



**BEST (Better Educated Students for Tomorrow)
Boys & Girls Club of Brazoria County
in partnership with Brazosport ISD**

Parent – Student Handbook 2008-2009

Administrative Offices:

**Dena Cline, project director
202 West First St.
Freeport, TX 77541
979-373-9668
dcline@bgcbc.com**

**Fay Beard, executive director
fbeard@bgcbc.com**

Program Sites and Site Coordinators:

**Freeport Branch- Kathy Miles, kmiles@bgcbc.com
Griffith Elementary-
Lanier Middle School-Andi Jackson, ajackson@bgcbc.com
Ogg Elementary-Heather Cherry, hcherry@brazosportisd.net
Polk Elementary-Mallonique James, mjames@bgcbc.com**

Both the separate membership form and parent/student contract acknowledgment in this packet must be completed and returned before your child can participate in BEST.

PROGRAM OVERVIEW

The BEST (Better Educated Students for Tomorrow) program is a unique partnership between Boys & Girls Club of Brazoria County, the Brazosport Independent School District, and other community partners, who are committed to improving the academic skills and lives of Brazosport ISD students and their families. The program strives to bring new instruction to students in math, reading and science while also providing academic and social enrichment, drug and alcohol prevention programs, as well as fine arts, technology and sporting instruction. We are also committed to providing families with assistance through parenting classes, GED and English as a Second Language instruction.

The program is absolutely free to students. But because this is a free, beneficial program, we ask that students be present from school dismissal until 6 p.m. every school day.

ADMINISTRATION OF THE PROGRAM

The program's oversight is provided by various committees, made up of Boys & Girls Club of Brazoria County and BISD personnel, as well as community volunteers. The project director, Dena Cline, can be contacted at 979-373-9668 or at dccline@bgcbc.com.

HOURS OF OPERATION

All sites operate Monday through Friday from 2:30-6:30 p.m*. The program does not operate on BISD holidays. School closings because of inclement weather or other dire situations will also apply to BEST.

We are not a licensed day care provider. Your children will always be supervised at BEST, however, *we cannot keep your child at the site if he/she chooses to leave.* Any attendance documents that are completed are for grant reporting purposes only; they are not check-in or check-out documents.

TRANSPORTATION

If transportation is provided by **BISD**, it is a privilege not a requirement. All ineligible students riding on a space available basis-must ride the assigned bus and will be on a zero tolerance conduct status. **There will be no exceptions.** Zero tolerance means if the student gets one safety report for breaking the bus rider policies they can not ride the bus for the remainder of the school year. This policy applies to any Boys & Girls Club members being transported to our club sites.

Students from Jane Long and Velasco Elementary Schools will take BISD buses to either the Freeport Branch site, located at 311 W. Fourth Street in Freeport, or Fleming Elementary (next to the Freeport Branch site). Students at other sites will simply walk to the location on their campus designated for BEST.

* Kindergarten students will begin at 2:30 p.m.; 1st-4th grade students will begin at 3:30 p.m.

Questions about transportation should be directed to the Freeport Branch BEST site coordinator, Dena Cline, at 979-373-9668. Parents/guardians are responsible for picking up their children by 6 pm (6:30 pm at Lanier). If your child is too young to walk home, we will attempt to reach you or an emergency contact. If we are unable to reach you, we will contact the local police department.

PERSONAL BELONGINGS

We are not responsible for lost or stolen items. Anything considered valuable should be left at home. Staff members can not hold personal belongings or money for students.

MEDICAL EMERGENCY

If your child becomes ill at BEST, you will be called to pick up your child. In the event of a medical emergency that requires immediate medical treatment, the parent will be contacted and the child will be taken to the hospital/clinic you designate or Brazosport Regional Medical Center. No medication will be administered to any child while at BEST.

DISCIPLINE AND BEHAVIOR

- **BGCBC** guidance policy will be followed.
- Students are never to be in a room without a staff member present. This includes rooms that are off-limits to the BEST program.
- Students must take care of supplies and equipment and return it to its proper place. Students are expected to clean up after themselves and use trash containers.
- Students are expected to behave in an orderly and respectable manner and try their hardest while at BEST.
- Students must respect themselves, the project, staff and fellow students at all times. Students will be put in “time out” after the first offense. After the second offense, the student’s parent will be notified and the student will be suspended for 1-3 days. After the third offense, the student’s parent will be notified and the student will be removed from the BEST program.
- Abusive language or profanity will not be tolerated.
- Weapons of any kind are not allowed on the premises. Students who violate this rule will be immediately removed from the BEST program and the school authorities and/or law enforcement may be contacted.
- No drugs, alcohol or smoking are allowed in or around the club. Students who violate this rule will be immediately removed from the BEST program and the school authorities and/or law enforcement may be contacted.
- Fighting or arguing with others will not be tolerated. Students who participate in physical fighting (kicking, hitting, biting, etc.) will be given a “time out” if the incident was not witnessed by staff or an immediate 3-day suspension and parent notification if the incident was witnessed by staff. “Play fighting” is dangerous and will be treated the same as physical fighting.
- No gang insignia of any kind will be allowed.
- The BISD student code of conduct will also apply.

ATTENDANCE

For students to see the full effect of BEST on their academics and overall life, they need to attend BEST every school day they are present from 2:30-6 p.m.* Excessive absences are reason for removal from the BEST program.

Because early pickup also takes students away from the program, excessive early pickup will be treated in the same manner as absences, and continued early pickup may result in removal from BEST.

REMOVAL FROM BEST

A child may be asked to leave the program in the event of excessive absences and/or persistent violations of program rules, or seriously inappropriate behavior.

PARENT CONTRACT for BEST

In order for my child to participate in BEST, I agree to the following:

- BEST will follow the BISD school calendar and will operate from 2:30-6 p.m.*
- I agree that I will pick up my child at 6 p.m. and that early pickup is discouraged.
- If my child is not picked up by 6 p.m., I understand that I will be called, and if I cannot be reached, the BEST staff will alert the authorities.
- In the event of an emergency, I give my permission to the site coordinator, teacher or aide on site to have my child treated by medical personnel. The site coordinator, teacher or aide shall make reasonable attempts to contact me prior to any emergency medical treatment.
- I understand that in the event of excessive absences, early pickup or seriously inappropriate behavior, the site coordinator and/or project director reserve the right to remove my child from BEST.
- I agree to support the program's behavior expectations to promote a safe, orderly learning environment for all students. I understand that the student's violation of BEST and/or BISD policies will be cause for removal from the program.
- I agree to participate in BEST's Family Nights and parent educational opportunities when available.
- I understand that homework assistance and academic enrichment will be provided every day, but it is the student's responsibility to complete the assignments, and I am responsible for verifying the homework was completed.
- I understand that BEST staff will be in contact with my child's teacher, aide, counselor and/or principal.
- If I have concerns about the program, I agree to contact the site coordinator at my child's campus first (see cover for contact information). If the concern cannot be resolved by the site coordinator, then I can contact the project director for mediation.

* Kindergarten students will begin at 2:30 p.m.; 1st-4th grade students will begin at 3:30 p.m.

Child's name (please print) _____

PARENT CONTRACT ACKNOWLEDGEMENT AND CONSENT

I hereby give permission for my son/daughter to receive services by the BEST / 21st Century Community Learning Center and its staff.

I have read and agree to all the terms and conditions as stated in the BEST Parent Contract.

Parent's name (please print)

Parent Signature

Date

Student's name (please print)

Student Signature

For Jane Long and Velasco Elementary students ONLY

BEST- BISD Transportation Form

Student name (please print)

grade

home campus

Street address

City

zip code

Emergency contact name

phone number

I hereby give permission for my son/daughter to be transported from his/her home campus to Fleming Elementary and/or Boys & Girls Club of Brazoria County Freeport Branch by Brazosport ISD buses and drivers. I understand there is a ZERO TOLERANCE policy about misbehavior on the BISD bus; any misbehavior will result in my student's loss of transportation privileges. I also understand that every effort will be made to transport my student to the BEST site, but transportation is not guaranteed by BISD.

Parent name (please print)

Parent signature