



## **SJS's A.S.C.P. Policies, Procedures & Rules**

1. Students will meet the teachers in music room. They are to proceed to cafeteria with teacher in line from youngest to oldest.
2. All book bags, coats, boots, lunch boxes, etc. should be put in the ASCP room neatly and out of the way.
3. During snack, students should stay in their seat until they are told they can get up. Students must have permission to use the lavatory to change their clothes. **THERE IS NO WALKING AROUND.**
4. **THERE ARE NO HOME TOYS ALLOWED DURING SNACK.** They can, however, play with toys in the play room.
5. ASCP is **NOT** responsible for your child's handheld games, equipment, etc. Allowing your child to bring toys from home is at **YOUR** discretion.
6. **HOMEWORK TIME IS IMMEDIATELY AFTER SNACK UNTIL 3:30 PM.** The exception is for CHOIR students. Their homework time is from 3:00-4:00 p.m. It is each student's responsibility to work on their homework. **IT IS NOT A TIME FOR SOCIALIZING.** If your child needs more time, they may work on their homework in the gym, outside, in the play room or possibly in the hall outside the play room.
7. Any student may be asked to leave the homework room due to excessive talking or fooling around. They will not be able to work on their homework for that day. They will be allowed the next time in hopes of making a better choice.
8. ASCP teachers are **NOT** tutors. They are there to help your child with their homework and to make sure it is getting done. **THEY ARE NOT THERE TO CHECK OVER EVERY ANSWER.** This can be done at home.
9. ASCP does **NOT** supply students with pencils, pens, paper, etc. It is your child's responsibility to bring all the necessary items in order to complete their homework.
10. Most activities are a choice for each student. They **DO** have to go to a certain room that a teacher assigns them, but they **DO NOT** have to participate in anything they do not want to.
11. Students are responsible for putting away toys or games properly before they leave the ASCP.
12. A student may only go upstairs to the gym to watch a game if accompanied by an ASCP teacher. SJS ASCP is liable and responsible for every student that is signed up for that particular day; therefore, they may **NOT** go to the gym by themselves. This request can only be accommodated **IF, AND ONLY IF, THE STUDENT TO TEACHER RATIO ALLOWS IT.**
13. If a student commits an unkindly act or is disrespectful to an employee, the student will receive a behavior notice. One copy will be sent home and a second copy will be kept on file. **IF YOUR CHILD RECEIVES THREE (3) NOTICES IN ONE (1) SCHOOL YEAR, YOUR CHILD WILL BE ASKED TO LEAVE THE PROGRAM.**