

## **Extended School-Day Program (ESP) Guidelines:**

The program is a licensed part-day program providing before and after-school care for currently enrolled students at St. John Bosco Catholic School. Students are automatically enrolled in ESP services—there are no additional forms you need to complete.

### **ESP Student Rules:**

- 1) Come to ESP directly after the bell rings
- 2) Keep hands, feet, and objects to yourself
- 3) Cell phones turned in to staff when signing in
- 4) Homework is completed quietly before playtime
- 5) Eat snack after praying reverently
- 6) No students are allowed on the stage
- 7) Ask to use the restroom
- 8) Remember to use the School-wide Learning Expectations in ESP

### **School Wide Learning Expectations (SLE's)**

LIFE-LONG LEARNER The students will... L.1 apply the skills learned in the curriculum to continuously seek further knowledge L.2 exhibit critical thinking and problem-solving abilities L.3 take responsibility and be accountable for academic growth L.4 research and analyze information effectively

ACTIVE CATHOLIC The students will... A.1 demonstrate knowledge of the Catholic faith A.2 participate in the life of the church A.3 serve others A.4 exhibit a Christian attitude

SELF-AWARE INDIVIDUAL The students will... S.1 understand how learning occurs S.2 develop and use time management and organizational skills S.3 develop and practice healthy habits of mind, body, and spirit S.4 recognize how their behavior affects themselves and others

EFFECTIVE COMMUNICATOR The students will... E.1 demonstrate written and oral communication clearly and competently E.2 use active listening skills E.3 use technology responsibly and effectively

RESPONSIBLE CITIZEN The students will... R.1 understand and follow the rules and procedures of the class, school and community R.2 learn and practice the skills of self-disciplined behavior (DWP 1-15) R.3 exhibit positive behavior when working and playing with others

### **Discipline**

The ESP program is an extension of the school day. School rules still apply, to include policies as outlined in the Student Handbook. Disregard of procedures or rules will result in progressive, logical consequences. Serious misbehavior will be documented and shared with

Administration (Mrs. Bescak) and may result in a conference with parents, a behavior contract or required withdrawal from the ESP program.

**Discipline With Purpose (DWP):** All people, regardless of age, deserve to be treated fairly and with respect. All behaviors and actions, both positive and negative, need to be acknowledged. Positive behaviors and actions deserve acknowledgement and praise. Negative behaviors and actions need to be addressed with a consequence so the behavior is corrected.

All disruptive behavior is routinely handled by faculty in the school. Teachers welcome opportunities to meet face-to-face with students for the purpose of teaching DWP skills and changing behavior. SJB teachers & Instructional Assistant's (IA) establish procedures to assist students to follow the rules on a daily basis. The DWP discipline cycle is designed to help students make appropriate choices regarding their behavior.

### **Parent Responsibilities**

Parents are required to regularly update the emergency contact information as it changes on the Emergency form. Parents are asked to work with the staff of the program to provide an environment that will prove most beneficial to their children, such as homework help required and modifications to the routine to facilitate good behavior.

### **Snacks**

A light snack will be provided to those students who come to ESP directly after school. Snack will not be provided to those students going to another school activity first before coming to ESP. Lunches are not provided on any days.

### **Activities**

The primary goal of the program is to provide an environment where children are supported in their academic studies. Time will be allowed for homework and studying after snack. The Instructional Aides and High School volunteers will help all children with homework if needed. Once children have their homework checked, they will be permitted to play outside or given a chance to participate in FUN centers inside. For example: art, building, puzzles, or board games. On Fridays as a reward for good behavior a movie and special snack will be provided.