

SAGE PARK MIDDLE SCHOOL HOMEWORK CLUB



Dear Parent/Guardian,

We would like to offer your child the opportunity to join the after-school homework assistance program at Sage Park. This opportunity is available to your student on Monday, Wednesday and Thursday afternoons from 2:40-3:45, starting Monday, September 29th. The program offers a quiet place where students can go to work on homework assignments in a focused and structured school setting. Tutors and paraprofessionals will be present in the cafeteria to support students in their studies. Late busses are available for those students who will need transportation.

Attendance is an important indicator of student commitment and will be taken daily. Therefore, it is important to carefully select the day(s) your child will participate in the Homework Club based on his/her other after school activities (Enrichment Clusters, Band, Sports). If your child accumulates *two unexcused absences* from the Homework Club, a letter will be mailed home regarding his/her removal from the program. The opening will then be offered to another student.

On the reverse side of this letter, you will find the rules and procedures of the program. Kindly go through these rules with your child and instruct him/her to meet in the cafeteria on the days you have agreed upon to begin. Staff will meet and greet students and take attendance

In addition, please complete the attached information form and have your child return the form to their homeroom teacher by **Thursday, September 25th**. If you have any questions, please feel free to call me at the number listed below.

Sincerely,
Mrs. Linda Pinard
Homework Club Coordinator
687-2030 (x1130)

HOMWORK CLUB RULES

The purpose of the Homework Club is to provide a supportive, focused and quiet setting in which a student can complete homework assignments. To maintain an appropriate study and learning environment there are several student expectations:

- ✓ The Homework Club runs on **Mondays, Wednesdays and Thursdays** from 2:40-3:45.
- ✓ Check-in will begin at 2:40 and end at 2:50 in the cafeteria. Students are expected to arrive on time, just as any other class or program at school. ***Three unexcused late arrivals will result in an office detention.***
- ✓ Students are expected to arrive with all their needed supplies, including textbooks, agenda, paper, pens and pencils, as well as calculators. A silent reading book should also be brought.
- ✓ Students may not leave the cafeteria without permission from the staff. The library is available for students to do research on Wednesdays and Thursdays with a pass from their teacher. Students planning on using the library for this purpose should first check in at Homework Club for attendance.
- ✓ Students who will be involved in another after-school activity (i.e. choir, teacher detention) on the day they have signed up for the Homework Club, should ***first report to the Homework Club teacher, so their absence can be excused.***
- ✓ The accumulation of ***two unexcused absences will result in a letter home and removal from the program.***
- ✓ Inappropriate behavior that disrupts the learning of other students will result in an initial phone call home and subsequent removal from the program for a second offense.
- ✓ Healthy snacks are encouraged and permitted, but please no gum or candy snacks.



**SAGE PARK MIDDLE SCHOOL
HOMEWORK CLUB INFORMATION FORM**

I am interested in having my child participate in the after-school Homework Club.

Student Name: _____

Grade: _____ **Team:** _____ **Homeroom:** _____

Parent/Guardian Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____

Circle the day(s) you are requesting:

Mondays

Wednesdays

Thursdays

I will begin on: _____
(date)

Is there any additional information you would like to share that might help us support your child? _____

I give my child, _____, permission to attend the Homework Club. I have read and understand the Homework Club Rules.

parent/guardian signature

student signature

