



CUMBERLAND VALLEY SCHOOL DISTRICT

Good Hope Middle School

451 Skyport Road • Mechanicsburg, PA 17050
Phone (717) 761-1865 • Fax (717) 506-3940
Jeff Hosenfeld, Principal • Roger Riegel, Assistant Principal

HOMEWORK AFTER SCHOOL PROGRAM (HASP) 2018-2019 TERMS & CONDITIONS

1. Use of Available Time

All time, including hours on the bus, in the IMC, and lavatory usage will be considered as school time where students need to act accordingly and complete work. (Disciplinary issues during travel time on buses or at any other time during the program will be considered infractions and seriously considered for expulsion from the program. Students may choose to attend the program on the following day(s):

<u>Day</u>	<u>Time</u>	<u>Location</u>
Tuesday	2:50 – 4:15 pm	IMC
Thursday	2:50 – 4:15 pm	IMC

2. Attendance

- Mandatory** attendance for the student's assigned day(s) is expected.
- Two unexcused absences** will result in dismissal from the program.
- A signed excuse note from a parent/guardian must be provided or emailed to Mr. Evans by the end of the school day. (Please drop off HASP Excuse Notes in the box in Good Hope's office.)

Items below will be considered for excused absences and an excuse note must be provided unless otherwise noted for the following:

- An excused absence from school. (A separate excuse note is not required.)
- Early dismissal where student will not be able to return to school.
- Pre-approved (24 hours) activity

3. Preparation

Students will be expected to have the following accomplished before arriving for HASP:

- All materials necessary for homework or upcoming tests/quizzes/projects must be brought with them. (Students will not be allowed to go back to their lockers.)
- Two days of being unprepared will result in an expulsion from the program. (Not used as a punishment but as a means to ensure students are prepared.)

4. Transportation

- * An activity bus is provided by Cumberland Valley School District to transport the students home at 4:15 pm. **(Please be aware of the fact that the number of students who ride the activity bus changes. The times for drop-offs will change from day to day and occur all over the Good Hope territory. It may take longer for students to get home on different days. If this is a concern for parents/guardians, they are encouraged to pick their students up instead of having them ride the activity bus.)**

- * If you choose to pick up your child, please do so promptly at 4:15 pm at the front of the building. **(There will be no staff supervision beyond this time, and you will be responsible for your child.)**
- * If students are going home with friends or staying for an athletic event after HASP, a note with a parent/guardian signature is required explaining in detail. (If a student is riding home with a friend, a note from BOTH sets of parents/guardians is requested!)
- * If the volunteer teachers do not receive a signed note with the necessary transportation information, the student will not be allowed to switch from the originally approved mode of transportation.

5. Application Process

- * Once your application has been submitted, you will be emailed or called with your student's status: Accepted or Wait-Listed.
- * Students will receive a letter in homeroom with this information.

Accepted:

- 1) In the Acceptance Letter, please confirm information is correct and also note the start date. Please do not send students before their start date.
- 2) Please try to have students bring their Acceptance Letter to their first day to inform volunteers of their new status.

Wait Listed:

- 1) If your student is "Wait Listed", their name will be placed in order by their submission date compared to other students who have also been "Wait Listed".
- 2) Students should not attend until they have received an Acceptance Letter.
- 3) You will be Emailed or called to inform you of any status change.

6. Withdraw/Expulsion Information

- * Students are not considered "Expelled" until a student receives an "Expulsion" letter in homeroom AND their parents/guardians are Emailed or called.
- * Students are obligated to attend their assigned day(s) until parents/guardians have been contacted by Mr. Evans. Failing to attend will result in expulsion from the program.
- * If you wish to withdraw your student from the program, please send a signed note to the office or an Email to Mr. Evans at jevans@cvschools.org with the date of the student's final day he/she is to attend.

*****Please note that each session is dependent on teachers volunteering to cover each session. Sessions may be canceled due to not enough coverage, staff meetings and/or faculty meetings that occur after school. Based on your information provided above, your email will be added to our mailing list, which will allow us to communicate any cancellations. If a session is canceled, your child will be home at their regular time. Once your child has been accepted, we will add you to the mailing list.***

****IF YOU DO NOT WANT TO RECEIVE TEXTS, OR GET CHARGED FOR TEXTS, PLEASE WRITE "NO TEXTS" ON THE TOP OF THE APPLICATION.**

Please wait to hear from the program directors before telling your student to attend.

HOMEWORK AFTER SCHOOL PROGRAM (HASP) 2018-2019 APPLICATION

By signing this application, you are indicating your agreement with the 2017-2018 HASP Terms & Conditions and enrolling your student in the Good Hope Homework After School Program application process. Please be sure to indicate your preference for transportation and complete all information. Failure to provide some information may lengthen processing time. Applications usually take about a week to process. Please contact Mr. Evans if it has been more than two weeks since the school received your application.

Student's Name: _____ **Date:** _____

Grade: 6th 7th 8th **Team:** _____ **Homeroom Teacher:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Phone: *Work:* _____ *Cell:* _____ *Home:* _____

Parent/Guardian Email Address: _____

Student Email, if you would like them to receive updates: _____

Day(s) applying for HASP: (May choose up to two days or pick any available day.)

Tuesday *Thursday* *Any available day*

Choose one of the following for transportation:

Activity Bus *Parent/guardian will pick student up by 4:15 pm*

If you choose to have your student ride the activity bus, please fill out the following:

Address: _____

City: _____ *Neighborhood or area:* _____

For HASP Use Only:

Date Received: _____ Time: _____ AM PM

Approved for the following days:

Tuesdays Thursdays

Wait Listed

Tuesdays Thursdays

Welcome note Added to Attendance Sheet

Waiting List note

Notified parent/guardian of application status: Email Phone Call Date: _____

Notified parent/guardian of application change: Email Phone Call Date: _____

Date of unexcused absence #1: _____ Phone Call Emailed

Date of unexcused absence #2: _____ Phone Call Emailed

Date dismissed/withdrawn: _____ Phone Call Emailed Note

Homework After School Program Student Contract

- **All materials are brought with you from your locker.**
- **Go to the bathroom and get a drink before you sign in.**
- Sign in by 2:55 pm.
- *There are only two students to a table.*
- **Study or work on assignments at all times.**
- Raise your hand for help if you need it.
- **Use a computer for school work ONLY!**
- Pack up and be ready for dismissal at 4:05 pm.
- Return materials to your locker after dismissal.
- Wait *QUIETLY* for the bus or to be picked up at 4:15 pm.

(Please fill out in pen.)

I, _____, understand the Homework After School Program's expectations and will follow the guidelines and rules indicated above that outline a positive and quiet working environment. I pledge to work hard and complete work that will help me succeed in my studies.

Signature: _____ Date: _____