

LONGFELLOW STARS EXTENDED DAY PROGRAM STUDENT GUIDELINES 2008-9

EDP students should understand and follow these guidelines at all times.

If they fail to follow these guidelines, EDP staff will impose a range of consequences that may include phoning home to notify a parent or to request suspension from the program.

Student Behavior:

1. **School rules:** Students must abide by all daytime school rules, which will be reinforced by EDP staff.
2. **Adult authority:** Students must respect and honor the requests of EDP staff, tutors, mentors or the campus safety monitor, who work together to ensure a safe environment for everyone.
3. **Respect of peers:** Students must respect their peers and work together in a harmonious fashion. They must report all disputes, concerns or problems to the Supervisor of their EDP Activity.
4. **Snacks:** Students must eat their snacks only during EDP snack time, which is the first 15 minutes of program time in the Cafeteria. Daily snacks will be provided by EDP. Alternate snacks must be approved, in advance, by Coordinator or Program Lead.

Student Participation:

5. **Tardiness:** All EDP students must report to the cafeteria at 3:00 pm each day and at 2:15 pm on Wednesdays. If students come late, they must bring a Pass from their teacher.
6. **Attendance:** Students are expected to attend Academic Centers and Enrichment Activities on the days they are signed up for. Parents will be contacted after the first week of absence.
7. **Off-campus:** Students are not allowed to go off campus (including the store) after school release, or until they leave school grounds for the day.
8. **Breaks:** Students must attend to all personal needs, such as consulting a teacher or visiting the restroom, before going to an EDP Activity so they can begin working as soon as they enter the room. Students that cannot wait until request a Pass in order to leave the classroom.

Electronics:

9. **Electronic items:** Ipods, Gameboys, CD players, etc. are not allowed in the program at any time and will be confiscated. The parent/guardian will need to claim them from the EDP Office.
10. **Cell Phones:** Cell phones must be TURNED OFF and put out of sight during EDP hours until 4:30 pm. After 4:30, cells can be set to vibrate and the student can use the cell phone quietly in the hall if they are granted permission by the supervisor.

Student Release:

11. **Calls home:** Students are supposed to make pick-up arrangements with parents before coming to school, so that daily phone calls will not be necessary. Students should only call home when they become suddenly ill and cannot wait for their usual pick-up time.
12. **Leave Time:** Students must leave school grounds directly at the end of their scheduled EDP Activity, unless they are going to be with a school staff member, or are planning on attending a school event.
13. **Pick-ups:** Students are not allowed to wait outside for parent pick-ups. Parents must pick up their student at their EDP activity location no later than 6:00 pm, when the program closes.

Student Name

Student Signature

Date