting limits.
- ▶ Positive language and manners are used to communicate limits and provide simple, consistent explanations.
- ▶ Parents/students must follow through with signatures from the parents, teachers and tutors for communication purposes.

## **GUIDANCE, CONSEQUENCES & DISCIPLINE**

Program rules regarding safety, health, and respect for individuals, toys, equipment and facility will be discussed with the students. They are simple and similar to "day school" rules so as not to confuse the students. This reminder often helps students to control their behavior before they react unacceptably.

- ▶ Students/parents will be charged for any materials or equipment intentionally damaged.
- ▶ Parents will be given notice at least 24 hours in advance before a student is dismissed from the program.
- ▶ Immediate dismissal will result for student misconduct in violation of the Maple Heights City Schools Student Code of Conduct.
- ▶ If a student is suspended from school, they will be unable to attend the program or any of its special events.
- ▶ The tutor reserves the right to include a student who has been suspended or who has had disciplinary issues during the school day in any of the extracurricular activities once they return.
- ▶ The program will support the decisions of the administrators within each building.
- ▶ Consequences and discipline will be at the discretion of the coordinator and could include loss of privileges (i.e. field trips, etc.)

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- ▶ There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting;
- ▶ No discipline shall be delegated to any other student;
- ▶ No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in protective hug, so the child may regain control;
- ▶ No student shall be placed in a locked room or confined in an enclosed area (i.e. closet, box or similar cubicle);
- ▶ No student shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse;
- ▶ Discipline shall not be imposed on a student for failure to eat, failure to sleep or for toileting accidents;
- ▶ Discipline shall not include withholding food, rest or toilet use;
- ▶ Techniques of discipline shall not humiliate, shame or frighten a student; and
- ▶ Separation, when used as discipline, shall be brief in duration and appropriate to the student's age and developmental ability. The student shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.

## **ATTENDANCE POLICY & REPORTING ABSENCES OR CHANGES IN PICK-UP**

Parents, it is imperative that your child receives the best opportunities of success when involved in a program such as this. We require that your student attends all tutorial sessions that you sign them up for to assure his or her chance for academic achievement. Students at the high school will be required to attend 1 to 4 days a week to remain enrolled.

Absences or changes in pick up must be reported. Failure to do so may result in your child's withdrawal or suspension from the Program. If your student:

- ▶ will not be attending the program for any reason (appointment, etc.), please notify Ms. Ford.
- ▶ will be picked up by someone other than an authorized person, please notify Ms. Ford.
- ▶ is absent from school, he/she is not permitted to attend the program during that period.
- ▶ is suspended from school, he/she is not permitted to attend the program during that time.

*Due to the large number of students who want to attend the program, if a child is not able to be consistent, then we must remove him/her so that another child can benefit. Once a child has had excessive absences (10+ days), unexcused or excused, they will be considered for removal.*

## **ENTRANCE / EXIT PROCEDURES**

All Students are to exit from the downstairs doors leaving the library and continue to exit the building through the doors facing the athletic complex. Parents can pick up their child on the half circle drive between the high school and athletic complex. Project Diploma Students are to enter and exit from the doors facing the athletic complex.

***IF YOU CHILD IS UNABLE TO ATTEND THE PROGRAM DUE TO ILLNESS OR DOCTORS/DENTIST APPOINTMENTS, PLEASE CONTACT MS. FORD AT 216-587-3200 EXT: 2028 AND LEAVE A MESSAGE.***

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PLEASE SIGN BOTH COPIES OF THIS FORM. KEEP ONE FOR YOUR RECORDS AND RETURN ONE TO YOUR CHILD'S PROGRAM SITE.***



# THE ACADEMIC RESOURCE CENTER

MAPLE HEIGHTS HIGH SCHOOL

216-587-3200 ext. 2028

## REGISTRATION / SIGN UP SHEET

STUDENT'S NAME: \_\_\_\_\_

COMMUNITY AND GRADE: \_\_\_\_\_

### **SIGN UP**

I would like my child to receive tutoring in the following areas (please circle all that apply):

▶ MONDAY / WEDNESDAY (3:05 P.M. — 4:35 P.M.)

- English/Career Passport assistant-- OGT Tutoring
- Math OGT Tutoring
- ACT tutoring
- Clearinghouse assistance
- Project Diploma

▶ TUESDAY / THURSDAY (3:05 P.M. — 4:35 P.M.)

- Science OGT Tutoring/study skills/note taking
- Citizenship OGT Tutoring/Study Skills/note taking
- Spanish Tutoring
- Project Diploma

*THE ACADEMIC RESOURCE CENTER REMAINS OPEN FROM 3:05-6:05 P.M.  
AFTER 4:35 P.M., YOUR CHILD WILL HAVE THE CHOICE TO GO HOME OR REMAIN IN THE A.R.C TO  
FINISH ASSIGNMENTS, WORK ON THE COMPUTER OR COMPLETE PROJECTS UNTIL 6:05 P.M.*



# 21 Century Program Registration Form

Maple Heights High School

(216) 587-3200, ext. 2028

## PARTICIPANT INFORMATION / REGISTRATION FORM

<b>STUDENT INFORMATION</b>	Child's Name (FIRST, MIDDLE, LAST)			BIRTHDAY
	STREET			GRADE
	CITY	ZIP	PHONE ( )	GENDER M F
	REGISTRATION DATE	STARTING DATE	HIGH SCHOOL COMMUNITY	
	SIBLING(S) IN PROGRAM (INDICATE NAME & SCHOOL)			

1) | 2) | 3)

<b>PARENT GUARDIAN 1</b>	NAME (FIRST, LAST)	RELATIONSHIP TO STUDENT
	HOME ADDRESS	EMPLOYER
	HOME PHONE	WORK PHONE
	CELL PHONE ( )	PAGER/OTHER ( )

<b>PARENT GUARDIAN 2</b>	NAME (FIRST, LAST)	RELATIONSHIP TO STUDENT
	HOME ADDRESS	EMPLOYER
	HOME PHONE	WORK PHONE
	CELL PHONE ( )	PAGER/OTHER ( )

<b>AUTHORIZED PICK-UP/ EMERGENCY CONTACTS (NON PARENT)</b>	NAME (FIRST, LAST)	RELATIONSHIP TO STUDENT	PHONE NUMBER ( )
	NAME (FIRST, LAST)	RELATIONSHIP TO STUDENT	PHONE NUMBER ( )
	NAME (FIRST, LAST)	RELATIONSHIP TO STUDENT	PHONE NUMBER ( )

YES  NO IN CASE OF AN EMERGENCY: I hereby give my consent for first aid, medication, treatment and transportation to an emergency care facility.

<b>FIRST AID INFORMATION</b>	ALLERGIES/DIETARY RESTRICTIONS	MEDICATION (LIST ANY PRESCRIPTION MEDICATIONS TAKEN)
	FAMILY DOCTOR	PHONE NUMBER ( )
	DENTIST	PHONE NUMBER ( )

Parent Signature / Date

Office Personnel / Date