



SCHOOL OF SCIENCE AND TECHNOLOGY

1450 NE Loop 410 San Antonio, TX 78209 ♦ Tel: 210.804.0222 ♦ Fax: 210.822.3422 ♦ www.ssttx.org

AFTER SCHOOL PROGRAM

APPLICATION FORM

Dear Parents and Applicant:

Thank you for your interest in the After School Program (ASP) at SST. Please fill out this application form completely.

The registration deadline is the last Wednesday of each month. Your child will **not** be registered until the **payment** is made. Any student who has received disciplinary actions or suspended may not be able to attend the After-School program. By signing this form, you accept the Beyond the Bell Policies.

Applicant's name: _____ / _____ / _____
(Last) (First) (Middle)

Gender: Male Female

Grade and Section: _____ / _____

Parent's/Guardian's name: _____ / _____ / _____
(Last) (First) (Middle)

Permanent address: _____

Phone: (____) _____ (____) _____ (____) _____
Home Work Cellular

Emergency Contacts: Please list in order of preference individuals we may contact in the event of an emergency

Name _____ Relation to Child _____
Address _____ Telephone# _____

Name _____ Relation to Child _____
Address _____ Telephone# _____

Signature of Parent or Guardian

Date



Rules and Regulations for the Care Center

- Rules and regulations that are outlined in SST Student Handbook applies to the program.
- Your child will be supervised inside until 5:30 PM.
- After 5:30 PM, there will be an additional charge of \$2.50 for every 5 minutes for each student who is left on campus.
- Monthly fee for a child is \$100.
- Payments must be made between 1st and 5th day of each month to the Front Office.
- Please make checks payable to School of Science and Technology.
- Don't forget to include your child's name on the check.

If you do not make a payment between 1st and 5th day of the month the student will be withdrawn from the program. The student will not be accepted to the program until the money is paid. If such situations happened more than once, then the student would not be accepted to the program anymore.

For more information, please contact us at 804-0222.



AFTER SCHOOL PROGRAM

POLICIES

1. ADMISSION

Each student must be enrolled in the after-school program by a parent or legal guardian approval.

The fee for After School Program (ASP) is \$100 per month. The fee must be paid before the enrollment for each month. The students will not be able to attend the program until the fee is paid. If the fee is not paid until the 5th day of the month without any written notice to the After School Coordinator, the issue will be discussed with the Assistant Principal and this may result in discontinuing of after-school enrollment.

2. ATTENDANCE

Daily attendance will be taken during the classes and activities (clubs and study hall). All students are to attend all classes regularly and promptly for which they are scheduled. If a student misses a class, parent will be informed immediately. If a student misses 10 percent of all programs, he/she will be withdrawn from the ASP unless he/she provides a valid excuse in writing.

If it is necessary for a student to be absent from the after-school program for any reason, the parent or legal guardian should call the school office (804-0222). If the school office has not received a phone call, students must bring a written statement from parents or guardian to the after-school office upon returning to school. If a teacher has to work with a ASP student, he or she must give him/her a ASPWPP (After School Program Work Permission Paper) and inform the After School Coordinator. After school coordinator will provide these papers. If you need some more later, you may get them from front office. And also if a teacher has cafeteria duty and sees a student without ASPWPP or Hall pass, he or she has the right to put him/her out of the school or in detention. No exceptions. No excuses.

3. DISCIPLINE POLICY

The purpose of discipline policy is to facilitate a positive after-school climate where each student feels safe and secure; where faculty and staff agree on general principles of discipline within a framework of progressive discipline; where parents are kept informed of their child's behavior and are encouraged to support the school's decisions; and where all students are provided with opportunities to grow in personal and social development and, if they are involved in a discipline concern, are given due process.

Rules and regulations outlined in SST Student Handbook will be applied to the After-School Program and all students enrolled in the After School Program are expected to obey them. If a student fails to do so for the first time, the parent will be informed and the student will get a warning. If the office receives another discipline referral from the same student then a parent conference will be held and the student will be suspended from after school program for one week. If the third discipline action happens, student will be expelled from the After-School Program and he or she may not enroll for the existing academic year.

4. PICK UP POLICY

Your child will be supervised in side until 5:30 PM. After 5:30 PM, there will be an additional charge of \$2.50 for every 5 minutes for each student who is left on campus. For more information, please contact us at 804-0222.



5. MEDICATION POLICY

A parent or guardian will be called to pick up a child who is sick or injured. Medicine will not be administered without written permission from the parent or legal guardian.

6. STUDY HALL POLICY

If a student has homework, he or she must work on that. If he claims that he doesn't have any homework, he needs to bring a paper indicating that there is no homework that day from his teacher.

No paper without signature, name of the student, name of the subject and date is acceptable.

If a student finishes his homework early, he must read a book (no exceptions). ASP will not provide any books. We are going to use a Bear System in the study hall.

BEAR SYSTEM

If a student breaks the rule, he gets 1 bear for each breaking the classroom rule. If he gets 4 bears in a month, then he will not attend After School Program next month. If he attends after the following month and gets no bears, previous bears will be cleared and his history will be clean. But, if he gets 4 bears, then he will never attend the program. Students who have no bears will be announced and rewarded.

We will also use a Tracking System.

TRACKING SYSTEM

Each student's grades and conduct will be checked at the beginning and at the end of each reporting period. In this, we will track their grades and conduct. We believe that After School Program has a positive effect on academic performance. If a student doesn't show any improvement, first we will talk with the teachers and contact the parents.

ENTERTAINMENT

As a student, do not worry about what entertainment you will have and when. After School Program will have a monthly schedule. Each student may have the schedule at the beginning of each month. We may arrange field trips to Celebration Station, Lazer Zone, Bowling, etc.

PAYMENT

You must make your payments between 1st and 5th day of each month to the Front Office.

Monthly fee for a child is \$100.

Please make checks payable to School of Science and Technology.

Don't forget to include your child's name on the check.

If you didn't make a payment between 1st and 5th day of the month, the student will be withdrawn from the program. The student will not be accepted to the program until the money is paid. If such situations happened more than once, then the student would not be accepted to the program anymore.



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No money will be refunded in any case.

Do not forget to take a receipt.

PARENTS-STUDENTS: Please read the Beyond the After School Program carefully. Then sign and return the attached contract to the school office.

I have read and understood the After School Program Policies.

Student's Name: _____

Student's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____



AFTER SCHOOL PROGRAM

CLASSROOM RULES FOR STUDENTS

BEFORE THE BELL RINGS

1. When you enter the class, go to your assigned seat and put your materials in its appropriate place.
2. Do not hang around in the classroom. Either sit down in your assigned seats or take care of your business before class.
3. Keep your hands and feet to yourself.
4. Singing, humming, and yelling are not allowed
5. Writing or drawing on the board is not allowed without permission.
6. If you need a book, please check it from the teacher at the beginning of the class.

DURING THE CLASS PERIOD

- 1- Get your materials ready for the assignment of the day.
- 2- If you are late, please knock on the door and enter the class with your permission.
- 3- Do not stand up without permission.
- 4- Do not wad up your papers into a ball. Fold it up and leave it on the corner of your desk until break time. Do not get up to throw away your trash during class time.
- 5- Your seat and desk must be clean before you leave the class. You are responsible for the area around your seat. If there is trash around your seat before the bell, you must come tell the teacher so that you will not be responsible to clean it up. Before you leave, you must push your chair under the desk.
- 6-Follow the directions at the first time they are given. No talk back
- 7- You are not allowed to eat, drink, (even candy) or chew gum in class, even during the break time.
- 8- You must sit properly.
- 9- No students are allowed to use any version of "Shut up".
- 10- Attendance will be taken for each period. If a student misses a class without permission of his or her parent/teacher, he or she will receive one BEAR.
- 11- No student is allowed to leave the class without a HALL PASS. If a student leaves the class without a Hall Pass Card he or she will get a BEAR.
- 12- During the tutoring period students must do their homework. Tutors will help students if they need to get help. Tutors might want to give out some extra tests during this period. Students who finish their homework must show it to the tutor. Those who finish their homework early have to stay quite so that the others are able to study. Regardless of whether or not a student finishes his or her, he or she is not allowed to leave the room until 4:00 pm. He or she may work on another assignment.
- 13- Bring all of your homework materials to the class you are scheduled before 3:00 pm. If you forget them in your lockers you will receive one BEAR.
- 14- If you have any questions or need help, raise your hand and wait to be recognized before speaking.



CONSEQUENCES

1-You will get DPS. Depending on the situation, we may contact with your parent and Assistant Principal.

2- Your parent(s) will be contacted, you will be written a discipline referral form and sent to the Assistant Principal.

After School Program After School Class Rules Release Form

I received and I have read a copy of the syllabus for the academic year of 2005-2006.

Student Name _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature: _____

Home Address: _____

Date returned: _____

E-mail Address: _____

Phone Number (Home) _____

Phone Number (Work) _____

Phone Number (Cell) _____