

Homework Club Guidelines

Beginning with Session I of the 2013-14 school year, Community Center of Mendocino is initiating important changes to the daily Homework Club (MUSD Study Club). Our goal is to focus class time on academic support and help students utilize this period productively. Towards this end, we're initiating stricter requirements, and clearer consequences if these requirements are not met. Parents who enroll their children in Homework Club are agreeing to be active participants in meeting these requirements, and ensuring that their child/children are successful participants. Please read and discuss the following information with your child/children, and sign the attached agreement before enrolling them in Homework Club.

Guidelines:

1. Students may enroll in one Homework Club period per day.
2. Class size is limited to 24 students per class. Homework Club fills quickly and parents are advised to register early. A calendar of the sessions, holidays, and registration days is available on the CCM website at www.ccmendo.org.
3. Homework Club is taught by a certified teacher (Penny Erwin) and a Teacher's Aid. These instructors are staff of MUSD and are paid by MUSD.
4. Cost for Homework Club is \$1/day payable at the beginning of each session. There are 5 After School Program sessions per school year and each session is 6-8 weeks long. Deduct \$1 per day for any school holidays.
1 day of Homework Club per week for an 8 week session=\$8
2 days of Homework Club per week for an 8 week session=\$16
5 days of Homework Club per week for an 8 week session=\$40
5. Half scholarships are available to families with limited resources. Please discuss with the CCM Director.
6. All participating students and their parents must sign the attached contract before enrolling in Homework Club.

Requirements:

- a. Students must bring their homework to class every day, or if there is no homework assigned, they must bring a book, magazine, or writing journal.
- b. Students must focus on completing their homework in every class.
- c. Students must be quiet and attentive during class.
- d. Students must follow all Community Center safety rules.
- e. Students must be safe, responsible, and respectful to each other, staff, and instructors.

Consequences:

If students are not willing or able to follow the above requirements, staff will implement the steps below.

- 1st infraction: A warning from the Instructor
- 2nd infraction: A visit to the office and a discussion with the CCM Director
- 3rd infraction: Parents will be called to pick up their child. If parent can't be reached, staff will call emergency contacts.
- 4th infraction: CCM Director will schedule a meeting with parents to discuss a resolution of the problem.

Homework Club Agreement

Parents

I have read the Homework Club Guidelines and I agree to uphold the Requirements and Consequences as specified. I will support my child to be a successful participant in Homework Club, and if my child is not able to focus on productive work and behave appropriately, I will pick them up promptly from the center at the request of CCM staff.

Name

Signature

Date

Students

I have discussed the Homework Club Guidelines with my parents, and I agree to uphold the requirements as specified. I will bring my homework to class every day and focus on completing my homework. I will be safe, responsible, and respectful to other students, staff, and instructors.

Name

Signature

Date