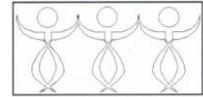




Chemehuevi Education Center

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Learning is Life

AFTERSCHOOL HOMEWORK HELP PROGRAM POLICIES AND PROCEDURES, AND REGISTRATION FORM

Section 1- Communication

The direct communication between the Staff of the Education Center, NUSD Teacher(s), the Student, and the Parent/Guardian of the student is essential for the well-being and success of the student's education.

Section 2- Eligibility Requirements

All students residing in the Havasu Landing Community are eligible to participate in the Afterschool Homework Help Program.

Section 3- FERPA Authorization of Release of Information Form

A FERPA Authorization of Release of Information form must be on file signed by the Parent/Guardian of the student.

Section 4- The Afterschool Homework Help Program (AHHP)

The Afterschool Homework Help Program (AHHP) is available at the Chemehuevi Education Center Monday through Friday each week that school is in session until 6:00PM (AZ time). The AHHP begins promptly upon the arrival of the NUSD bus(s). Students registered in Section 5. below are monitored at the Chemehuevi Education Center and are required to sign in and sign out each day while participating in the Afterschool Homework Help Program. Students are not permitted to leave the AHHP unless authorized in Section 5. below, or there is an emergency.

- a) All homework sessions are monitored by one or more Tutor each day; all homework is checked by a Tutor and each assignment is initialed in the upper right hand corner.
b) Once the student has completed their daily homework they engage in educational activities in many areas including but not limited to practice in penmanship, working on science projects, art activities, educational games, computer work, reading, book reports, and seasonal activities all of which are monitored by staff.
c) A snack will be offered to those students completing their work in the AHHP. If the student does not have Homework on any given day they are encouraged to earn a snack by reading for thirty (30) minutes. If your child has an allergy, please make sure to provide that information in Section 5. below.
d) Any student not following the rules of the Education Center and/or interrupting the structure within the AHHP will be given a chance to correct his/her behavior. If the issue persists the student may be asked to leave for a specific period of time, the parent/guardian will be called immediately. Any student consistently displaying behavioral issues may be asked not to return to the AHHP for a specific period of time, the parent/guardian will be called immediately.
e) The CIT Tutors are required to keep a student file with academic activity and progress logged for all students registered in the AHHP. The CIT Tutors may refer your student for CIT One-on-one Tutoring Services if necessary. This requires a separate registration initiated by a referral (see CIT One-On-One Tutoring Services, Policies and Procedures, and Referral).

Section 5- Afterschool Homework Help Program Registration

STUDENT INFORMATION:

Form with fields for LAST NAME, FIRST NAME, GRADE, MAILING ADDRESS and checkboxes for permissions like Wi-Fi access, leaving the center, and FERPA authorization.

EMERGENCY CONTACT INFORMATION:

Form with fields for LAST NAME, FIRST NAME, CONTACT #, PARENT/GUARDIAN, RELATIONSHIP, and EMAIL for emergency contacts.

By signing below you agree to the permissions authorized in Section 5. Furthermore you agree to review these Policies and Procedures, and Registration with the student registered to participate in the AHHP.

Form with fields for PARENT/GUARDIAN SIGNATURE and DATE.

Date Processed CIT Staff Signature