**Falcons’ Ledge Homework Club**

**Guidelines as of 9/4/18**

**IMPORTANT NOTICE FOR ALL MS FAMILIES**

We are delighted to be able to continue to offer our free Falcon’s Ledge Club after school. This year it will be staffed by [Carolyn Guldberg](mailto:carolyn.guldberg@stthomasschool.org?subject=Falcons'%20Ledge) and Laurie Zuniga. Please contact them if you have any questions. We have added hundreds of books as well as many more games. Watch out for upcoming strategy games clubs during Trimester 2!

* 1. **HOMEWORK CLUB:**

FREE for Middle Schoolers on Monday, Tuesday, and Fridays. Join Dr. DeLap from 3:20 - 4 p.m., if you need homework assistance or a quiet place to study. Students will sign into Falcon's Ledge as normal, and then head to the main library.

* 1. **NO SEPARATE EXTENDED DAY:**

There is no separate EXTENDED DAY service for Middle Schoolers until 4:30 PM, when Falcons’ Ledge ends.

* 1. **LIGHT SNACKS:**

Light snacks are provided at Falcons’ Ledge for free. Please ensure that your child packs additional healthy food and drinks, if necessary.

* 1. **SIGNING IN:**

All MS students who are in the building after 3:20 p.m. must sign in with Mrs. Guldberg or Ms. Zuniga by 3:30 p.m., unless they are playing a sport or returning later during the afternoon. This includes students who are meeting with tutors, specialists, staff, and faculty in all other STS locations, or going to the Homework Club in the main library.

* 1. **MIDDLE SCHOOLERS ONLY:**

Parents and caregivers may not attend Falcon's Ledge, as we want to create a special Middle School space and community. They must pick up students and leave.

* 1. **CELL PHONES:**

In general, MS student cell phones are not allowed. MS students may use their cell phones ONLY to call/text a parent or caregiver between 3:20 and 3:30 p.m., if pick up arrangements need to be made. Students bringing phones to school must keep them in their lockers during the day with the sound switched off.

MS students must obtain permission from Falcon's Ledge staff to use the Falcon's Ledge phone.

* 1. **PICK UP/SIGN OUT:**

All parents and caregivers must come to Falcons’ Ledge to pick up their child. Students may not leave on their own, unless written permission is on file with Mrs. Dunwiddie, your child's Advisor(s), and Mrs. Guldberg. MS students may not wait for parents in the lobby or outside the STS building. Students must wait for families in program space with teaching/coaching faculty until families arrive and sign them out, or proceed to Extended Day at 4:30 pm if parents have not arrived. If your child is allowed to walk or bike home by themselves on an ongoing basis after school, please email your child’s Advisor(s), Mrs. Dunwiddie, and Mrs. Guldberg indicating which day this is permitted. Your child still needs to sign out for Falcon’s Ledge. Once students have left campus, they cannot rejoin Extended Day or Falcon’s Ledge unless by special agreement by the relevant supervisor.

* 1. **ACTIVITIES*:*** Mondays thru Thursdays, homework, quiet reading, and drawing will be done from 3:20 - 4:00 p.m.  Mrs. Guldberg or Ms. Zuniga will take interested students outside from 3:30 - 4:00 p.m
* At 4:00 p.m., MS students may continue to work on homework, or play quiet games (non-electronic), talk quietly, draw, read, or work on creative projects.
* On Fridays, students may enjoy a more relaxed afternoon. They may choose from a variety of activities, such as creating games, podcasts, blogs, photography and videos; graphic designs or decals; mad libs. There will still be a quiet space for students to complete homework.
* At 4:20 p.m., remaining MS students must help to pick up the Falcon's Ledge prior to their departure.
* All MS students must leave the Falcon's Ledge at 4:25 p.m. and go with Mrs. Guldberg or Ms. Zuniga to Extended Day in the Specialist Plaza. MS students must be checked in by the Extended Day representative. MS students may not go downstairs and wait for their parents to pick them up.

1. **HIGH STANDARDS OF CONDUCT:**

We have high standards for student conduct at all times during the day. MS students who are loud, unsafe, disrespectful or off-task will have direct consequences. See Falcon's Ledge Consequences below.

Please note that if students are found playing unapproved games or accessing online videos on their Surfaces which are not for homework or for educational projects, Surfaces will be taken for the remainder of the Falcons’ Ledge session and parents will be notified by email.

* 1. **FOOD AND DRINK:**

Food and drink are allowed at the counters and tables only. No one can eat or drink in the couch area.

**Falcon’s Ledge Consequences**

We have a high expectation for good behavior from our students, and they are held responsible for their actions and encouraged to learn from their mistakes. Whenever possible, the school employs a positive approach to discipline and uses logical consequences.

Anyone in the Homework Club in the main library will be sent back to regular Falcon's Ledge if they are not allowing others to concentrate on getting homework done.

The following steps will be taken if students at Falcon’s Ledge fall short of the school’s expectations. It is hoped that these will seldom have to be used.

Step 1: Relocation within Falcon’s Ledge.

Step 2: Relocation to Mr. Colledge’s office or main office; student writes a Reflection for Success; parent is alerted by subsequent phone call or email by Falcons’ Ledge staff.

Step 3: Formal Plan for Success: If a student reaches STEP 3 again within a 3-week period, a second communication outreach to parents will mean that a student cannot return to the Falcon's Ledge for 2 school days, and there will be a meeting with Mrs. Guldberg or Ms. Zuniga, Alex Colledge, the student, and the student’s parents which sees a plan for success implemented.

Step 4: Exclusion for Remainder of Trimester: If the goals for a student’s formal Plan for Success are not met, the student will not return to Falcon’s Ledge for the rest of the trimester.

Please also note the following:

***Cell Phones:*** No cell phones are permitted unless by express permission of the supervisor. In this instance, cell phones are for communication purposes only unless required by a teacher or a special learning plan. These will be taken away from any student who violates this rule and can be collected at the end of the session.

***Use of Surfaces:*** (See Acceptable Use Policy) School laptops are for school projects only. Once all homework or school projects are completed, students may only access educational game sites agreed by the supervising member of staff. This rule is relaxed on Friday afternoons, where a more playful atmosphere is encouraged. These will be taken away from any student who violates the school’s guidelines and can be collected at the end of the session. If there is a special Minecraft Club [creative mode], those students can carry on building that world if they have completed homework and other relevant tasks and the supervisor is comfortable with that.

***Use of Other Electronic Devices***: No other electronic devices will be permitted unless required by teacher or a special learning plan.

Our goal is for the Falcons’ Ledge to be a warm and productive space. We are putting these consequences in place to formalize our expectations and solidify the kind of physical and social environment that supports student’s learning and relationship-building most effectively. Please contact [Carolyn Guldberg](mailto:carolyn.guldberg@stthomasschool.org?subject=Falcons'%20Ledge) if you have any questions.