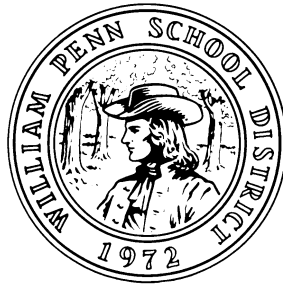


Future Forward SUMMER PROGRAM Student-Parent Handbook 2010

Welcome to the 21st Century Summer Program! I am pleased that you will be working with us in this important endeavor.

This handbook contains information pertaining to your participation in the Summer Program. Please read it carefully and keep it, as you are responsible for the information it contains.



PENN WOOD MIDDLE SCHOOL
121 SUMMIT STREET, DARBY
610-586-1804, ext. 308

7:30 TO 8:00 Breakfast-engagement
8:00 to 10:00 Academic Instruction
10:00 to 12:00 Academic Instruction
12:00 to 12:30 Lunch provided
12:30 to 3:30 Organized Recreation

Important Numbers: Penn Wood Middle School: 610- 586-1804, ext. 308

Ms. TAMIKA BENNETT, (Site Coordinator)

Ms. JOHN KEA, (Secondary Instructional Coordinator)

Ms. SANDRA BLACKWELL, (Lunch Coordinator)

Mr. ANTONIO GREENE, (Out-of-School Activities Coordinator) 610-284-8005, ext. 271

Purpose of this handbook

This Summer Program student handbook and the other information is intended to provide information important to you as a student in the Summer Program. Throughout the summer, additional resources will be provided for you. Please keep it in a convenient location and refer to it often.

You are expected to understand and participate in accordance with the policies contained herein. Please review the information contained in this binder. You are responsible for knowing the information contained in this student handbook. The information in this binder and the handbooks therein are subject to change without notice.

Project Statement

The Future Forward Project will include opportunities for learning, tutoring and remedial computer-based and traditional classroom instruction. Students can be referred by parent, administrator, teacher or student self referral for assistance and additional academic enrichment. Rich academic and recreational programs will be developed that provide positive staff-child relationships and strong peer relationships.

History and Funding

The Summer Program is funded through a grant from the Pennsylvania Department of Education. We do welcome donations by individuals or groups. The Summer Program is for all students attending middle school and senior high school in the William Penn School District in accordance to their academic enrichment needs, identified through assessments and referrals. Our Summer Program is committed to fostering a community based academic enrichment program and recreation program while cooperating with other programs in existence.

The guiding goals of the Summer Program are:

- To provide students with high quality and engaging opportunities to learn and make measurable academic progress, particularly in the areas of reading/writing, mathematics and social studies;
- To help students gain self-esteem built from significant accomplishments;

- To help students develop the skills for building positive social relationships;
- To engage parents and community members more directly in the educational process by building on existing relationships and constructing new partnerships;
- To provide a safe and drug-free environment where students and their families can participate in programs that teach them new skills to improve their life prospects.

Who is eligible?

The Summer program will be structured to meet the learning needs of children and families with the greatest need for expanded learning opportunities. The program will target students in grades 7-12 who demonstrate considerable learning needs and may not have access to academic enrichment outside of the regular school year.

What does the program consist of?

The Summer After-School Program will include opportunities for learning in structured and non-structured forums to promote student mastery of content and learner autonomy and resiliency. Rich academic and recreational programs will be developed that provide positive staff-child relationships and strong peer relationships. These programs will consist of: Math, English and Social Studies.

Attendance

Attendance will be taken on a daily basis. If a student is absent, a note must be sent with the student on the next scheduled day. Students who attend the program regularly will have a better chance of meeting the expectation of remediation or credit restoration. Also, students who attend regularly will have a certified teacher available on site to assist with any instructional questions or concerns.

Breakfast/Lunch

Breakfast and lunch will be served daily. The lunch program will be aligned with the State of Pennsylvania's guidelines for health and nutrition. The partnership between the Archdiocese of Philadelphia and the William Penn School District allows for this free meal program to take place.

While no student should at any time be forced or coerced into eating a breakfast or lunch they do not wish to eat, we encourage them to eat what is provided. At the very least, a student should accept the lunch or breakfast.

Recreation

Playing games in larger groups is certainly acceptable as long as the object of these activities is to have fun and competition is not the main emphasis. Recreation will also consist of electronic gaming and traditional board games. Sportsmanship is an important lesson we can teach at the Summer Program and large-group games are an excellent way of teaching these lessons. Each student should participate in a fitness oriented activity for at least 45 minutes daily.

Academic Instruction

One of the main purposes of the Summer Program is to enhance and extend the learning that goes on during the regular school year. This academic enrichment, remedial and credit restoration will primarily be in the form of computer based instruction, usually lasting at least two hours per day, per academic course in which the student has enrolled. The emphasis will be on hands-on learning and having fun while learning in unconventional ways. Certified teachers, who are highly-qualified are on site to assist students in specific instructional areas.

Restoration Courses: Math/English/Social Studies (Grades 7-8)
Math/English (Grades 9-10)

Discipline

Discipline plays a role in maintaining order in any situation, including the Summer Program. When discipline is consistent, fair and non-violent, it can result in children learning how to get along with others and internalizing limits. Students and staff are expected to treat each other as well as the surroundings with respect. This program discipline policy adheres to the William Penn School District's Code of Conduct.

The rules for behavior during the Summer Program are the same as those for the regular school year. Please consult the code of conduct and resources in your program site's binder, school district website or manual that was provided to each student during the regular school year. This information will also be kept in the student resources manual at the program site. By having the same rules both during the school year and during the summer program, students will know how they are expected to behave and these rules will be reinforced.

Because the Summer Program is different from the regular school day, there may be some additional rules that need to be made, enforced and followed. Students are much more likely to follow rules they understand. At the beginning of the program, students and staff members will discuss appropriate behavior and list any rules specific to the Summer Program in words the students can understand. Reminding students of the rules often will help students remember how to behave appropriately.

If students misbehave during the Summer Program, they should be given a verbal warning and asked to correct their behavior in accordance to the William Penn School District's code of conduct. If the student misbehaves again on the same day, staff members will remove the student from the program site.

In all cases, maintaining the safety and security of the children in the Summer program is most important. If problems persist or the behavior is serious enough to warrant a dismissal from the

program, no fees will be refunded and the student may forfeit any instructional restoration or remedial credit.

*Remember, we are here for an enjoyable summer enrichment experience and what each student is expected to act and be treated with the utmost of respect at all times.

Student's Illness

If a student becomes ill or is injured during the summer program, their parents need to be contacted and asked to come and pick up their student (This call will normally be made by the site-coordinator or designate). If a parent cannot be reached and the student is in need of urgent medical attention, project staff will transport the student to the doctor's office or hospital. The Summer Program requires that each student have emergency contact information on file before they attend the Summer Program. In addition to listing contact information for parents or guardians, this form asks for information on other people who may be contacted in an emergency situation when the parents or guardians are not available.

Medication

As a rule, Summer Program staff cannot administer medication to students. You can only dispense medication if you have had the applicable in-service training from the school nurse.

Special Needs/Accommodation

We will make reasonable accommodations for the inclusion of any student who is able to benefit from the Summer Program so long as their presence and the accommodations made for them do not significantly hinder or lessen the benefits other student experience in the Summer Program.

Field Trips

The Summer Program is not scheduled to take field trips as time and resources allow.

Special Events

From time to time, there may be special events as part of the Summer Program. These may include family programming in the morning or afternoon, open houses and dinner theatre presentations. Information about special events will be included in our newsletter. If you are interested in helping plan or coordinate a special event, please let us know!

Newsletters

Communication between the Summer Program staff and parents/guardians of participants in the program is essential for the success of the program. To this end, we will publish weekly newsletters containing information about the Summer Program, the staff and upcoming events and activities. Included with this newsletter will be a calendar with information on it about upcoming events and enrichment units.

Website: "www.wpsd21.org"

The Summer Program also produces a website which informs parents, students and staff about the happenings in the summer program.

General Student Responsibilities

1. Listen to the program staff who work in the summer program. They need a fresh, friendly face while assisting you with instruction or concerns. Talk with each of them as often as possible and genuinely care about their responses. Maintain a positive attitude in during your interaction with staff and other students. **If you had a bad morning, don't bring it to school with you. But seek assistance if necessary from any staff member.**
2. Make sure you attend the summer program regularly so that you can master the skills and information that is taught.
3. Set a positive example for other students in the program by following the rules for the program.
4. Treat all people and property with respect. Use program supplies wisely.
5. Maintain open lines of communication with other summer program staff and students. Let any staff member know about any concerns that you may have about the program.
6. Have fun! Smile! Everyone will react to your mood, so keep it positive.

If you have any questions or suggestions, please contact your site coordinator or director of the program at your site.