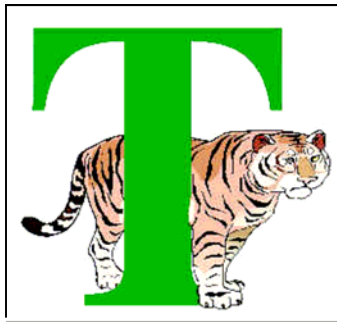


Mark Twain Middle School
After-School Program
Family Handbook



“Building the Future, Child by Child”

2007—2008

Welcome to the Mark Twain Middle School After-School Program! We are happy that your child has decided to be a part of our after-school community.

Program Purpose

Our mission is to provide a safe, enjoyable, and enriching place for the students at Mark Twain Middle School during after-school hours.

Program Objectives

- To help our students develop academic, life and leadership skills.
- To give students the skills to manage and resolve conflicts and to build healthy positive peer relationships.
- To help students develop the resilience and self-confidence required to deal effectively with life's challenges.
- To provide opportunities for students to courageously identify and pursue their personal goals and interests.
- To help our students to make healthy and safe life choices.
- To allow students to have fun and build school pride.

After-School Program Hours of Operation

Mondays, Wednesdays, Thursdays 2:30 p.m. to 4:30 p.m. (Late buses available)

Tuesdays, Fridays 2:30 p.m. to 6:00 p.m. (Parent pick-up only)

The After-School Program's Office is located in the B-Wing

Office Hours: Monday - Friday
2:30 pm to 4:30 pm

B-Wing Office Phone: 703-313-3711

The After-School Program Specialist: Earl Edwards, Jr.

Office Hours: Monday - Friday
10:00 am to 6:00 pm

Office Phone: 703-313-3705

Main Phone: 703-313-3700

Office Fax: 703-313-3797

AFTER-SCHOOL PROGRAM

Program Components

The Mark Twain After-School Program is divided into two main components: academic help and artistic/athletic programs.

Comments, Questions, Concerns Policy

If you have questions or concerns about the program, do not hesitate to call for an appointment with Earl Edwards (After-School Program Specialist) at 703-313-3705 or make a request in writing. Whenever possible, the After-School Program Specialist will make every effort to address your concerns within 24 hours.

Program Cancellations

The Mark Twain Middle School After-School Program is not in service under the following circumstances:

- School cancellations due to weather
 - Half-days of school/ Teacher work days
 - School vacations and holidays
- * *See attachment on school closings* *

Attendance Policy

- Students who attend the Mark Twain MS After-School Program are not permitted to leave the school building at 2:30 p.m.
- All students must report immediately to their assigned activity.
- Any child who arrives to the program late and unexcused will not be able to attend the program the next day. Parents will be notified.
- If your child needs to leave the school building (to walk a sibling home, to go to an appointment, etc.) on a daily or weekly basis, **WRITTEN** permission must be given to the After School Program Specialist.
- If you are picking up your child before our established dismissal times (3:30 pm and 4:30 pm), please come to the After-School office located in the B-wing and sign your child out. A photo ID will be required when signing your child out for the day.

Medication Policy

By law, we are not allowed to dispense medication, including over-the-counter medication. However, if your child uses an inhaler for asthma and it is kept in the clinic, we do have access and will be able to have your child use it if needed.

Medical Emergency Policy

In the case of a medical emergency, your child will be taken to the nearest hospital. We will attempt to contact you and/or the other emergency contacts by phone as soon as time permits. Please remember to update medical information and Emergency Care information with Mark Twain MS as necessary so that the Mark Twain After-School Program can also have access to the correct contact information in case of emergency.

Discipline Policy

Students will follow all rules and regulations as specified by Regulation 2601.21P *Students Responsibilities and Rights* (see accompanying quick guide) in order to ensure a safe and healthy environment for everyone participating in the After-School Program.

Participation Policy

Students may be removed and prohibited from the Mark Twain After-School Program for violations of Student Responsibilities and Rights. Removal may be short-term or long-term depending on the infraction. A student's removal from the program will be determined jointly by the Assistant Principals and the After-School Program Specialist following due process requirements. Parents/guardians will be notified of a student's removal from the After-School Program and violation of SR & R.

NOTE: Students may also receive additional consequences from Mark Twain administrators based on the nature and severity of their behavior during After-School Activities as per Student Responsibilities and Rights.

Dismissal

On Mondays, Wednesdays, and Thursdays:

Dismissal from session #1: 3:30 pm Walkers, Kiss and Ride Only

Dismissal for session #2: 4:30 pm Late bus, Walkers, Kiss and Ride

These program-wide dismissal times have been established to ensure safety and security. The After-school Program Staff supervise the Kiss and Ride Pick Up, Walker Dismissal, and Late Bus dismissal at the times above. Therefore, all students are released at common times.

If you need to pick up your child before the designated release times, please report to the After School Program Office located in the B-wing. You will be asked to provide identification to sign your child out. We will only release students to the people listed on their emergency care forms.

- Students may walk home alone ONLY if given written permission or designated as a walker by Fairfax County Public Schools
- For Kiss and Ride pick up, if you are running late, PLEASE CALL the After school office (703-313-3711), so that your child is not worried
- Walkers will only be dismissed at 3:30 pm, and at 4:30 pm.

Late Pick-Up Policy

The Mark Twain MS After-School program officially ends at **4:30 pm on Mondays, Wednesdays, and Thursdays.**

On Tuesdays and Fridays the program ends at 6:00 pm. Students who are picked up Tuesdays and Fridays will be waiting inside of the school in **Gym #2**, which is located at the rear of the school after 4:30pm. Please drive around the back of the building to Exit Number # 7. Reminder: staff contract hours end at 6:00 p.m. **Repeated late pick-ups may result in your child's removal from the program.**

MARK TWAIN AFTER-SCHOOL PROGRAM (JANUARY TO JUNE 2008) SCHEDULE¹

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:35 P.M.	Academic Assistance with individual teacher	Homework Club Drama Room (2:30 – 3:00 p.m.)	Academic Assistance with individual teacher	Academic Assistance with individual teacher	Homework Club Drama Room (2:30 – 3:00 p.m.)
	Homework/Tutoring Drama Room	“STASH YOUR CASH” (3:00 – 4:00 p.m.) Drama Room Financial literacy program WILL START January 22nd	Homework/Tutoring Drama Room	Homework/Tutoring Drama Room	Odyssey of the Mind Pe-health room
	Math Mondays Lecture Hall		Computer lab Room 106	Computer lab Room 106	Teen Mobile Challenge Gym 2 (3:00 – 4:00 p.m.)
	NXT Robotics Tech Ed –Room		Odyssey of the Mind Pe-Health Room	Jewelry Club Room 117	
	scrap-booking Room 205		literature Wednesday English teachers	Science Olympiad Room 130	“STASH YOUR CASH” Drama Room Financial literacy program (3:00 – 4:00 p.m.) Drama room
	Literacy Magazine Room 146		Flight Tech room Room B-18	School yearbook/photography Room 208	
	Computer lab Room 106		Special Olympics Gym 1	International Culture Club ² Room 102	
3:35 P.M.	Intramural basketball Gym ½		Tennis/Basketball Gyms 1&2 (4:00 – 6:00 p.m.)	Girl Power Room 123	Intramural Basketball Gym 1/2
	chess Club room 120	Drama Club Cafeteria			
	Game Room Drama room (M,W,TH)	intramural basketball Gym 1/2			
4:30 P.M.	Video Production Library				
	Late buses departs		Late buses departs	Late buses departs	

¹ Activities written in RED are academic based clubs. Activities listed in GREEN are athletic clubs. Activities listed in BLUE are enrichment clubs.

² ATTENTION INTERNATIONAL CULTURE CLUB MEMBERS: This club meets every other Thursday.

ETLR-A01		ETLR-05	
EDISON HIGH	4:15	EDISON HIGH	4:15
TWAIN MIDDLE	4:35	TWAIN MIDDLE	4:30
CLERMONT DR & KERRYBROOKE DR—walker	4:45	S VAN DORN ST & LAKE VILLAGE DR—ET-57	4:36
NORTON RD & BURGUNDY RD—ET-11	4:53	SUMMER RIDGE RD & WESCOTT HILLS WY—ET-56	4:43
HUNTINGTON AV & BLAINE DR—ET-02	4:58	GREENDALE VILLAGE DR & SANDYFORD ST—ET-50	4:51
RICHMOND HY SVC RD & BELLE HAVEN—ET-15	4:59	S VAN DORN ST & LAKE VILLAGE DR—ET-58	4:57
HUNTINGTON AV & HUNTING CREEK RD—ET-03	4:59	TELEGRAPH RD & DEVEREUX CIRCLE DR—ET-51	5:01
HUNTINGTON AV & MOUNT VERNON DR—ET-03	5:02	BROADMOOR ST & CORNISH WY—ET-51	5:07
TELEGRAPH CORNER LA & HERITAGE HILL DR—ET-14	5:02	TELEGRAPH RD & WICKFORD DR—ET-51	5:13
FRANCONIA RD & GOVERNORS POND CI—ET-14	5:02	TELEGRAPH RD & DEVEREUX CIRCLE DR—ET-51	5:13
		S KINGS HY & DEER RUN DR—ET-17	5:16
		Across from 1 AREA I OFFICE—ET-62 & ET-68	5:20
		MEMORIAL ST & KINGS LANDING RD—ET-17	5:25
		SOUTHGATE DR & TOWER DR—edison students	5:28
ETLR-02		ETLR-06	
EDISON HIGH	4:15	EDISON HIGH	4:15
TWAIN MIDDLE	4:30	TWAIN MIDDLE	4:30
BEULAH ST & GILDAR ST—ET-53	4:39	TELEGRAPH RD & GRACEWAY DR—ET-51	4:52
BEULAH ST & FLAT ROCK RD—ET-06	4:40	LORTON RD & ASHLAND WOODS LA—ET-57	5:00
BEULAH ST & WINDSOR AV—ET-56	4:43	LAGRANGE ST & POLLEN ST—ET-66	5:05
BEULAH ST & HILLARY ST—ET-56	4:44	POHICK RD & DOLSIE GROVE DR—ET-66	5:09
BEULAH ST & MILLER DR—ET-56	4:51	LORTON RD & LEWIS CHAPEL RD—ET-57	5:14
BEULAH ST & CRESTLEIGH WY—ET-56	4:51	WASDALE HEAD DR & 5TH PL—ET-57	5:21
ISLAND CREEK ELEM—ET-67	4:51	TERRA GRANDE AV & SPRINGFIELD HILLS DR—ET-58	5:41
SCHURTZ ST & BEULAH ST—ET-66	5:01	NORTHUMBERLAND RD & ROWANTA WY—ET-58	5:47
3 FRANCONIA ELEMENTARY—ET-67	5:03	LAKINHURST LA & STONEYGATE CT—ET-65	6:06
FLEET DR & YADKIN CT—ET-53	5:08	CONSERVATION DR & BRIAN MICHAEL CT—ET-55	6:17
		8 SANGSTER ELEMENTARY—ET-55	6:25
		SOUTHRUN RD & ROCKY GAP CT—ET-64	6:39
		NEWINGTON FOREST AV & WINDING WAY CT—ET-64	6:46
ETLR-03		ETLR-07	
EDISON HIGH	4:15	EDISON HIGH	4:15
TWAIN MIDDLE	4:30	TWAIN MIDDLE	4:30
FRANCONIA RD & GOVERNORS HILL DR—ET-07	4:35	HARRISON LA & AMLONG AV—ET-61	4:43
N KINGS HY & FARMINGTON DR—ET-10	4:39	HARRISON LA & RANSOM PL—ET-61	4:44
N KINGS HY & FORT DR—ET-10	4:39	HYBLA VALLEY ELEMENTARY/SACC—ET-61	4:48
S KINGS HWY-SERVICE RD & FURMAN LA—ET-59	4:43	ARLINGTON DR & REPUBLIC CT—ET-61	4:53
S KINGS HY & BERKSHIRE DR—ET-59	4:46	FORDSON RD & CYRENE BV—ET-61	4:57
		RICHMOND HY & BELFORD DR—ET-61	5:02
		STORK RD AT THE PLAYGROUND—ET-61	5:08
		JANNA LEE AV & TAMARIND ST—ET-61	5:13
		BUCKMAN RD & ROLLING HILLS AV (apartments)—ET-61	5:17
		GUM SPRINGS COMMUNITY CENTER & FORDSON RD—ET-61	5:23
		SHENANDOAH RD & FAIRFAX RD—ET-02	5:32
		W BOULEVARD DR & ALYCE PL—ET-02	5:39
ETLR-04		ETLR-08	
EDISON HIGH	4:15	EDISON HIGH	3:50
TWAIN MIDDLE	4:30	Across from 7 TWAIN MIDDLE	3:56
MANCHESTER BV & MANCHESTER LAKES DR-South Side —ET-55 & ET-56	4:45		
MANCHESTER LAKES DR & ERICKA AV—ET-55 & ET-56	4:46		
CHARLES ARRINGTON DR & MANCHESTER LAKES DR —ET-55 & ET-56	4:48		
FRANCONIA RD SERVICE ROAD & FRANCONIA CT—ET-63	4:56		
THOMAS DR & SPRINGFIELD ESTATES ELEMENTARY—ET-63	5:01		
CIMARRON ST & ABILENE ST—ET-63	5:06		
METROPOLITAN CENTER DR @ CLUBHOUSE—ET-65	5:19		
CHELSEA SQ APTS & BACKLICK RD	5:38		
RESERVOIR RD & ASH DR—ET-53	5:40		
CRESTWOOD ELEMENTARY—ET-53	5:42		
BACKLICK RD & RHODEN CT—ET-10	5:49		
CALAMO ST & RIDGEWAY DR—ET-54	5:58		
BACKLICK RD & SPRING GARDEN DR—ET-53	6:01		
BEN FRANKLIN RD & VILLA PARK RD—ET-54	6:06		
HOODES RD & BEVERLY PARK DR—ET-58	6:07		
NANLEE DR & LAVANT DR—ET-55	6:22		
OLD KEENE MILL RD & LEE VALLEY DR—ET-53	6:35		

ETLR-09

EDISON HIGH	4:15
TWAIN MIDDLE	4:30
FAIRHAVEN AV & BANGOR DR—ET-59	4:48
FORT FARNSWORTH RD & N KINGS HY—ET-59	4:52
TELEGRAPH RD & SHARON CHAPEL RD—ET-14	4:54
OLD TELEGRAPH RD & PINE BROOK RD—ET-14	4:56
OLD TELEGRAPH RD & WILTON WOODS LA—ET-14	4:59
TELEGRAPH RD & CLIMBHILL RD—ET-14	5:00

ETLR-10

EDISON HIGH	4:15
TWAIN MIDDLE	4:30
FRANCONIA RD & WELLINGTON COMMONS DR—ET-50	4:35
S VAN DORN ST & WOODFIELD ESTATES DR—ET-50	4:36
CROWN ROYAL DR & CROWN ROYAL CI—ET-16	4:38
FRANCONIA RD & SAINT JOHN DR—ET-63	4:40
LARKSPUR DR & FRANCONIA RD—ET-52	4:41
TILBURY RD & VALLEY VIEW DR—ET-54	4:44
COCKSPUR DR & BITTERNUT DR—ET-52	4:49
SEATREND WY & ANDREW MATTHEW TE—ET-65	4:53
OLD FRANCONIA RD & GILDAR ST—ET-65	4:56
FRANCONIA RD & GUM ST--walk	5:01

ETLR-11

EDISON HIGH	3:50
TWAIN MIDDLE	4:30
COTTONWOOD DR & SPLIT ROCK RD--walk	4:38
FLORENCE LA & SHAFFER DR—ET-17	4:47
REBECCA JANE WY & FLORENCE LA—ET-17	4:49
TELEGRAPH RD & MARL PAT DR—ET-17	4:52
FORT DR & N KINGS HY—ET10/59	4:59

Inclement Weather Plans

Due to inclement weather or other emergency situations, it may be necessary to close schools for the entire day, to open schools late, or to close early. The procedures used in school closings are detailed below. Keep this information in a convenient location for future reference.

Parents are urged to make arrangements now for the care of their students when schedule changes are made (and to provide for the rare situation when it is necessary to close an individual school because of a power failure or other circumstances). Students should know where to go if a parent will not be home.

Decisions on schedule changes are made after careful study of the best information available from many sources including weather services, the highway department, the police, and FCPS transportation staff members who are out checking the roads. While no sources dealing with weather predictions can be infallible, decisions are made with one overriding consideration—the safety of the students who ride buses or walk to school each day.

FCPS has several schedules set up to deal with inclement weather; these are put into effect when conditions threaten the safety of students who are walking or riding school buses to schools. These schedules are:

(1) Keep schools closed. (2) Open two hours late. (3) Close two hours early.

In every case of a schedule change, tune in to cable Channel 21, check www.fcps.edu, or call the FCPS hot line at 800-839-FCPS (3277). To receive this information via e-mail, sign up for the [FCPS Keep in Touch](#) e-mail notification system. The news will also be carried by radio and television stations, which are notified as soon as a decision is made. Do not phone the school or one of the stations for this information.

When the decision is made that school will be closed all day or will open two hours late, the announcement will be made by 5:30 a.m. whenever possible.

When schools are closed for the day, the following will apply:

- Extracurricular activities, interscholastic contests, team practices, field trips, adult and community education classes, and recreation programs in schools and on school grounds are canceled.

FAIRFAX COUNTY PUBLIC SCHOOLS
Mark Twain Middle School
After- School Program
Registration Form

STUDENT NAME (print): _____

MIDDLE SCHOOL TEAM: _____ **GRADE:** _____

Address: _____

Parent/Guardian Name: _____

Home Phone: _____ Cell/Pager: _____

Work Phone: _____ Additional Phone: _____

E-Mail Address (es) _____ / _____

EMERGENCY INFORMATION:

Adult Contact: _____ Relationship: _____

Emergency Phone: _____ Cell/Pager: _____

Other Information:

Allergies: Insect bites Food (please specify): _____

Other allergies: _____

Medications: _____

Please check the days your child will be attending the After-School Program:

- | | | | | |
|------------------------------------|-------------|---------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Monday | 2:30 – 4:30 | <input type="checkbox"/> Walker | <input type="checkbox"/> Late Bus | <input type="checkbox"/> Kiss and Ride Pick Up |
| <input type="checkbox"/> Wednesday | 2:30 – 4:30 | <input type="checkbox"/> Walker | <input type="checkbox"/> Late Bus | <input type="checkbox"/> Kiss and Ride Pick Up |
| <input type="checkbox"/> Thursday | 2:30 – 4:30 | <input type="checkbox"/> Walker | <input type="checkbox"/> Late Bus | <input type="checkbox"/> Kiss and Ride Pick Up |
| <input type="checkbox"/> Tuesday | 2:30 - 6:00 | Parent Pick Up Only | | |
| <input type="checkbox"/> Friday | 2:30 - 6:00 | Parent Pick Up Only | | |

Student Contract:

I, (student's name) _____, understand and agree to follow FCPS Student Rights and Responsibilities and be a successful participant in the After School program.

Signature: _____ Date: _____

Parent/Guardian Contract:

I hereby grant permission for my child to participate in the Mark Twain After-School Program. I understand that participation by my child is completely voluntary, and that some of the planned physical activities may expose my child to some potential injury. I agree that, to my knowledge, my child is physically and medically able to participate in these activities. If any injuries do occur to my child, I also understand that school personnel will respond in the same manner that occurs during regular school hours.

Parent/Guardian Signature: _____ **Date:** _____

I do I do not give my child permission to attend the Teen Center on Fridays after the after school program ends.

Note: A separate teen center permission form is required by the Community Rec Program who runs the Teen Center at Mark Twain MS from 6:00-10:00 pm on Friday nights.

Volunteer Form: If you are interested in being a volunteer, please fill out the remainder of this form and return it to the After school Program Specialist.

Your Name Phone E-Mail

- In which activities would you like to volunteer?
 - Homework Help
 - Tutoring
 - Recreation
 - Other _____
- Which areas of knowledge or expertise would you be willing to offer to the program?
 - Computer skills
 - Reading
 - Other _____
 - My hobby _____
 - My career _____
 - My cultural heritage _____

3. When are you available to volunteer in the program?

	Monday	Tuesday	Wednesday	Thursday	Friday
Time From:					
To:					
Exceptions:					

4. In what other ways would you be able to help? _____
