

PasadenaLEARNs 2023-24

Expanded Learning Program Handbook



Pasadena Unified School District 351 S. Hudson Ave. Room 207, Pasadena, CA 91109

Welcome to **PasadenaLEARNs Expanded Learning Program!**

This handbook contains important information about the program, which will help you understand program requirements, policies, and regulations. Please read this handbook in its entirety and review the Early Release/Late Arrival policy found on our website (www.pusd.us/learns) for information regarding program participation.

Download a copy of this handbook for your records.

For questions, contact the LEARNs Site Coordinator at your child's school. You may also contact the LEARNs office via telephone at (626) 396-3614 or email at pasadenalearns@pusd.us.

PasadenaLEARNs Mission Statement

PasadenaLEARNs Expanded Learning Program provides a safe, nurturing, and innovative learning community where all students have the opportunity to:

- Expand their learning
- Create new relationships
- Enjoy new experiences
- Develop life skills

Program Locations

Altadena Arts Magnet Elementary School
Blair School
Octavia Butler Magnet
Don Benito Fundamental School*
Eliot Arts Magnet Academy
Field Elementary School
Hamilton Elementary School
Jackson STEM Dual Language Magnet Academy
John Muir High School Early College Magnet (select program offerings)
Longfellow Elementary School
Madison Elementary School

Marshall Fundamental Secondary School*
McKinley School
John Muir High School
Norma Coombs Elementary School*
Pasadena High School (select program offerings)
San Rafael Elementary School*
Sierra Madre Elementary School
Sierra Madre Middle School
Washington Elementary STEM Magnet School
Webster Elementary School
Willard Elementary School

*Morning Programs

Eligibility/Non-Discrimination Statement

PasadenaLEARNS does not discriminate on the basis of race, ethnicity, gender, sexual orientation, national origin, religion, creed, or physical or mental disability. The program welcomes the participation of students with special needs and adheres to the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations.

Program Enrollment and Participation

PasadenaLEARNS services school-age students in grades TK-12. TK-8th grade students must be enrolled in a school that offers a PasadenaLEARNS program to participate. Students in grades 9-12 may participate in supplemental activities provided through LEARNs at their schools. Enrollment is on a first come-first-serve basis unless otherwise indicated. Priority enrollment is given to foster and homeless youth. Students who are classified as English Language Learners, foster/homeless youth, or who qualify for free/reduced price meals also qualify to participate in the Expanded Learning Opportunities Program, which provides additional opportunities and support. Contact the Site Coordinator at your school for more information or to enroll your child.

A new application must be completed each school year and summer session. Once all available spaces are filled, programs create wait lists that are maintained until the end of the school year or summer session.

Students are strongly encouraged to participate in the full program every day to get the maximum benefits offered. Before school programs operate for at least 1.5 hours before the school day begins, and after school programs operate until at least 6:00pm every regular school day. Parents/guardians who drop off late or pick up early are required to provide a reason on the sign-in/out sheet. Reasons for late arrival or early release are listed.

Staffing Ratio

PasadenaLEARNS maintains a program ratio of 1:10 for TK-K and 1:20 for grades 1-8.

Programs do not provide one-on-one or individualized support for students. Parents should consider their child's individual needs, the program structure, and program provisions before enrolling.

Health Protocols

In an effort to safeguard the health and safety of staff and students, PasadenaLEARNS follows all of the current health and safety protocols required by Pasadena Unified School District and The Pasadena Department of Public Health. In addition, staff and students are strongly encouraged to conduct daily health screenings and to stay home if they do not feel well.

Safety Procedures

PasadenaLEARNs prioritizes the safety of students who participate in the program.

- Youth Leaders maintain current First Aid/CPR certification.
- Programs conduct monthly safety drills for Earthquake, Fire, Shelter in Place, and Active Shooter.
- Site Coordinators have access to all areas on campus and conduct campus safety sweeps throughout the program day.
- Programs implement safe pick-up procedures to minimize foot traffic on campuses, identify authorized pick-up persons, and limit access to program areas.
- Site Coordinators are trained in emergency procedures and provided with a list of emergency contact personnel.
- Campus access is limited during program hours.
- Site Coordinators conduct frequent campus sweeps to monitor pedestrian traffic.
- Security guards are assigned at specific program locations.

Program Structure

Programs begin immediately after dismissal from the regular school day and operate until at least 6pm Mondays-Fridays. Students in grades TK-1 are picked up from their classrooms by LEARNs staff and escorted to the program. Students in grades 2-8 transition to LEARNs independently and meet LEARNs staff at the designated program check-in location where attendance is taken.

The order of program activities varies based on the program block schedule, which Site Coordinators provide to parents. During the program day, students complete assigned homework, participate in enrichment classes including structured recreation and health and fitness, and receive a nutritious supper.

While our goal is to support students in completing all their homework, PasadenaLEARNs is **not a homework completion** program. LEARNs staff members provide basic homework support such as helping students read and understand the directions, recalling the instructions provided by the teacher, and creating a quiet space for students to concentrate. LEARNs staff members help students remain on task and use the time wisely to complete their homework. Through ELO-P, certificated teachers provide tutoring for students who qualify and are identified by the school as needing additional academic support.

Students receive well-rounded program experiences that include hands-on and fun enrichment activities and physical exercise. **If your child needs more time for homework, please contact the LEARNs Site Coordinator at your school.**

Sample Program Schedule

Time	Program Activity
3:10-3:15	Program Transition
3:15-3:30	Supper
3:35-4:00	Movement/Physical Fitness
4:00-4:45	Homework/ Study Hall

4:50-5:30	Enrichment Class
5:30-6:05	Teambuilding (Social-Emotional Learning)
6:10	Program Dismissal

Volunteer Clearance

Students and adults wishing to volunteer at a LEARNs program must submit to the district's volunteer clearance process. Contact Vanessa Ixta in the LEARNs central office (626) 396-3614 for information regarding clearance.

Daily Check-out Procedures

Students in grades TK-5 must be signed out of the program by an authorized adult 18 or over. If students are being picked up prior to the end of the program, adults must follow the safe pick-up procedures implemented at the school. **Valid identification must be presented** at the time of checkout.

Middle School students may sign themselves out of the program each day **with written permission from a parent/guardian** or if indicated on the program application.

Parents/guardians who wish to provide permission for self-sign out may send a signed letter to the Site Coordinator at their child's school and include a copy of their valid photo identification.

Academic Support

LEARNs staff members provide students with quiet environments to complete their homework. LEARNs staff also assist students with reading homework directions and ensuring they understand the required task. For students in elementary grades, staff members check to make sure students follow the directions for completing their assignments. Staff members do not check homework for accuracy or reteach concepts taught by the teacher. Each staff person maintains a weekly homework log to document any homework concerns such as lack of homework, difficulty understanding how to complete assignments, etc. Homework logs are routinely shared with principals and teachers. Parents who have concerns about their child(ren)'s homework needs should contact their child's teacher.

Certificated teachers provide tutoring intervention after school for students who qualify and are identified as having a need by the school day staff and administration. Students are expected to attend their scheduled tutoring sessions every day. Teachers communicate with parents/guardians to provide updates on students' progress. If you feel your child would benefit from additional support, contact the LEARNs Site Coordinator at your child's school.

After School Meals

Students receive a nutritious supper every day that meets state nutritional guidelines. There are also alternative/substitute meals provided for students with allergies/dietary restrictions.

Program Cost and Fees

The cost of program attendance without tuition assistance is \$12.50/day. Program fees are monthly, flat-rate, and non-refundable. All students who attend LEARNs at grant-funded and Expanded Learning Opportunities Programs (ELO-P) schools receive partial or full scholarships. Students who reside in foster care, are experiencing homelessness, or who receive free/reduced price meals qualify for full scholarships.

PasadenaLEARNs **does not** accept payment in the form of cash or electronic payments. All payments must be made in the form of cashier's check, bank check, money order, or personal check (during the school year only) and made payable to PUSD-LEARNs. Include your child's name and school on the memo line.

PasadenaLEARNs desires every student to have the opportunity to participate in the program and will work with families regarding their individual financial assistance needs.

Parent Communication

Regular and timely communication is important. PasadenaLEARNs strives to keep parents informed of the most up-to-date program information. Program staff communicate with parents/guardians using the following:

- **The Remind App:** Parents/guardians are **required** to set up a Remind account with the LEARNs Site Coordinator at their child's school. Remind allows parents/guardians to receive text messages with important information.
- **Phone Calls:** Parents/Guardians may receive phone calls from LEARNs staff when immediate contact is needed. It is the responsibility of parents/guardians to ensure that the LEARNs Site Coordinator has their updated contact information.
- **Emails:** Parents/Guardians may receive emails containing updated program information and are responsible for providing the LEARNs Site Coordinator with an updated email address. Make sure the email address is for an account that is checked daily.
- **LEARNs Website:** Parents/Guardians can visit the LEARNs website at <https://www.pusd.us/learns> for updated program information and to download documents.
- **Facebook:** Parents/Guardians can view updated program information and see program highlights. Like us on Facebook (Pasadena LEARNs After School)!
- **Instagram:** Individual school programs have created Instagram profiles to share program information and highlights.
- **PUSD website:** Important program information is posted on the district's website (www.pusd.us)

Student Behavioral Expectations

PasadenaLEARNS offers a highly structured and safe program with clear behavior expectations for all program participants. The physical and emotional safety of students and their mental wellbeing are important. Along with implementing activities that support students' social-emotional learning, PasadenaLEARNS also institutes the following practices:

- **Classroom Agreements:** Students work with LEARNs staff to create class agreements to govern classroom conduct and interactions with peers and adults.
- **Self-Regulate to De-escalate:** Students are allowed to participate in independent cool down activities such as drawing, coloring, using manipulatives (playdough, kinetic sand, etc.), and brief physical exercise to help them self-regulate to de-escalate situations. Students share with LEARNs staff what will help them feel calm and how staff can help.
- **Reflection Time:** Students write or draw pictures to reflect on what happened, how they responded, how they should have responded, and what they will do next time.
- **Parent Contact:** The LEARNs Site Coordinator will contact the parent/guardian for support if a student is unable to manage the program's behavior expectations and may require immediate student pick-up. If parents/guardians must be contacted, the student will receive a referral. Multiple program referrals may result in non-participation.

LEARNS staff create environments that help students build positive relationships with adults and their peers. Students receive daily opportunities to develop their social skills and connect with others through teambuilding activities and social events.

PasadenaLEARNS wants every student to have the opportunity to benefit from program participation. However, unlike school day, program participation is **optional and is not required**. The following behaviors are considered safety risks and may result in immediate dismissal from the program:

- Physical aggression of any kind (ex: hitting, biting, kicking, spitting, etc.)
- Bullying (including Cyberbullying)
- Behaviors that jeopardize the physical, emotional, or psychological safety of the student or others
- Running away from supervision and/or leaving campus without permission (elopement)

Students who have been removed from the program may have the option to reapply once appropriate safety measures are in place. Parents/guardians are encouraged to meet with the Director and Site Coordinator to determine if the program provides an appropriate environment for their child. Parents/guardians may also request to visit the program prior to enrolling.

Parent/Guardian Expectations

Parents/Guardians are expected to follow all program policies and conduct themselves appropriately when visiting PUSD campuses. Setting the right example for students is very important. Parents are expected to:

- Follow all health and safety protocols
- Use appropriate language in the presence of staff and students
- Model appropriate conduct
- Respect the program environment

- Support the physical and emotional safety of staff and students
- Schedule a meeting with the Site Coordinator to address any concerns

Parents who fail to adhere to the standards for appropriate conduct may be disallowed campus access during program hours.

Other Available Program Activities

PasadenaLEARNS provides optional sports and cheer programs for program participants. Students in grades 3-8 can participate in Flag Football, Girls' Volleyball (middle school only), Boys' and Girls' Basketball, and soccer. In addition to sports, students may also enroll in Dance, Cheer, and Step. Students who participate in sports, dance, cheer, and step also have the option to participate in games and events off campus. However, participation in off-site events is not required to participate at school. PasadenaLEARNS also hosts an annual Science Olympiad Tournament for students in grades 2-8. We encourage all students to get involved in PasadenaLEARNS activities. Parents are responsible for providing transportation to and from optional, off-campus events. For more information about what activities are available, contact the LEARNs Site Coordinator at your child's school.

Additional Important Information

Child Abuse and Neglect

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, all PasadenaLEARNS staff is mandated to report suspected cases of child abuse and/or neglect.

Emergency and Disaster Procedures

PasadenaLEARNS conducts monthly emergency drills to ensure that students understand all emergency procedures. In case of an emergency or disaster, students will remain under the supervision of program staff until parents/guardians arrive. Students may also be released to other adults authorized on the application form.

Each PasadenaLEARNS program maintains an emergency plan and binder, which are reviewed and updated annually.

Field Trips

Field trips provide opportunities for students to develop their social skills, interact with the larger community, and gain exposure to new things. Appropriate student conduct is always required. Any student that disrupts the activity or jeopardizes the safety of themselves or others is subject removal from the program. If a student is detained by security or law enforcement for suspicion of illegal activity, parents are notified immediately and required to pick up their child from the field trip location. **Staff will not remain onsite until parents/guardians arrive.** The student will be left in the custody of authorities.

Medications

Parents/Guardians must inform the PasadenaLEARNs Site Coordinator if a student requires emergency medication. PasadenaLEARNs may not have quick access to medicine that is in the custody of the school nurse. Students with asthma or severe allergies (EPI pen users) must provide medication and a completed doctor's note for the administration of medication during school and after school hours to the LEARNs Site Coordinator on the first day of program attendance.