

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

**EEELP  
POLICY  
HANDBOOK  
FOR  
PARENTS**

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

**200 N. Maryland, Suite 101  
Glendale, California 91206  
818-247-0775**

**Board Approved: 5/23/17**

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

**TEEN SCENE – AFTER SCHOOL EDUCATION AND SAFETY**  
**PROGRAMS**  
**(TEEN SCENE – ASES)**

Welcome to the Teen Scene – After School Education and Safety Program (Teen Scene – ASES). On the following pages, there is important information about the program which will help you understand the policies and regulations. The Teen Scene – ASES program is funded by the State of California and has strict guidelines for participation and minimum attendance. This program operates on school days only.

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

**TEEN SCENE - ASES LOCATIONS**

Roosevelt Middle School  
222 E. Acacia Ave., Glendale 91205  
818-454-1076

Toll Middle School  
700 Glenwood Rd., Glendale 91202  
818-430-2491

Wilson Middle School  
1221 Monterey Rd., Glendale 91206  
818-257-4460

## Table of Contents

<b>TEEN SCENE - ASES LOCATIONS.....</b>	<b>1</b>
<b>100 PROGRAM, STATE, AND AGENCY REGULATIONS .....</b>	<b>2</b>
100.1 General Statement and Goals .....	2
100.2 Eligibility .....	2
100.3 Student Expectations .....	3
100.4 Statement of Nondiscrimination.....	3
100.5 Nutritional Needs .....	4
100.6 Parent/Guardian Opportunities .....	4
100.7 Parent/Guardian Rights.....	4
100.8 Parent/Guardian Responsibilities .....	5
100.9 Homework.....	5
<b>200 SCHEDULE .....</b>	<b>6</b>
200.1 Arrival and Pick-Up .....	6
Arrival .....	6
Pick-Up.....	6
200.2 Attendance.....	7
<b>300 PUBLIC SCHOOL REGULATIONS .....</b>	<b>8</b>
300.1 General.....	8
300.2 Smoking .....	8
300.3 Suspension .....	8
300.4 Automobile Regulations .....	11
<b>400 ADDITIONAL PROGRAM REGULATIONS.....</b>	<b>11</b>
400.1 Child Abuse and Neglect .....	11
400.2 Change of Status .....	11
400.3 Qualifications of the Staff.....	11
400.4 Field Trips .....	11
400.5 Clothing and Appearance .....	12
400.6 Extra-Curricular After School Activities .....	12
400.7 Emergency and Disaster Procedures .....	12
400.8 Reenrollment Following Termination.....	12
<b>500 HEALTH AND SAFETY REGULATIONS .....</b>	<b>12</b>
500.1 Illness During the Day .....	12
500.2 Returning to Teen Scene -ASES After an Illness.....	12
500.3 Medication .....	13
500.4 Student Information Card .....	13
500.5 Injuries.....	13
<b>600 DISCIPLINE.....</b>	<b>14</b>
600.1 Discipline Policy .....	14
600.2 GUSD Civility Policy .....	15
<b>700 AGREEMENT .....</b>	<b>16</b>
700.1 Admission Agreement.....	16

## 100 PROGRAM, STATE, AND AGENCY REGULATIONS

### 100.1 General Statement and Goals

1. The Teen Scene - After School Education and Safety Program (Teen Scene – ASES) is a partnership with the city and county to improve student performance in school and to provide a safe environment after school for students in grades 6 through 8. The program consists of two elements:
  - a. An educational and literacy component (one hour per day of homework Monday - Thursday in content areas).
  - b. An educational enrichment component (such as visual and performing arts, technology, science, nutrition, recreation, physical fitness, and prevention activities).
2. Teen Scene – ASES is a non-profit program for school-age students in middle school from grades 6 through 8.
3. Teen Scene – ASES operates from middle school dismissal time (varies) until 6:00 p.m.
4. The program will not operate on school/national holidays, school breaks (Fall, Winter, Spring, Summer) or pupil-free days.

### 100.2 Eligibility

1. Teen Scene – ASES is for middle school students in grades 6 through 8.
2. It is required that the family lives within the boundaries of the Glendale Unified School District or have a current District permit authorizing attendance in a GUSD school. Students must be enrolled in the school offering the Teen Scene – ASES program.
3. Students are expected to demonstrate appropriate behavior and to follow reasonable rules of conduct.
4. A student will not be accepted or retained in the program if one of the following conditions exists:
  - a. The 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 are expected to attend five (5) days per week, from school dismissal until 6:00 p.m. **Only students who follow the expectation will be given priority re-enrollment the following school year.** If the student does not attend all five days, they may remain in the

program for the current school year as long as they meet the minimum requirements; however, they will need to enter the lottery to enroll for the following school year. Please refer to Section 200.2 Attendance for further information.

6. Re-enrollment is required annually.

### **100.3 Student Expectations**

1. The Early Education and Extended Learning Programs (EEELP) is dedicated to fostering a safe and respectful learning environment that encourages responsibility as well as academic and social success. The following student expectations will be reviewed with students at the beginning of the year when a Student – Teen Scene ASES behavior contract will be signed.
  - a. My child/ren will report to ASES within ten minutes of school dismissal.
  - b. My child/ren understand(s) that if they leave campus they will not be allowed to attend ASES for that day.
  - c. My child/ren will only use personal technology during the allowed “Tech Time.”
  - d. My child/ren will use respectful and appropriate language.
  - e. My child/ren will follow school and ASES rules.
  - f. My child/ren will respect all adults on campus, ASES staff and fellow students.
  - g. My child/ren will respect their environment including technology, school property and ASES materials.
  - h. My child/ren will participate in ASES activities.
  - i. My child/ren will not disrupt homework time.
  - j. My child/ren will not disrupt ASES program activities.
  - k. My child/ren will walk while on campus.
  - l. My child/ren will stay with the group under the direct supervision of an adult at all times when attending ASES.
2. Students in violation of these agreements may be redirected to another more suitable activity or may be denied a privilege or participation in an activity. In instances of repeated infractions, students may be suspended or terminated from Teen Scene - ASES.

### **100.4 Statement of Nondiscrimination**

The Teen Scene – ASES program abides by the Glendale Unified School District nondiscrimination policy found on [www.gusd.net](http://www.gusd.net) and below:

*“The Board of Education prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person or group with one or more of these actual or perceived characteristics.*”

*The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs."*

Reference: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973

### **100.5 Nutritional Needs**

An afternoon snack is provided.

### **100.6 Parent/Guardian Opportunities**

1. Early Education and Extended Learning Programs (EEELP) invites parents, staff and community members to participate in the Parent Advisory Council (PAC). PAC meets regularly with the Director or his/her designee to discuss and advise upon issues of mutual concern affecting the program. All parents/guardians are encouraged to attend the meetings. In addition, parents/guardians are encouraged to attend special functions at their child's program site throughout the year.
2. Parents/guardians are invited to visit the site to become informed about the program.
3. Parents/guardians may request a conference with a staff member, and the staff may request a conference with parents/guardians as needed.
4. Parents/guardians are invited to contribute their talents and/or skills to the program.
5. Parental suggestions are welcomed at any time.

### **100.7 Parent/Guardian Rights**

1. Early Education and Extended Learning Programs (EEELP) has a policy that protects the confidentiality of student records. Written permission from parents/guardians will be requested to release confidential information, to use children's photographs outside the program, or to allow children to participate in research projects.
2. Programs are open to parents/guardians. Parents/guardians must check in with the school office/Teen Scene – ASES Site Leader at the start of a visit. This procedure must be followed to ensure student safety. Visitations should be limited to twenty (20) minutes and shall not interfere with the operation of the program. Parents/guardians may contact their child at the program unless there is a court restraining order denying access to the student. Contact should be limited to important communications and not be disruptive to the operation of the program.
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 EEELP staff shall permit the review of a student's file by the parents/guardians who enrolled the student or by a representative authorized by the parents/guardians upon request and at reasonable times and places.

### **100.8 Parent/Guardian Responsibilities**

1. The student will not be released from the program to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the 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 Site Leader in the event that their child will be absent.
3. Parents/guardians who have a complaint regarding an alleged violation of federal or state laws or regulations should follow the steps in GUSD's Administrative Regulation 1312.3, Uniform Complaint Procedures, as posted on [www.gusd.net](http://www.gusd.net).
4. Parents/guardians who have a concern related to sexual harassment should follow the steps in the GUSD Sexual Harassment Board Policy 5145.7 as posted on [www.gusd.net](http://www.gusd.net).
5. Parents/guardians will contact the EEELP office at (818) 247-0775 for program complaints that are not related to federal or state laws or regulation violations.

### **100.9 Homework**

1. Teen Scene - ASES strives to provide balanced after-school programming that includes homework time, academic enrichment, nutrition, and physical activity.
2. Teen Scene - ASES is committed to providing appropriate space, time, materials and resources for students to work on homework during program hours. The program schedules one hour per day, Monday through Thursday, for homework time.
3. Teen Scene Site Leaders 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.

## 200 SCHEDULE

### 200.1 Arrival and Pick-Up

#### Arrival

1. Upon dismissal from school, the students will have ten (10) minutes to report to the designated Teen Scene – ASES Program area and the Teen Scene – ASES 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 Site Leader will be responsible to record the time of each student's arrival from school.

#### 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 exact time of 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 Information Card will be allowed to take the student from the Teen Scene – ASES Program. Adults should be prepared to present photo identification to the staff upon request.
2. In order to accommodate special circumstances, parents/guardians of the Teen Scene – ASES program could request special permission to enable their student to sign himself/herself out and walk home. If the student walks home, he/she will be dismissed at 5:15 p.m. When Daylight Saving Time goes into effect, students will be dismissed at 4:40 p.m. To grant this permission, the parents/guardians should complete the appropriate form which will be kept on file.
3. In case of an emergency delay, parents/guardian must contact the Teen Scene – ASES staff. If the staff has not heard from the parents/guardians, and it is past 6:00 p.m., the staff will call the emergency numbers on the Student Information Card.
4. Students will not be released to person(s) who arrive to pick up a student and it is obvious that they are not in a condition to drive safely. The Site Leader will ask that another adult be called to pick up the student and to assist the person in the unsafe 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.
5. Parents/guardians are expected to pick-up their student by 6:00 p.m. **Four (4) late pick-ups will be cause for termination of any services.** The four (4) late pick-ups are cumulative during the years a student is enrolled in any of the following Early Education and Extended Learning Programs:
  - a. Self-Supporting
  - b. State Subsidized/Federal Subsidized
  - c. After-School Education and Safety Program (ASES)



- d. Recreational After School Program (RAP)
  - e. Teen Scene
6. A Late Pick-Up Notice will be issued each time a parent/guardian is late. In addition to each Late Pick-Up Notice, a \$1.00 per minute charge (maximum \$100.00 for each occurrence), per family/per site, will be assessed (according to the program clock). If the charge is not paid within seven (7) days, a delinquent notice will be issued which could result in termination of services.

**200.2 Attendance**

1. Students are expected to attend five (5) days per week, from school dismissal until 6:00 p.m. **Only students who follow the expectation will be given priority re-enrollment the following school year.** If the student does not attend all five days, they may remain in the program for the current school year as long as they meet the minimum requirements (see below); however, they will need to enter the lottery to enroll for the following school year.
2. Minimum attendance requirements must be met in order for student to remain in the program. The minimum attendance is three (3) days per week until 6 p.m. **Students meeting only the minimum attendance, as well as those with a Non-District Activity Early Release Form in place, will need to enter the lottery to enroll for the following school year.** Priority re-enrollment applies only to students who meet the expectation of the program and attend all five (5) days per week, from school dismissal until 6:00 p.m.
3. The parent/guardian must either leave a note in the Teen Scene Program box in the school office or notify the Teen Scene – ASES staff directly if a student is released from school prior to the end of the school day. Teen Scene staff do not search for missing students. Students are expected to arrive within ten (10) minutes of the dismissal bell. Students not arriving within ten (10) minutes are marked absent and will not be admitted. Students who leave campus and return to ASES are not admitted that day, and are suspended from ASES the following day. ASES program services will be terminated upon the second incident.
4. Parents/guardians must contact Teen Scene staff if a student is not going to attend the program or is going home right after school. They may call the school office and ask them to place a message in the Teen Scene program box.
5. The student will not be released from the program to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the Site Leader when their child is to be picked up by a person not authorized on the Student Information Card.
6. A student may be released for a portion of time from the Teen Scene – ASES program to attend activities 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 Teen Scene staff prior to being

released to the parallel program. The parents/guardians must complete the Permission Form that can be obtained from the Site Leader, and the completed form will be placed in the student's file. Students participating in parallel program activities will not lose their priority re-enrollment for the following school year.

7. A student may be released early from Teen Scene – ASES, without losing their priority re-enrollment for the following school year and for limited time, based on the following conditions:
  - a. Family emergencies (such as death in the family, catastrophic incidents, etc.)
  - b. Medical and counseling appointments
  - c. Religious study
  - d. Weather conditions (e.g. heavy rain which must be requested on the day of the storm via phone to the Site Leader) and the ending of the Daylight Saving (early darkness) if the child walks home. Students will be dismissed at 4:40 p.m.
  - e. Child accidents that occur during program time. Program staff will call the parent or guardian immediately.
  - f. Other conditions determined on a case-by-case basis by the after school program and staff.
  
8. If it is necessary for your child to participate in the Early Release policy, you must sign and return the Early Release Form to the Teen Scene – ASES Site Leader immediately. No child will be allowed to participate in this exception without prior authorization from a parent or guardian.

## **300 PUBLIC SCHOOL REGULATIONS**

### **300.1 General**

School safety rules, policies, and procedures are followed by the Teen Scene – ASES program.

### **300.2 Smoking**

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

### **300.3 Suspension**

1. Student suspensions from the public school also apply to the Teen Scene – ASES program. Suspension from the Teen Scene – ASES program due to infractions of a District rule may lead to suspension from school.
2. Failure to follow Teen Scene – ASES Student Behavior Expectations may result in Teen Scene – ASES program suspensions. Please refer to section 100.3 Student Expectations and 600 Discipline Policy for more information.

3. The Teen Scene – ASES program upholds the District suspension policies. Parents and students are hereby notified that in schools of the Glendale Unified School District, a student may be suspended or recommended for expulsion from school if the principal (or designee) determines that the student has committed any of the following offenses while on campus or attending a school function. The California Ed Code 48900 – Grounds for suspension or expulsion; jurisdiction; legislative intent state:

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an

existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or principal occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

### **300.4 Automobile Regulations**

1. Each school sets its own parking regulations as mandated by the principal and local authorities. Parents/guardians of Teen Scene – ASES may not drive on campus to pick up from the program.
2. 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 or the engine left running.

## **400 ADDITIONAL PROGRAM REGULATIONS**

### **400.1 Child Abuse and Neglect**

1. Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, Teen Scene – 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.
2. 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.

### **400.2 Change of Status**

The Teen Scene – ASES Site Leader must be notified promptly of any changes in the parent's/guardian's address, telephone number, or changes on the Student Information Card. An updated card will be requested at the beginning of each school year.

### **400.3 Qualifications of the Staff**

ASES Site Leaders and Educational Assistants have been hired according to the requirements of the Glendale Unified School District Human Resources Department.

### **400.4 Field Trips**

1. Parents/guardians will be notified in advance of a field trip 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 field trips also require prior written parent/guardian consent.
2. For field trips that require transportation, students must be transported to and from the field trip locations on District-approved buses.

3. For families who do not wish their student to participate in a field trip, parents may be responsible for making alternative care provisions.

#### **400.5 Clothing and Appearance**

Teen Scene – ASES programs abide by the school’s dress code policies.

#### **400.6 Extra-Curricular After School Activities**

When a student participates in any after-school program/activity that is not staffed by the Teen Scene - ASES staff, and is held during program hours of operation, the parent/guardian must complete a permission form. The form can be obtained from the Site Leader and the completed form will be placed in the student’s file.

#### **400.7 Emergency and Disaster Procedures**

In case of an emergency or disaster, no student will be allowed to leave the Teen Scene – ASES site or evacuation site without parent/guardian permission. The Teen Scene –ASES staff 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 services are terminated for cause, reenrollment may be considered after a six (6) month period or on a case-by-case basis.

## **500 HEALTH AND SAFETY REGULATIONS**

#### **500.1 Illness During the Day**

The parent/guardian will be contacted if a student becomes ill during the day 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 Teen Scene -ASES After an Illness**

1. Students may return to Teen Scene - ASES after being re-admitted to their school.
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.

### **500.3 Medication**

1. Parents/guardians must inform Teen Scene - ASES staff if a student is on any frequent or regular medication at home.
2. 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, if a student is on medication which has to be given at specific times during ASES. This form is available from Teen Scene – ASES staff.
3. Medication must be in the original container and will be secured by Teen Scene – ASES staff.
4. Medication should be taken at home whenever possible.
5. Non-prescribed medication cannot be given to the students.

### **500.4 Student Information Card**

1. The Student Information Card is completed by parents/guardians upon enrolling a student in the Teen Scene – ASES Program. It is the parents/guardians responsibility to keep this information updated including the names of persons authorized to pick up the student, family addresses, phone numbers, work information, and doctor information.
2. The student will not be released from the program to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the Site Leader when their child is to be picked up by a person not authorized on the Student Information Card.
3. No student will be released without the permission of a parent/guardian. However, when a student is left at the Teen Scene – ASES Program 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 or Sherriff's Department.
4. Teen Scene - ASES will comply with court-ordered custody and visitation agreements.
5. The staff will contact authorities in cases of attempted restraining order violations.

### **500.5 Injuries**

1. Teen Scene staff will call 911 and request assistance if a student is seriously injured while in the program. The parent/guardian will be notified as soon as possible. The Program Supervisor will be notified immediately by the ASES staff. Any fees for medical assistance

shall be the responsibility of the parent/guardian. Parents/guardians may inquire in the school office about low-cost insurance offered at the beginning of each school year.

2. In cases where a student is taken to the hospital, a staff member will accompany them to provide needed emergency information and remain until a parent/guardian arrives.

## 600 DISCIPLINE

### 600.1 Discipline Policy

1. The Early Education and Extended Learning Programs (EEELP) is dedicated to fostering a safe and respectful learning environment that encourages responsibility as well as academic and social success. Positive Behavior Interventions and Supports (PBIS) drive Teen Scene – ASES program decisions, along with the Glendale Unified School District and state discipline policies.
2. California State Board of Education Rule, Administrative Code, Title 5, Section 300 states: **"Every pupil shall 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."**
3. The Glendale Unified School District Administrative Regulations AR 5144, 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 Glendale Unified School District shall inflict, or cause to inflict, corporal punishment upon a student."**
4. It is important to establish behavior limits for the students' benefit as well as for a safe and pleasant environment for all students. Students appreciate and need firm limits.
5. Teen Scene - 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.
6. Most instances of "breaking the rules" are handled at the time in Teen Scene – ASES and in a manner deemed most appropriate to the age of the student and the situation. Some methods used are:
  - a. Providing positive reinforcement of acceptable behavior.
  - b. Implementing a discussion with the Site Leader and/or between the students involved.
  - c. Redirecting the student to another more suitable activity.
  - d. Denying a privilege or participation in an activity.
  - e. Changing the assigned group temporarily or permanently.
7. Our goal is that students will learn the skills needed to solve their own problems in an acceptable manner. Classroom teachers, school administrators, and parents/guardians may not



approach Teen Scene – ASES staff to discipline students for events that occurred in the school day classroom or at home.

8. Teen Scene – ASES staff and Program Supervisors will use their judgement and discretion in determining necessary steps to be taken in cases of repeated infractions. 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 program, the parent/guardian, teacher, and student (as appropriate) will meet with the Program Supervisor to discuss the decision. A Positive Behavior Intervention Plan will be implemented and reviewed after two (2) weeks for final determination of the student’s status in the program.
9. **The Early Education and Extended Learning Programs (EEELP) department reserves the right to terminate services at any time.**

### **600.2 GUSD Civility Policy**

(GUSD AR 1312.5 and BP 1312.5)

1. 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.
2. 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.
3. 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 Teen Scene – ASES Program of the Glendale Unified School District Early Education and Extended Learning Programs.

I also understand that the California Department of Education, Expanded Learning Division, has the authority to interview students or staff, and to inspect and audit Teen Scene – ASES records without prior consent.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GUSD Authorized Agency Representative

\_\_\_\_\_  
Name of Teen Scene – ASES Site

### Students Enrolled in the ASES Program:

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

**Board Approved: 5/23/17**