

**GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS**

**EEELP
POLICY
HANDBOOK
FOR
PARENTS**

**After-School Education and
Safety Program (ASES)**

**520 E. Wilson Ave., Suite 215
Glendale, California 91206
818-247-0775**

Board Approved: 3/20/12

GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS

AFTER SCHOOL EDUCATION AND SAFETY PROGRAMS

Welcome to the After School Education and Safety Program (**ASES**). On the following pages there is important information about the program which will help you to understand the policies and regulations. Note the section on Parents/Guardians Opportunities which lists some of the ways you can participate in your child's **ASES** experiences. The **ASES** program is funded by the State of California and has strict guidelines for participation and minimum attendance time requirements. This program operates on a school days only.

Please retain this information for your future reference. If there is any additional information that you need, please feel free to ask questions at your site.

EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS
ASES SITE LOCATIONS

Balboa Elementary School
1844 Bel Aire Dr., Glendale 91201
818-243-0706
818-257-4256

Cerritos Elementary School
120 E. Cerritos Ave., Glendale 91205
818-454-1077
818-243-3212

Columbus Elementary School
425 W. Milford St., Glendale 91203
818-257-3537
818-247-8977

Thomas Edison Elementary School
Advanced Technology Magnet
(before and after school ASES offered)
435 S. Pacific Ave., Glendale 91204
818-397-5202
818-547-0103

Franklin Elementary School
International Foreign Language Magnet
1610 Lake St., Glendale 91201
818-476-6841

Jefferson Elementary School
(before and after school ASES offered)
1540 Fifth St., Glendale 91201
818-257-3154
818-967-1925

Mann Elementary School
501 E. Acacia Ave., Glendale 91205
818-370-1786
818-956-0369

Marshall Elementary School
1201 E. Broadway, Glendale 91205
818-242-3267
818-296-5470

Muir Elementary School
912 S. Chevy Chase, Glendale 91205
818-454-1074
818-400-5627

TABLE OF CONTENTS

100 PROGRAM STATE AND AGENCY REGULATIONS

100.1 General Statement and Goals.....	1
100.2 Eligibility.....	1
100.3 Nondiscrimination	2
100.4 Nutritional Needs	2
100.5 Homework.....	2
100.6 Parents/Guardians Opportunities.....	2
100.7 Parents/Guardians Rights	2
100.8 Parents/Guardians Responsibilities	3

200 SCHEDULE

200.1 Arrival and Pick-Up.....	3
200.2 Attendance.....	4

300 PUBLIC SCHOOL REGULATIONS

300.1 General	5
300.2 Smoking.....	5
300.3 Suspension.....	5
300.4 Automobile Regulations.....	5

400 ADDITIONAL PROGRAM REGULATIONS

400.1 Fees.....	6
400.2 Child Abuse and Neglect.....	6
400.3 Change of Status	6
400.4 Qualifications of the Staff.....	6
400.5 Field Trips.....	6
400.6 Clothing and Appearance.....	6
400.7 Emergency and Disaster Procedures.....	7
400.8 Re-enrollment Following Termination.....	7
400.9 Extra-Curricular After-School Activities.....	7

500 HEALTH AND SAFETY REGULATIONS

500.1 Illness During the Day	7
500.2 Returning to the Center After Illness	7
500.3 Medication.....	7
500.4 Student Information Card.....	8
500.5 Injuries	8

600 DISCIPLINE

600.1 Discipline Policy	8
600.2 GUSD Civility Policy.....	9

700 AGREEMENT

700.1 Agreement Statement	10
---------------------------------	----

100 PROGRAM STATE AND AGENCY REGULATIONS

100.1 General Statement and Goals

1. The After-School Education and Safety Program (**ASES**) is a partnership with the city and county to improve student performance in school and to provide a safe environment after school for elementary school students starting with 1st grade. The program consists of two elements:
 - An educational and literacy component (one hour per day of homework in content areas)
 - An educational enrichment component (visual and performing arts, science, technology, nutrition, recreational, physical fitness, and prevention activities, etc.)
2. A Before School program operates at Edison and Jefferson from 6:30 a.m. until start of school.
3. ASES is a non-profit program for elementary school students starting with 1st grade.
4. The ASES Program operates from school dismissal time (varies) until 6:00 p.m.
5. The program will not operate on school/national holidays, school breaks (Fall, Winter, Spring, Summer), or pupil free days.

100.2 Eligibility

1. The ASES Program is for elementary school students starting with 1st grade.
2. It is required that the family live within the boundaries of the Glendale Unified School District (GUSD) or have a current District permit authorizing attendance in a GUSD school. Students must be enrolled in the school offering the ASES Program.
3. Students are expected to follow all Glendale Unified District rules and policies on discipline and demonstrate appropriate behavior by following reasonable rules of conduct.
4. A student will not be accepted or retained in the program if one of the following conditions exists:
 - a. Student exhibits harmful behavior to self and/or others.
 - b. The essential nature of the program would be fundamentally altered as based on a case-by case determination and in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).
5. Students must attend five (5) days a week from dismissal to 6:00 p.m. Before School students must attend a minimum of one and a half hours (1.5) per day, five (5) days a week. An Early Release (prior to 6:00 p.m.) or Late Arrival (after 6:30 a.m.) exception may be requested on a case by case basis and must be documented in writing. Please refer to Section 200.2 Attendance for more information. Absence from the program for more than 10% of the time (2 days per month) may be cause for termination.
6. Re-enrollment is required annually.

100.3 Nondiscrimination

1. The ASES Program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which students are served. The program:
 - welcomes the enrollment of students with disabilities
 - understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such students and implements those accommodations.
2. The ASES Program refrains from religious instruction or worship.

100.4 Nutritional Needs

An afternoon snack is provided.

100.5 Homework

EEELP strives to provide balanced after-school programming that includes homework support, academic enrichment, nutrition, and physical activity.

EEELP is committed to providing an appropriate space, time, materials, and resources for students to work on homework during program hours. The program schedules 45 minutes to an hour for Grades 1 through 8, Monday through Thursday.

EEELP teachers and educational assistants provide support, guidance, and clarification when necessary. EEELP staff does not provide one-on-one tutoring or homework correction. Homework is an important part of the home-school connection. Classroom teachers rely on homework to provide practice of newly gained skills and to assess student grasp of what was taught. Homework provides parents with a glimpse of the lesson content and an opportunity to see what their student is learning. Parents are responsible for reviewing student homework and ensuring that it is complete.

100.6 Parents/Guardians Opportunities

1. The Parent Advisory Council is made up of parent/guardian and staff representatives from each school site. It meets regularly with the Director or her designee to discuss and advise upon issues of mutual concern affecting the Centers. All parents/guardians are encouraged to attend the meetings. In addition, parents/guardians are requested to attend special functions at their child's program site throughout the year.
2. Parents/guardians are urged to visit the site to become informed about the program. Parents/guardians may request a conference with a staff member, and the staff may request a conference with parents/guardians as needed.
3. Parents/guardians are invited to contribute their talents and/or skills to the site program.
4. Parental suggestions are welcomed at any time.

100.7 Parents/Guardians Rights

1. The Early Education and Extended Learning Program has a policy that protects the confidentiality of students' records. Written permission from parents/guardians will be requested to release confidential information, to use students' photographs outside the program, or to allow students to participate in research projects.

3. Parents/guardians may visit the ASES site, but are required to check-in with the school office, the ASES Head Teacher, or the Site Leader at the start of a visit. This procedure must be followed to ensure students' safety. Visitations should be limited to twenty (20) minutes and shall not interfere with the operation of the program. Parents/guardians can contact their child at the ASES site unless there is a court restraining order denying access to the child.
3. The use or disclosure of any information pertaining to the student or the student's family shall be restricted to purposes directly related to the administration of the program. The Early Education and Extended Learning Program staff shall permit the review of a student's file by parents/guardians who enrolled the student upon request and at a reasonable time and place.

100.8 Parents/Guardians Responsibilities

1. The student will not be released from ASES to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing or by telephone and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the Head Teacher or Site Leader when their child is to be picked up by a person not authorized on the Student Information Card.
2. Parents/guardians must notify the ASES Head Teacher or Site Leader in the event that their child will be absent.
4. If parents/guardians have a complaint regarding an alleged violation of federal or state laws or regulations, parents/guardians should follow the steps in GUSD's Administrative Regulation 1312.3, Uniform Complaint Procedures as posted on www.gusd.net.
5. If parents/guardians have a concern related to sexual harassment, parents/guardians should follow the steps in the GUSD Sexual Harassment Board Policy 5145.7 as posted on www.gusd.net.
6. If parents/guardians have complaints but there is NO violation of federal or state laws or regulations, parents/guardians should contact the EEELP office at 818-247-0775.

200 SCHEDULE

200.1 Arrival and Pick-Up

Morning Arrival

Upon arrival to school, parents must escort students to the designated ASES Program area and sign them in.

Afternoon Arrival

1. Upon dismissal from school, the students will report to the designated ASES Program area and the ASES Head Teacher or Site Leader will take attendance.
2. Each student is responsible for checking in on each day of attendance. Attendance will be confirmed by Site Leader initials on the Sign-In and Out Register. The ASES Head Teacher or Site Leader will be responsible to record the time of each student's arrival from school.

Afternoon Pick-Up

1. Only authorized adults eighteen (18) years or older are allowed to sign students out. Adults are required to sign their full name (not initials), and the time of arrival and pick-up on the daily Sign-

In and Out Register. Only the student's parents/guardians and authorized adults whose name appears on the Student's Information Card will be allowed to take the student from the ASES Program. Adults should be prepared to present photo identification to the staff upon request. If an adult will be picking up a student and his/her name is not on the Student Information Card, authorization in writing must be sent to the Head Teacher or Site Leader by the parent/guardian.

2. In case of an emergency delay, please telephone the ASES site. If the ASES site has not heard from the parents/guardians, and it is past the pick-up time, the staff will call the emergency numbers on the Student Information Card.
3. If a person arrives to pick up a student and it is obvious that he/she is not in a condition to drive safely, the student will not be released to that person. The ASES Head Teacher or Site Leader will ask that an alternative adult be called to pick up the student and to assist the person in the unsafe driving condition. If there is no one else to call, the police will be contacted for assistance. At no time will a student be released to go to a parked car.
4. Parents/guardians are expected to pick-up their child(ren) by 6:00 pm. FOUR late pick-ups after the ASES site's closing time will be cause for termination of services. The four late pick-ups are cumulative during the years the child is enrolled in any of the following Early Education and Extended Learning Programs:
 - Self-Supporting
 - State Subsidized/Federal Subsidized
 - ASES (After School Education and Safety Program)
 - RAP (Recreational After School Program)
 - Teen Scene

A Late Pick-Up Notice will be issued each time a parent/guardian is late. In addition to each Late Pick-Up Notice, a \$1 per minute charge (maximum \$100 for each occurrence) per family, per site, will be assessed according to the ASES site's clock or the ASES Head Teacher or Site Leader's watch. If the charge is not paid within seven days, a delinquent notice will be issued which could result in the termination of services.

200.2 Attendance

1. After school students must attend five (5) days a week from dismissal to 6:00 pm. Before School students must attend a minimum of one and a half hours (1.5) per day, five (5) days a week. Absence from the program for 10% of the time (2 days per month) may be cause for termination.
2. If a student is released from school prior to the end of the school day, the parents/guardians must either leave a note in the ASES Program box in the school office or notify the ASES staff directly. If the ASES staff is not notified of an absence, the child will be considered missing and a search will commence. Searches disrupt the normal operations of the ASES Program, and services will be terminated upon the second incident.
3. If a student is not going to attend the ASES program or is going home right after school, please call the school office and ask them to place a message in the ASES Program box.
4. If a student is going to be leaving with anyone who is not pre-authorized on the Student Information Card, a letter signed by the parent/guardian noting the date, departure time, and person's name who is taking the student must be given to the ASES Head Teacher or Site Leader beforehand. Adults should be prepared to present photo identification to the staff upon request.

5. A student may be released for a portion of time from the ASES program to attend programs at the school such as tutoring, drill team, enrichment classes, chorus, etc. as long as an agreement or partnership with the program exists thus making this parallel program the child's enrichment component. The student must check in with ASES prior to being released to the parallel program. Parents/guardians must complete the "Permission Form." This form can be obtained from the Head Teacher, and the completed form will be placed in the student's file.
6. A student may arrive late (after 6:30 a.m.) or be released early (prior to 6:00 p.m.) from the ASES program for limited reasons based on the following conditions:
 - Family Emergencies (such as death in the family, catastrophic incidents, etc.).
 - Medical appointments.
 - Weather conditions (e.g., heavy rain which must be requested on the day of the storm via phone to the site coordinator)
 - Religious study.
 - Child accidents that occur during program time. Program staff will call the parent or guardian immediately.
 - Other conditions determined on a case-by-case basis by the after school program staff and school.

If it is necessary for your child to participate in the Early Release or Late Arrival policy, you must sign and return the Early Release or Late Arrival Form to the ASES Site Leader immediately. No child will be allowed to participate in this exception without prior authorization from a parent or guardian. Please see the Site Leader to request a form. The form must be completed prior to the late arrival or early release, and cannot be given to the before or after school staff on the following day.

Minimum attendance requirements must be met. It is expected that students will attend five days per week after school until 6:00 p.m.

300 PUBLIC SCHOOL REGULATIONS

(For All ASES and EEELP Sites)

300.1 General

School safety rules, policies, and procedures are followed by the ASES sites.

300.2 Smoking

Smoking is not allowed on District property including the school playground. California law restricts smoking near schools to no less than 25 feet away.

300.3 Suspension

1. If a student is suspended from the public school, the suspension also applies to the ASES Program. Suspension from the ASES Program for an infraction of a District rule may lead to suspension from school.
2. For further information, see the Discipline Policy on Page 8 of this document.

300.4 Automobile Regulations

Each school sets its own parking regulations as mandated by the principal and the City of Glendale. Parents/guardians should contact the Head Teacher at the Center for these rules.

Parents/guardians must follow all posted signs, boundary cones, and traffic regulations when parking their car. When the car is unattended, small children are not to be left in the car nor the engine left running.

400 ADDITIONAL PROGRAM REGULATIONS

400.1 Fees

A yearly enrollment fee will be charged for ASES programs. The school year runs from July 1 through June 30 of the following year.

400.2 Child Abuse and Neglect

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, the ASES staff is obligated to report cases of suspected child abuse or neglect. If the staff fails to report, they could be subject to a fine and/or imprisonment.

Note: According to Child Abuse Reporting Law, any time a student reports or a staff member observes that a student has been injured as a result of discipline, a suspected child abuse report must be filed.

400.3 Change of Status

The ASES Head Teacher or Site Leader must be notified promptly of any changes in the parents/guardians address, telephone number, or changes on the Student Information Card. An updated card will be requested at the beginning of each school year.

400.4 Qualifications of the Staff

1. Certificated staff in all programs are qualified in the fields of child development and education. Each Center has a Head Teacher responsible for the Center. All teachers hold a Child Development Permit and/or a Standard Teaching Credential.
2. Educational Assistants have been hired according to the requirements of the Glendale Unified School District Human Resources Department.

400.5 Field Trips

For a field trip, parents/guardians will be notified in advance and must sign a parent/guardian consent form. The parent/guardian consent form must be returned to the teacher at least one (1) day prior to the scheduled field trip. Walking trips also require prior written parent/guardian consent.

For field trips that require transportation, students must be transported to and from the field trip locations on District approved buses.

For families who do not wish their child(ren) to participate in the field trip, alternative child care provisions may be provided or parents shall find alternate child care.

400.6 Clothing and Appearance

California State Board of Education Rule, Administrative code, Title 5, Section 302 states that "A pupil who goes to school without proper attention being given to personal cleanliness, or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare themselves for the

school room before entering." School-age students should wear clothing that allows them to participate in all ASES activities.

400.7 Emergency and Disaster Procedures

In case of an emergency or disaster, no student will be allowed to leave the ASES site or evacuation site without parent/guardian permission. The teachers will remain with the students until they are released to their parents/guardians or persons as authorized on the Student Information Card.

400.8 Reenrollment Following Termination

When child care services are terminated for cause, re-enrollment may be considered after a six (6) month period or on a case-by-case basis.

400.9 Extra-Curricular After-School Activities

When a student participates in any after-school program/activity that is not staffed by the ASES staff and is held during ASES hours of operation, the parents/guardians must complete the Permission Form. The form can be obtained from the Head Teacher and the completed form will be placed in the student's file.

500 HEALTH AND SAFETY REGULATIONS

500.1 Illness During the Day

If a student becomes ill during the day, the parents/guardians will be contacted and must assume responsibility for picking up the student or sending an authorized person to do so within one (1) hour of notification.

500.2 Returning to the Center After Illness

1. Students returning to the Center after an accident or hospitalization must have a written release from the attending physician indicating the nature of the problem and if there are any limitations. A student must be readmitted by a school nurse or health clerk.
2. Students returning with crutches, casts, or an orthopedic device must have written permission from the attending physician indicating limitations for inside the classroom and for playground activities.
3. Cases of scabies or extensive impetigo need a written clearance from a physician or health center.
4. In cases of lice, the student needs to be treated and **eggs (nits) removed** and rechecked by authorized personnel before being readmitted to the ASES site.

500.3 Medication

1. Parent/guardian must inform the ASES staff if a student is on any frequent or regular medication at home.
2. If the student is on medication which has to be given at specific times during ASES, the Request for Medication to be taken During School Hours form must be completed by the parent/guardian with the physician's signature and instructions attached. This form is available at the ASES Program.

3. Medication must be in the original container. Only one (1) week's dosage of medication is to be kept at the school office.
4. Medication should be taken at home whenever possible.
5. Non-prescribed medication **cannot** be given to students.

500.4 Student Information Card

1. The Student Information Card is completed by parents/guardians upon enrolling the student in the ASES Program and it is the parents/guardians responsibility to keep this information up-to-date including the names of persons authorized to pick up the student, family address, phone number, work information, and doctor information.
2. If needed, parents/guardians may call or send a note in advance to authorize a person who is not on the Student Information Card to pick up their child/ren. Adults should be prepared to present photo identification to the staff upon request.
3. No student will be released without the permission of parent/guardian. However, when a student is left at ASES after 6:00 p.m. and after all attempts have been made to contact parents/guardians and authorized persons, the student may be released into the protective custody of the Police Department.
4. When complying with court-ordered custody and visitation agreements, the Center staff, as a courtesy, will contact the custodial parent/guardian informing him or her of the student's release to the non-custodial parent/guardian.
5. In the case of a non-custodial parent/guardian with a restraining order on file at the ASES site, the ASES staff will contact the authorities and custodial parent/guardian if the parent/guardian violates the conditions outlined in the restraining order.

500.5 Injuries

1. If a student is seriously injured at the ASES Program, the person in charge will call **911** and request assistance. The parent/guardian will be notified as soon as possible. The Program Supervisor will be notified immediately by Center staff. Any fees for medical assistance shall be the responsibility of the parents/guardians. Parents/guardians may inquire in the school office about low-cost insurance offered at the beginning of each school year.
2. If a student is taken to a hospital, a teacher or staff member will accompany him/her to provide needed emergency information and remain until a parent/guardian arrives.

600 DISCIPLINE

600.1 Discipline Policy

California State Board of Education Rule, Administrative Code, Title 5, Section 300 states that, **"Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be respectful to his teacher and others in authority; and refrain entirely from the use of profane and vulgar language."**

The Glendale Unified School District Administrative Regulations AR5144, Section B Corporal Punishment states that, **"Corporal Punishment means the willful infliction of, or willfully causing the**

infliction of, physical pain on a student. No person employed by the Glendale Unified School District shall inflict, or cause to inflict, corporal punishment upon a student."

It is important to establish behavior limits for the student's benefit as well as for a safe and pleasant environment for all students. Students appreciate and need firm limits.

ASES rules are established at each site to ensure that each student's personal rights are upheld at all times. This is done by incorporating school rules and policies on physical aggression, verbal abuse, and inappropriate language.

Most instances of "breaking the rules" are handled at the time in the Center and in a manner appropriate to the age of the student and the situation. Some methods used are:

- Providing positive reinforcement of acceptable behavior.
- Implementing a discussion with the ASES Head Teacher or Site Leader and/or between the students involved.
- Redirecting the student to another more suitable activity.
- Denying the student a privilege or participation in an activity.
- Changing the assigned group temporarily or permanently.

Our goal is that students will learn the skills needed to solve their own problems in an acceptable manner. The ASES Program will not be used to discipline for events that occurred in the school classroom or at home. These will be handled by the classroom teacher, principal, or parent/guardian.

The judgment of the ASES Head Teacher or Site Leader and Program Supervisor will be used to determine steps to be taken in the case of repeated infractions that cause excessive teacher attention to one student. After a series of steps and site level interventions have been attempted, suspension or termination may be considered. In the case of a very serious single event, immediate suspension or termination may be necessary. If it becomes necessary to suspend or terminate a student from the ASES program, the parent/guardian, ASES Head Teacher or Site Leader, and student (as appropriate) will meet with the Program Supervisor to discuss the decision. A Behavior Improvement Plan will be implemented and reviewed after two (2) weeks for final determination of the student's status in the program.

The Glendale Unified School District Early Education and Extended Learning Programs reserve the right to terminate services at any time.

600.2 GUSD Civility Policy

Glendale Unified School District Administrative Regulations AR1312.5 and Board Policy BP1312.5 Civility Policy.

The Board of Education is committed to maintaining orderly educational and administrative processes in keeping schools and the District sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address colleagues, students, parents, and members of the public with respect and expect the same in return.

This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our pupils and staff. In the interest of presenting positive role models to the pupils in this District, the Glendale Unified School District expects civil and positive communications. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, nor volatile, hostile or aggressive actions or loud, obscene, and/or offensive language. The District seeks employee, student, parent, and public cooperation with this endeavor.

Appropriate measures will be taken in accordance with the District Board Policy and Administrative Regulations such as termination and/or suspension from the Early Education and Extended Learning Programs.

700 AGREEMENT

700.1 Admission Agreement

I have received, read, and agree to comply with all requirements in the Policy Handbook for Parents for the After-School Education and Safety Program of the Glendale Unified School District Early Education and Extended Learning Programs.

I also understand that the State of California, Department of Education, has the authority to interview students or staff and to inspect and audit ASES records without prior consent. (Section 101200(b), Inspection Authority of the Department)

_____ Date _____ Parent Signature

_____ Date _____ GUSD Authorized Agency Representative

_____ Name of **ASES** Site

Students Enrolled in ASES:

_____ Student's Name (Please Print) _____ Grade

_____ Student's Name (Please Print) _____ Grade

_____ Student's Name (Please Print) _____ Grade

Board Approved: 3/20/12