

"OPERATION TOO SMART" 2006-2007

PROGRAM DESCRIPTION

Overview

"Operation Too Smart" is a program designed to assist youth ages 8-17 with educational services and leadership training. Our goal is to empower our youth to become effective and productive citizens at home, school, and in their communities. It is administered by the City of Kenner Department of Community Development in collaboration with CADA, the Council on Alcohol and Drug Abuse for Greater New Orleans and the LSU Ag Center.

Operation Too Smart provides assistance with homework, computer skills, and life skills training, i.e. violence prevention, drug prevention, and exposure to alternative activities. Our program design fosters personal development to promote a sense of self-confidence in one's abilities and self-regulation of one's behavior.

Certified teachers and teacher's aids are employed to assist program participants in Reading, Math, English, Social studies and preparation for the LEAP exam.

The Drug Prevention Education component is provided by cada staff. Weekly program participants will be provided information to equip them with the necessary skills to reduce the risk for self-destructive behavior and teach them the dangers of drugs & alcohol use, as well as ways to resist peer pressure.

The "Healthy Youth" component will be conducted by the LSU Ag Center. Monthly program participants will be given information on health and nutrition, the dangers of childhood obesity, and how to make *smart choices* and prepare *smart snacks*.

The program is offered Monday - Thursday, 3:30 p.m. – 5:30 p.m., at 4 locations within the City of Kenner. Program registration begins August 20, and the program starts Monday, September 10, 2007.

Program Locations are :

Annie Washington Center
625 Veterans Blvd.
Kenner, LA 70065
(504) 469-2593

M.L.K. Center
1042 31st Street
Kenner, LA 70065
(504) 466-0697

Hispanic Center
4312 Florida Ave
Kenner. LA 70062
(504) 469-2570

Washington Elementary
606 Clay Street
Kenner, LA 70062
(504) 467-5609

The Hispanic resource center and the Martin L. King resource centers are also open on Fridays from 3:30 P.M. – 6:00 P.M.

Operation Too Smart will follow the calendar of the Jefferson Parish Public School System, i.e. when school is closed, the program will not be offered. You can visit www.JPPSS.k12.la.us to view the 2007-08 school calendar.

Enrollment

Registration will begin August 20, 2007. Flyers will be placed at various locations including all resource centers, churches, Community service buildings, and also given to school counselors throughout the area.

To enroll in the program, the following is required:

- A completed enrollment form
- Be between the ages of 8 and 17 years old
- Proof of Kenner residency (Utility bill, lease, etc.)
- Copy of students' birth certificate
- Copy of parent/guardian driver's license
- Copy of last report card

Individual files for each participant will be created and kept on hand at each program location in a secure and confidential place.

Attendance

Students must attend the program at least three days a week in order for the program to be effective and to remain in good standing. Students will not be allowed to be absent five (5) consecutive program days without a medical excuse. A student will be expelled from the program after five consecutive days with no medical excuse or without being notified that his absence is approved. The coordinator will call the parent(s) when this action is taken and a letter will be sent home. Also, a copy of the letter will be forwarded to the Director of Community Development.

The time of program administration is not a social event for program participants. Friends, siblings, etc, of participants are not allowed to visit the schools or the resource centers and interfere with structured program activities. We request that visitors check in with the respective program managers at each site and secure permission to enter/ visit.

Homework

When parents, students, and program staff work together, this teamwork provides for a more successful learning environment and outcome. Homework is an important element in the learning process. Our program is designed to assist students in this area. Students are required to arrive no later than 4:00 p.m. ready to begin program activities. A student will be considered absent if they have not arrived by 4:30 p.m.

Students must come prepared with homework agendas, books, and supplies. Students will not be allowed to attend the program without their homework agendas. Parents are encouraged to review their child's homework every evening even when the child says homework was completed during Operation Too Smart.

In addition to homework help and tutoring, children will participate in many educational and enrichment activities. For this reason, there may be times when students do not complete all homework assignments. It is not the Operation Too Smart teacher's responsibility, but the parent(s) responsibility to ensure that students are prepared for the next day of school. We emphasize the need for parents to review and discuss *daily* school activities and work with your child.

Conduct

The City of Kenner's Operation Too Smart program has adopted a zero-tolerance policy towards misbehaving, disrespect, and inappropriate conduct. Our mission is to help all students achieve success and this can only be accomplished in an environment that is safe, orderly, productive and uninterrupted. Teachers who direct after school activities are certified as educational/recreational professionals who are expected and will enforce discipline. Students are expected to respect instructors, peers and themselves at all times. No running, fighting or verbal abuse will be tolerated. No disrespect to authority will be tolerated at ANY time.

Any child who violates these rules will be suspended, and his/her parent will be notified by program staff. In addition, a mandatory parent conference will be scheduled and a suspension form will be filled out. Students who receive two suspensions within one program year will be issued a written warning stating that one more offense will result in the student being expelled permanently from the program. Program participation should be terminated if staff determines that a child's behavior endangers the safety of others.

Medical Information

At time of enrollment, all parents are required to complete an Emergency/Medical Information form. Staff/employee's we are not authorized to dispense medication to students (not even aspirin). When a student becomes ill during program hours, we will contact the parent/guardian to determine whether the student should go home. Parents will also be notified in the event of any serious illness or injury.

Revised: July 31, 2007