

# Azalea Middle School: After School Academy Program Handbook



## **What is the After School Academy Program?**

The mission of the After School Academy Program is to provide enriching after-school experiences to middle-level students in the Brookings area with a focus on strengthening the student-school connection, developing skills for self-reliance, and promoting academic success. We offer enriching opportunities to all students hosted by volunteer instructors. Students will also have access to **Academic Support** where students can get additional support in these subjects from School staff familiar with the curriculum. Students can also access Social-Emotional, Mental Health, and Behavioral Health classes on a referral basis (referrals will come from Azalea Administration and Counseling teams).

## **Non-Discrimination Policy**

*The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation,<sup>1</sup> national origin, disability, marital status or age, or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.*

*In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.*

*The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.*

*The superintendent shall appoint and make known individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.*

*Section 504 and the ADA prohibit discrimination against an individual because he/she has opposed any discrimination act or practice; or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. The ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.*

**Enrollment**

All students are welcome to participate in the After School Academy Program. Students must complete and submit an enrollment packet (Behavior Contract, Permission Slip). This will allow your child to access enrichment classes and drop-in support for the Math and Language Lab. Students wishing to participate in referral services will need to be referred by Administration or Counseling staff (please inquire if interested)

**Schedule**

The After School Academy will run four sessions throughout the year. Once a student is accepted their acceptance is valid for the remainder of the school year.

Session 1	October 3-November 18
Session 2	December 5-February 10
Session 3	February 21-April 14
Session 4	April 24-June 9

\*Dates are approximate and subject to change at any time.

	Tuesday and Thursday	Wednesday
Check-in and Snacks	3:15-3:30	2:00-2:15
After-School Academy Classes	3:30-4:30	2:15-3:15
Afternoon Buses Leave Azalea	4:35	3:20

**Behavior Expectations**

All school expectations will apply to the After-School Academy Program as well. Please see the Azalea Middle School Parent/Student Handbook for a detailed review of these expectations. In addition to these expectations it should be noted that Academy classes are taught by community members who are guests in our building. Guests are to be treated with the utmost respect and courtesy. If these expectations cannot be met, parents may be contacted to pick up students. If expectations are repeatedly not met, a student may lose the privilege of attending the After-School Academy Program.

**Fees**

All After-School Academy Program classes are designed to be offered at no charge to our families. However, from time-to-time an instructor may offer an opportunity for students that requires a fee for participation (trips, specialized materials...). All efforts should be made by the instructor to keep these costs to a minimum. If a student is unable to pay, please make arrangements with the school administration.

**Volunteer Policy**

All enrichment classes will be led by volunteer instructors. These volunteer instructors shall be screened according to Brookings-Harbor School District Policy for Volunteers (Board Policy IICC).

**Snacks**

The After-School Academy **may** offer afternoon snacks for students. If available, these will be served in the cafeteria.

**Transportation**

Transportation is available to students who need it. Students need to be at the bus loading area by 4:35 (Tuesday and Thursday) and 3:25 (Wednesday). Please indicate your child's transportation needs on the Azalea After-School Academy Registration Form (Parent Permission and Student Information Section).

**Contact Us**

Azalea Middle School..... (541) 469-7427

Transportation ..... (541) 469—2666



# Azalea After-School Academy Program

## PARENT PERMISSION AND STUDENT INFORMATION

I give my child permission to participate in the After School Program.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian's Name (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**My child will need school bus transportation:**

**YES NO SOMETIMES**

**My child would like to participate in an afterschool snack program if offered:**

**YES NO SOMETIMES**

## EMERGENCY CONTACT INFORMATION

In case of emergency please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Does your child have health coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Medical Insurance \_\_\_\_\_ Policy/ Insurance # \_\_\_\_\_

Medical History that may be of importance \_\_\_\_\_ Medication Student is taking \_\_\_\_\_

List any Allergies \_\_\_\_\_

Name of Child's Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

\*In case of an emergency involving my child, I give permission for the After School Program staff to seek emergency medical treatment for my child and to act as guardian in permitting medical treatment if unable to reach me.

**I understand that all emergency and/or medical costs are my responsibility.**

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE OF LIABILITY**

**\*I understand the Brookings-Harbor School District and any of its partners assume no responsibility or liability for injuries/illnesses of my child. I further understand that I hold the Brookings-Harbor School District, its officers, agents, employees, and volunteers harmless from any and all liability or claims which may arise out of my child's participation in the After School Program.**

**Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_**

**PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS**

I give permission for the After School Program Staff to review my child's school data (test scores, report cards and other measures), for the purpose of assessing the academic effectiveness of the After School Enrichment Program. I also give permission for After School Program staff to monitor my student's progress and to give my child evaluation surveys to find out if services are helpful for my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PHOTO/VIDEOTAPING RELEASE**

During your child's attendance in the After School Program, s/he may be participating in an activity that is being photographed or videotaped; these photographs/video recordings may be used for promotional purposes.

My child \_\_\_may \_\_\_may not be photographed/videotaped by the program for promotional purposes.

**\*As parent/guardian, I understand that I hold Brookings-Harbor School District, its officers, agents, and employees harmless from any and all liability or claims which may arise out of or in connection with my child's being photographed or videotaped while participating in the After-School Program.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Student Conduct Agreement

I, *(please print)* \_\_\_\_\_, agree to abide by all school and district rules and policies while attending the After-School Academy Program. Furthermore I agree to the following code of conduct.

Showing bruin Pride in the <b>After School Academy</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>Signing in so that I can be easily found</li> <li>Staying in my assigned location until I am dismissed</li> <li>Following all expectations from academy staff</li> </ul>	<ul style="list-style-type: none"> <li>Being in your assigned location on time</li> <li>Staying in your assigned location the full time</li> <li>Letting people know if you are/are not staying for the After School Academy Program</li> </ul>	<ul style="list-style-type: none"> <li>Using "please" and "thank you"</li> <li>Asking permission to be excused</li> <li>Participating fully in activities</li> <li>Treating others as you would like to be treated</li> </ul>

Failure to meet **Azalea Middle School** or **After School Academy Program** expectations can result in the following consequences:

- Dismissal from the After-School Academy Program for the remainder of that day
- Immediate Parent notification and pick-up
- Loss of After-School Academy Program privileges for a period of time
- Additional consequences (per school discipline guidelines)

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

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

What Classes are you planning to attend? \_\_\_\_\_

Student \_\_\_\_\_ Parent \_\_\_\_\_

\*Azalea After School Academy registration is required for all FIRST TIME academy participants

**Class Offerings (session 2)**

Dec 6 – Feb 10

Please mark the classes your child would like to attend

**Academic Support** (Bonde, McVay, Pruden, Sthen, Young)

**Tuesday-Thursday**

Students will work with our trained and knowledgeable Instructional Support Staff to understand concepts, get additional practice, and work on homework assignments. Students can attend regularly or drop-in for extra support. **Azalea After-School Academy registration is only required if transportation is needed.**

**Baking** (O'Malley)

**Thursday**

Students will learn basic bakings skills. Students will leave this class with baking, decorating, and other culinary techniques to create tasty treats of their own. **Due to high demand last session, students on the "wait list" will receive priority.**

**Intro to French** (Nidiffer)

**Wednesday**

This class will introduce students to the French language through written and oral activities. Students will also become familiar with French culture and history. This is a year-long class but motivated new students are welcome.

**Watercolor Painting** (Vick)

**Tuesday and Thursday**

Students will learn the basics of color theory and beginning art lessons. This will include the color wheel, complimentary colors, value studies, and brush/paint applications.

**Sewing** (Foht)

**Wednesday**

Students will learn the basics of sewing. They will learn to use a sewing machine, and cutting patterns. Students will make items that they can then keep or donate to worthy causes.

**NaNoWriMo Young Writer's Program** (Saucerman)

**Thursday**

National Novel Writing Month (NaNoWriMo) is a writing event that happens every November where the challenge is to complete an entire novel in just 30 days. Participants begin writing Nov 1 and finish by Nov 30. The Young Writers Program (YWP) allows 17-and-under participants to set reasonable, yet challenging, individual word-count goals. We will begin planning in October using NaNoWriMo Young Writer's Workbooks, and start drafting on Nov. 1st. It is an incredible challenge and a lot of fun for any aspiring writer!

**Intramural Sports** (Wesel)

**Tuesday and Thursday**

Co-ed recreational teams will play basketball to learn athletic skills and have fun. Participation is based around fun, character development, and healthy habits. There is no travel or cost for participation.

**Beginning Guitar and ukulele** (Foht)

**Thursday**

Students will learn the basics of guitar. Students will learn chords, scales, songs, and guitar theory. Students may also opt to learn ukulele. At this time students will need to bring their own instruments. Instruments will be available to borrow in the future.

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**4-H Forest Explorers** (Ryder)

This is a separate 4-H program that will focus on STEM (Science, Technology, Engineering, and Math) skills. Participants will be designing and building Aquatic ROVs (Remote Operated Vehicles) to collect water samples from estuaries. **Club participation is limited and subject to an additional application process. Applications and information are available from your science teacher.**

\*Due to the volunteer nature of our staff, there may be changes to availability. Volunteers will communicate changes to the schedule as soon as possible to students and parents.