



Enter to Learn...
Leave to **Achieve**

LINDEN UNIFIED SCHOOL DISTRICT EXPANDED LEARNING PROGRAM 2019-2020

After School Matters
Engage. Enrich. Empower.

Please contact Sue Cammisa at scammisa@sjcoe.net or (209) 887-8603 ext. 653
Program is offered at the following schools:

Linden Elementary School	(209) 649-9712	K-4th
Glenwood Elementary School	(209) 649-0714	K-8th
Waterloo Middle School	(209) 649-9724	5 th -8th
Waverly Elementary School	(209) 649-9713	K-8th

Who We Are

Our Linden Unified Expanded Learning Program provides genuine respect, care, concern, and courtesy for families, children, and staff. We work together to enrich and enhance the lives of children while working towards common goals to meet the needs of children, families, schools and the communities we serve.

The program is funded by the After School Education and Safety (ASES) Grant (2007). This program is free to all participating students who are enrolled in the Linden Unified School District.

- The program is reviewed by the California Department of Education to ensure that grant guidelines and criteria are met.
- **Future funding for this program is determined by annual reviews that target student Attendance, Program Goals and Fiscal Oversight.**

Expanded Learning Program Goals

- Safe, Supportive and Supervised Environment
- Project Based Learning Activities in Science, Technology, Engineering, Math, and Arts
- Homework Hour
- Enrichment and Recreation Activities
- Community Service Learning Opportunities
- Respect for Diversity and Culture
- Student Centered Activities
- Positive and Fun Learning Environment for all Students

Expanded Learning Program Hours of Operation

- From School Dismissal to 6pm daily
- Every Regular and Minimum School Day

Attendance Policy

- Student must attend every regular and minimum school day
- Please inform your Site Lead if your child will be absent
- After (3) unexcused absences, student may be removed from the Expanded Learning Program
- Linden Unified Expanded Learning Program follows the General Absences Policy as stated in the 2019-2020 Annual Notifications to Parents/Guardians
- **Continued enrollment is given to those students who attend on a regular basis and who remain in the program for a minimum of two hours. Student(s) may be removed from the program due to not meeting minimum attendance requirements.**
- **All Expanded Learning Students must be signed out by 6:00 PM daily**
- **All individuals (including parents/guardians) approved to sign-out a student must be 18 years old or older and listed on the registration/emergency information. It is the Parent's/Guardian's responsibility to keep the emergency information updated. If we do not have a working phone number and are unable to contact you by phone your student will be removed from the program**

- ELP staff may request an ID to verify names listed on the registration/emergency form. Please be prepared to show your ID
- Failure to sign-out your child is a violation of the Expanded Learning Program Attendance Policy and the ASES Grant guidelines and will result in 1-Removal Point
- Failure to enter an Early Release Code if your child is picked up before 6:00 PM will result in 1-Removal Point

Late Pick-up Policy

- All students must be picked up by 6:00 PM. Students who remain after 6:00 PM will accrue "Removal Points". Three (3) "Removal Points) and the students may be removed from the program (points will be accrued for one (1) school year. Law Enforcement may be contacted for late pick-ups occurring after 6:30 PM).
- 6:01-6:15 = 1 removal point
- 6:16-6:29 = 2 removal points
- 6:30+ = 3 removal points

Early Release Policy

Students who are picked up prior to 6:00 PM must adhere to the Expanded Learning Program "Early Release Policy"-reason for early pick-up are listed below. Parents/Guardians must also indicate the appropriate Early Release Code when signing out their child. **Failure to list an appropriate code will result in 1 Removal Point.**

Code 1=Parallel Program

Code 2=Family Emergency

Code 3=Medical Appointment

Code 4=Transportation

Code 5=Child Accident

Code 6=Other conditions as approved by the Administration

Daily Program Schedule

Nutrition-

- Each after school program funded by the ASES, 21st Elementary/Middle and Junior High, and ASSETs must serve a daily snack that meet the California Nutrition Standards. California Education Code (EC) Sections 8423(c)(3), 8483.3(c)(8) and ASSETS Ed Code 8423(c)(3)
- EC Section 8482.3(d) requires that the nutritious snack conform to the nutrition standards in Article 2.5 of Chapter 9 of part 27, commencing with EC Section 49431.

Academics-All students are given time to complete their homework assignments. Staff will facilitate an environment conducive to learning and provide supplies as needed.

Enrichment-Staff will offer Student Centered Activities, STEM/STEAM Activities, Citizenship and Leadership Building Activities and Community Service Learning opportunities.

Recreation-Students will participate in a variety of physical activities in a fun and safe learning environment.

Student Conduct Policy

It is the intent of the Linden Unified School District to provide all students with an after school environment where optimum learning and safe participation happens. Students who engage in violations of the Student Conduct Policy will be subject to the appropriate consequences; which may apply to both regular and after school program participation. LUSD recommends that parents review and recognize the importance of school regulations by discussing them with your children.

Incident reports will be generated to document violations of the Student Conduct Policy. Each violation will be issued a Removal Point (s) that will be determined by the frequency and level of seriousness.

Removal Points will be accrued throughout the year for ongoing incidents in violation of the Program and the Student Conduct Policy.

A total **three (3) Removal Points** issued to one student may result in removal from the Expanded Learning Program.

Levels of Misbehavior

Level 1: A student consequence in this level will generate a student incident report that will result in One (1) Removal Point

Disobedience	Disruptive activities
Disrespect	Physical contact
Defiance	Reckless behavior
Profanity	Other violation
Use of cell phones, unless specifically agreed to by ELP staff	

Level 2: A student consequence in this level will generate a student incident report that will result in two (2) Removal Points.

Bullying/Threats	Racism
Harassment	Theft
Vandalism	Fighting
Program disruption	
Other school/Ed Code violations included in EC48900	

Level 3: A student consequence in this level will generate a student incident report that will result in three (3) Removal Points and recommendation for Student removal from the program and possible school day suspension.

Controlled or illegal drugs/substances
Leaving without permission
Weapons or dangerous objects
Violence with an injury
Sexual harassment
Other Ed Code violations included in EC48900

Program Removal Causes

Three (3) Removal Points from any of the following areas may result in student removal from the program.

Parent Sign Out:

One (1)-Removal Point will be issued for each time a parent fails to sign out their child or to not enter an Early Release Code if child is being picked up before 6:00 PM.

Late Pick-up:

6:01-6:15 = 1 removal point
6:16-6:29 = 2 removal points
6:30 and after = 3 removal points

Law enforcement may be contacted for late pick-ups after 6:30PM. It is Parents/Guardians responsibility to pick up their child on time. It is the Parents/Guardians responsibility to make sure that current and operating contact numbers are current with the Site Supervisor.

Unexcused Absence:

Each unexcused absence will result in one (1) Removal point

Misbehavior Point System

Level 1 = 1 removal point
Level 2 = 2 removal points
Level 3 = 3 removal points-Student may be removed from the Expanded Learning Program.

Medication Needs:

If your child has medication needs, please complete a medical release form and have it signed by your physician. Please enter any medical concerns/allergies on your child's Program Registration Form.

Linden Unified School District Expanded Learning Program Attendance and Release Policy

Dear Parents and Guardians,

The Expanded Learning Program is funded by the ASES (After School Education and Safety) Grant and free to all participating students in the Linden Unified School District K-8th grade. Future funding for the Expanded Learning Program is determined in yearly reviews that monitor daily attendance at participating elementary and middle school sites.

As required by the ASES grant, the Expanded Learning Program must operate from school dismissal to 6PM daily. To ensure maximum funding-all participating students must adhere to the following Attendance Policies:

- Attend every regular and minimum school day
- Continued enrollment will be given to those students who attend on a regular basis and who remain in the program for a minimum of two (2) hours. Student(s) may be removed from the program due not meeting minimum attendance requirements.
- Students who are picked up prior to 6:00 PM must adhere to the Expanded Learning Program "Early Release Policy" for one of the following reasons listed below.
- Parents/Guardians must also indicate the appropriate sign-out code when signing out their child.

Code 1=Parallel Program

Code 2=Family Emergency

Code 3=Medical Appointment

Code 4=Transportation

Code 5=Child Accident

Code 6=Other conditions as approved by the Administration

Excused Absences:

An excused absence can be considered: Medical Appointments, Religious Observances, Religious Training, illness, Funerals, any pre-arranged absences that have been agreed upon between parent/guardian and the Expanded Learning Program. If a student is absent, parents are required to communicate in writing or verbally to the Site Staff. This is in addition to notifying the school day staff. Failure to communicate your child's absence to ELP staff may result in an unexcused absence. Students with 3 or more unexcused absences may be recommended for program removal. Please contact your After School site with any questions or concerns.