

ACCOUNTAX SCHOOL OF BUSINESS, INCORPORATED

www.accountax.us

Marlene Murphy, President

Mario Parham, Executive Director

Phone: (773) 678-8217

Email: ----

THE PROGRAM

The A.S.B. After School Program at Bret Harte Elementary is a partnership that includes the school, parents and the community in building the capacity of children to succeed academically and socially.

The program will provide homework assistance and tutoring; reinforcements for Reading, Writing, and Math skills; fun educational games that are curriculum related; and will involve students in enrichment activities that will develop and increase their self-confidence, self-esteem, and social skills.

To ensure the success of the program, we have outlined the following information and expectations to be followed:

- **Student Pick-up:** Students participating in the program must be signed out by a parent/guardian or someone designated. Students must be picked up promptly at the end of the program each day. If a student has not been picked up after the program, ASB staff will try to contact parents and/or those individuals designated. Three (3) late pick-ups of thirty (30) minutes after the end of the program may result in a student being dropped out of the program.
- **Discipline:** *Participation in the program is a privilege.* A student must follow the expectations of the program. A student will be required to sign a Personal Responsibility Contract within the first week of participation of which they will be given a copy. Parents/Guardians are requested to review this contract with their child and make certain that they will be followed. Disruptive or disrespectful behavior toward other students and/or program staff is reason for dismissal.
- **Responsibilities:** It is the students' responsibility to bring their homework to the program, the parent/guardian should make sure that they do, and review assignments when their child gets home every single day. Our staff will try to do all possible to have students' complete their homework.
- **Student Check-In:** Students should get to the program immediately after school. The program will not be responsible for students who have not checked-in with the program right after school. Students seen hanging around the playground or any area within and near the campus instead of being in the program will be considered truant. Parents/guardians will be notified of trancies.
- **Parent/Guardian Information:** is important that we are able to contact parents/guardians when needed, therefore it is the parent/guardian's responsibility to notify the ASB staff of any changes of addresses and telephone numbers.
- ***In addition, school rules, policies and procedures apply.***

Conduct Violation Consequences: (PER QUARTER)

- 1st - Warning, guidance, and student conference with site director/tutor
- 2nd - Parent/Guardian notification via phone call or email from site director/tutor
- 3rd - Parent/Guardian and Student Conference with site director/tutor
- 4th - Suspension and/or Dismissal from program

We encourage parents and guardians to read this basic information and expectations with the entire family. Should there be questions and concerns, please feel free to contact Mario Parham (tel. #). Together, we can continue to have a successful after-school program for the best interest of our children.

