

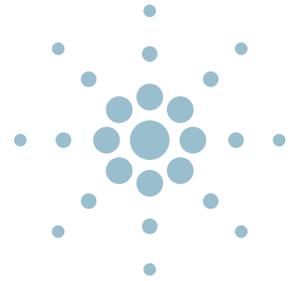
After School Programs Handbook

2024-2025



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Welcome to After School Programs!

Our Mission: Empowering Students Beyond the Bell: Our After School Programs provide a nurturing environment where students explore their passions, build essential skills, and develop into well-rounded individuals. Through engaging activities and personalized support, we aim to inspire curiosity, foster creativity, and enhance academic achievement.

Our Vision: Cultivating Bright Futures After Hours: Our vision is to create a vibrant after school community that celebrates diversity, embraces innovation, and empowers every student to thrive. By offering a dynamic range of experiences, we envision students developing into lifelong learners and discovering their potential to become future leaders.

CONTACT INFORMATION

For more information regarding After School Programs, please email AfterSchoolPrograms@houstonisd.org



AFTER SCHOOL PROGRAM HOURS

The After School Program is scheduled to operate for three (3) hours during out-of-school time.

Program Days: Monday through Friday

Morning time: 7:00 a.m. – 8:00 a.m. (Specific Campuses)

After school time: 3:00 p.m. - 6:00 p.m. (Elementary Campuses)

4:30 p.m. - 6:30 p.m. (6th – 12th Grade)

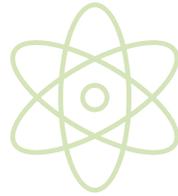


Summer Schedule: In addition, the program operates for five (5) weeks during the summer.

AFTER SCHOOL CLASS OFFERINGS

Please note: Classes vary per campus. (Subject to change)

- STEM
- Culinary
- Gaming
- Sports
- Fine Arts
- Strategic Gaming
- Gardening
- Academic Assistance



AFTER SCHOOL PROGRAM GOALS

- Academic Performance
- School Day Attendance
- Student Engagement in Learning
- Family Engagement





PARTICIPATION REQUIREMENTS

ENROLLMENT PROCESS & REGISTRATION

Your child will not be enrolled or allowed to attend the after school program until the [Registration Form](#) has been completed, signed, and returned. There is no fee to register. Please click [HERE](#) for the registration form, you can also request a paper copy at your child's campus. Please complete one form per student.

ATTENDANCE

For your child(ren) to receive the full benefits of the After School Program, it is recommended that they attend every day and remain for the entire duration of the program. Daily early pick-ups are not recommended or encouraged. However, if early pick-up is necessary, please contact the After School Specialist to make arrangements.

"PAVING THE WAY FOR WHOLE STUDENT SUCCESS"

FAMILY ENGAGEMENT

Adult family engagement is encouraged in the program. Family Engagement is vital to the success of the program. Adult family members can participate in the following ways: Family Workshops/Activities, Family/Community Advisory Board, Student Showcases and other events, and Family Engagement Surveys.

After School Program event updates will be shared via email, flyers, social media, phone calls, and or signage on campus. Open communication is very important to the success of your child's after school experience. Parent conferences with After School Programs are available upon request.

DISMISSAL PROCEDURES

Students must be signed out of our program at the end of each day. The child will only be released to his/her parent/guardians or those adults designated on the registration form. A photo ID will be required for the release of child(ren). Contact your After School Specialist for details regarding dismissal procedures.

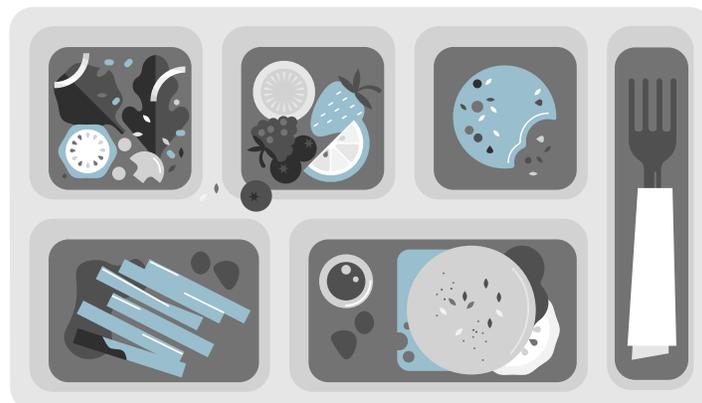
EARLY PICK-UP | LATE PICK UP

Early pick-ups are disruptive to our schedule and will make it difficult for your child to receive the full benefit of the program. We understand that things happen from time to time, but excessive early pick-ups may result in your child being removed from the program. We value each of our families and have no desire to lose a single student. If you decide the program is not right for your family, please notify your After School Specialist in writing that you are withdrawing your child(ren) so a student on the waiting list can be enrolled.

PROGRAM OPERATIONS

STARTING THE PROGRAM: All students should follow the school's process for reporting to the designated program space upon dismissal from the school day.

SUPPER AND SNACK: A healthy afternoon meal and snack is provided each day. All meals and snacks comply with the USDA program guidelines.



PROGRAM EXPECTATIONS

DISCIPLINE AND GUIDANCE PROCEDURES

Students are subject to the same rules of conduct that apply during the regular school instructional day. Misbehavior will be subject to consequences established by the HISD Student Code of Conduct and the After School Programs handbook.

STUDENT BELONGINGS

Items brought to the program by your child must be labeled. Students are expected to be responsible for their personal belongings. The After School Program is not responsible for and cannot provide compensation for lost, damaged, or stolen items.

ELECTRONIC DEVICES

Except for program purposes, students are not permitted to use personal electronic devices such as cell phones, smart watches, iPads, tablets, or any other electronic devices unless prior permission has been obtained.

STUDENT DRESS CODE

All program participants must remain in school dress code unless otherwise notified of special event or activity.



DISCIPLINARY ACTION PLAN

All students are entitled to a pleasant and safe environment while participating in the after school program

- Be responsible for personal belongings.
- Participate in all afterschool activities.
- Possess positive and caring attitudes.
- Unacceptable behavior is not permitted including but is not limited to foul language, disrespecting others, fighting, disobeying rules of safety, running or leaving designated areas, public displays of affection, defacing property, and stealing.

VIOLATION OF RULES

Every effort will be made to resolve differences. However, when a student routinely displays behavior not conducive to the after school environment, the following sequence of consequences can occur:

1st Incident – Parent notification.

2nd Incident- Parent notification and child will receive a written warning and a one-day suspension.

3rd Incident- Parent conference with the After School Specialist to determine an appropriate action plan to resolve the behavior.



STUDENT SAFETY AND STUDENT SUPERVISION

Student safety on campus and at school-related events is a high priority of the after school program. Although the program has implemented safety procedures, the cooperation of students is essential to their safety.

A student is expected to:

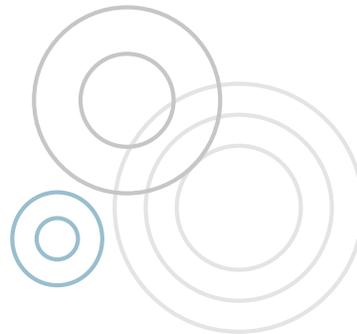
- Avoid conduct that is likely to put the student or others at risk
- Follow the behavior standards in this handbook as well as any additional rules for behavior and safety set by the school.
- Remain alert and promptly report any safety hazards or incidents to school staff or After School Specialist.
- Report possible threats anonymously to 713.641.7466.
- Know emergency evacuation routes and signals.
- Follow the instructions of teachers, bus drivers, and school staff.

EMOTIONAL SAFETY OF STUDENTS AND FAMILIES

In our program we commit to providing an environment that does not initiate apprehension or anxiety but helps all involved, especially our students, feel comfortable and welcomed.

We will do so by:

- Creating a positive environment
- Creating program routines
- Exhibiting good behavior
- Treating everyone with respect



HEALTH AND ILLNESS POLICY

When your child is ill, please contact the After School Specialist to let them know your child will not be attending that day. If your child becomes ill during the program, we will contact you to pick them up. In case of an emergency, parents will be notified immediately.

MEDICATION POLICY

If a student must take medication during after school program hours, the student's parent must provide the medication. All medication, whether prescription or non-prescription, must be kept in the nurse's office and administered by the school nurse or after school staff designee.

EMERGENCY PROCEDURES AND MEDICAL TREATMENT

If a student has a medical emergency in the program or during a school-related activity when the parent cannot be reached, the after school program staff may have to rely on previously provided written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. We ask that all emergency care information be updated as needed.

ACCIDENTS AND ILLNESSES

All accidents and incidents will be reported immediately to the After School Specialist. Copies of the reports will be given to all parties involved. A report will be written for each incident but will exclude the names of all individuals involved. An original copy will be kept on file.

EMERGENCY SCHOOL CLOSURE

If the campus must close, delay opening, or restrict access to the building because of an emergency, the program will also alert parents/guardians via different means of communication.

FIELD TRIPS

Should your child's site have a field trip, we will follow field trip procedures as outlined in the school district's policy.

AFTER SCHOOL PROGRAMS: RESPONSIBILITIES AGREEMENT

Student Responsibilities:

Students participating in the After School Program are expected to:

- Attend the program with fidelity and participate in all hours of the program for at least 95% of the time each week.
- Interact respectfully with others and avoid engaging in fights or using inappropriate language.
- Adhere to instructions provided by program staff and remain within designated activity areas until authorized pick-up arrives.
- Foster a positive atmosphere by maintaining a constructive attitude.
- Contribute to a clean environment by responsibly using facilities and materials.
- Comply with all policies and procedures outlined in the HISD Parent/Student Handbook Code of Conduct.

Parent Responsibilities:

Parents/guardians of participating students are expected to:

- Ensure their child's consistent attendance, meeting the program's attendance requirements.
- Pick up their child promptly each day.
- Notify the program in writing if someone other than authorized individuals will be picking up their child, and ensure that person is 18 years or older, providing a copy of their driver's license or state issued identification card.
- Attend parent information meetings and showcases each semester and engage in volunteer opportunities or attend parent events as specified.
- Promptly communicate changes in contact details or address to the After School Program.
- Support and reinforce the program's discipline policy to maintain uniformity.



After School Specialist Responsibilities:

After School Specialist and after school staff will:

- Monitor student attendance and adherence to program rules and behavior standards.
- Establish a secure and inclusive learning environment for students to participate in enrichment activities.
- Organize and conduct parent information meetings and showcases each semester.
- Swiftly address any changes in student behavior, attendance, or safety concerns.
- Withdraw a student from the program, if necessary, in accordance with the outlined criteria.

This overview outlines the expectations and responsibilities for students, parents/guardians, and the school/administrators involved in the After School Program. These collective efforts contribute to the success and effectiveness of the program in promoting academic growth and enrichment.

We thank you for collaborating with our After School Programs to provide a nurturing environment for your scholar to learn and grow.

After School Programs

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