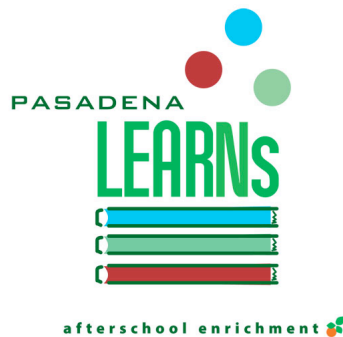


Pasadena Unified School District  
2018-19

# Parent Handbook



PasadenaLEARNs After School Program  
351 S. Hudson Ave. Room 207  
Pasadena, CA 91109  
Phone: (626) 396-3614  
Email: [pasadenalearns@pusd.us](mailto:pasadenalearns@pusd.us)  
Website: <http://www.pusd.us/Domain/95>

## Welcome to **PasadenaLEARNs After School Program!**

This handbook contains important information about the program, which will help you understand program requirements, policies, and regulations. Please sign and return the forms included in this handbook. **Your child is not enrolled in the program until all required forms are completed and returned.** Return the enclosed forms **only**. You may keep the 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](mailto:pasadenalearns@pusd.us).

Visit us on the web at <http://www.pusd.us/Domain/95> for more program information or to download applications.

### **Eligibility/Non-discrimination Statement**

PasadenaLEARNs services school-age students in grades K-12. Elementary and middle school students must be enrolled in a school that offers a PasadenaLEARNs program in order to participate. Enrollment is on a first-come-first-serve basis. Enrollment priority is given to foster and homeless youth. A new application must be completed each new 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. 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 for students. PasadenaLEARNs maintains a 20:1 student/staff ratio and does not provide individualized or one-on-one support or supervision.

### **Summer Program**

PasadenaLEARNs' summer program operates 6 hours per day Monday through Friday. A separate application must be completed for the summer program. Program locations vary and space is limited. Students who frequently arrive late, leave early, or are absent will be removed from program to allow the enrollment of students on the wait list.

## **PasadenaLEARNs Mission Statement**

PasadenaLEARNs After School Program is committed to creating a safe and supportive after school community and learning environment where PUSD students:

- Receive academic support
- Enjoy new experiences
- Develop 21<sup>st</sup> Century Skills
- Develop as leaders
- Feel connected

## **Program Locations**

### **Elementary Schools:**

Altadena  
Cleveland  
Field\*  
Franklin  
Hamilton  
Jackson  
Jefferson  
Longfellow  
Madison  
McKinley  
Norma Coombs\*  
Roosevelt  
San Rafael\*  
Washington AES  
Webster  
Willard

### **Middle Schools:**

Blair IB Magnet  
Eliot  
Marshall  
Washington SMA  
Wilson IB Magnet

### **High Schools:**

Blair IB Magnet  
Pasadena (PHS)  
Marshall  
Muir

*\* Morning Program Available*

## Program Structure and Environment

PasadenaLEARNs After School Program operates every regular school day Monday through Friday beginning immediately after dismissal until at least 6:00pm.

PasadenaLEARNs offers a balanced program of:

- Homework Assistance
- Literacy and Math Skills Development
- Enrichment Opportunities
- Health and Fitness
- Youth Development

PasadenaLEARNs provides a highly structured program environment. Youth Leaders supervise groups of approximately 20 students of similar age. Below is an example of a typical daily schedule:

<b>Time</b>	<b>Activity</b>
2:15- 2:45	Check In/ Let's Get Together/ Supper
2:50- 3:20	Movement and Restroom Break
3:25-4:15	Homework/ I Love Reading
4:20-5:20	Club Time (Mad Science)
5:25-5:50	Second Chance Homework/Minute-To-Win-It Challenge Centers
5:50-6:00	Wrap Up

Because students participate in a variety of activities each day, they must be able to manage highly structured, fast-paced learning environments with frequent transitions. It is also important that students participate in the entire program each day to ensure that they are able to benefit from all of the experiences the program has to offer.

PasadenaLEARNs creates classroom communities to encourage students to build connections and assume leadership roles in the program. Youth Leaders:

- work with students to create classroom agreements
- assign jobs to allow students program ownership
- use incentive programs (awards, treats, prizes, special privileges, etc.) to celebrate students' successes and encourage good behavior and choices
- plan activities that help students learn to build character and set positive examples
- plan activities to help students learn how to resolve conflicts and work well with others
- encourage and provide opportunities for students to lead activities

## Homework Assistance

PasadenaLEARNS provides a quiet and appropriate homework environment to support students' completion of homework. However, PasadenaLEARNS is not a tutoring or homework completion program. Students are provided with enough time and basic homework support. Youth Leaders may assist students with understanding their homework directions and recalling the instructions provided by their teachers. Youth Leaders do not reteach content or correct students' homework. Parents must contact the classroom teacher for support and assistance if their child has challenges understanding and/or completing homework assignments.

Staff complete daily homework logs to provide information regarding students' homework habits and success. Information is shared with parents and school day teachers to assist in the development of support plans to help students who need additional support.

## Student Behaviors and Expectations

PasadenaLEARNS strives to provide quality after school programming for *all* PUSD students. Participation in program is not mandatory. Students who participate in program must adhere to the district's code of conduct and the behavioral expectations for the after school program.

PasadenaLEARNS implements a progressive discipline plan, which includes:

- Warnings
- Reflection Time
- Written Behavior Reflections
- Time Out
- Parent Contact
- Written Referrals

Our goal is to provide students with opportunities to correct inappropriate behaviors that might impact program participation. Excessive written referrals (more than 3 in a one-month period) may result in suspension/removal from program at the discretion of the Site Coordinator subject to the approval of the Program Director. However, the following behaviors may result in **immediate** removal from program:

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

Students who are temporarily suspended from program may return on the designated return date with a behavior contract in place. Violation of the behavior contract will result in removal from program.

If a student is suspended/expelled from school, the suspension/expulsion also applies to participation in PasadenaLEARNs. Students may solely be suspended/removed from PasadenaLEARNs. However, infractions of District rules may also lead to suspension from school.

In order for students to have meaningful and positive experiences in the PasadenaLEARNs After School Program, parents must work closely with staff and their children to ensure that students follow all program expectations regarding appropriate behaviors and choices. Parents can help their children be successful in the after school program by discussing behavior expectations at home and establishing a line of communication with their child's Youth Leader. Contact the PasadenaLEARNs Site Coordinator at your child's school if you have any questions.

### **Attendance Requirements**

Students are expected to participate in the full program until at least 6pm each day. Students who are chronically absent from program and/or leave early may be removed from program to allow for the enrollment of students on the wait list who need the full program. Parents/Guardians must complete and return the Early Release/Late Arrival Policy included in the program documents.

### **Early Release/Late Arrival**

A student may be released early from the after school program (prior to 5:50pm) or arrive late to the morning program based on the following conditions:

- (E) Emergency
- (M) Medical/Dental Appointment
- (T) Transportation (walk, ride bus, children at multiple sites)
- (S) Safety (weather, daylight savings, safety concerns)
- (W) Child Welfare (family obligations, child welfare concerns)
- (F) Parallel Program (form on file to excuse child due to other activities/obligations)
- (P) PasadenaLEARNs activity off site

To pick up students early or bring students late, parents must complete an early release/late arrival request. In addition, parents are required to indicate on the sign out sheet the reason for late arrival/early release when picking up/dropping off their child. Students whose parents do not follow this policy and procedures will be released from program to allow the enrollment of students on the wait list.

Students may also attend a parallel program (programs outside the school such as sports, religious studies, tutoring, etc.) as long as an agreement or partnership with PasadenaLEARNs exists. Parents/guardians who wish to have their child participate in this early release/late arrival option must sign and return a Parallel Program Form to the PasadenaLEARNs Site Coordinator at their child's school. The LEARNs Site Coordinator must approve requests.

### **Parent/Guardian Opportunities and Rights**

Parents/guardians are welcome to visit the site to become more familiar with the program. Visits are limited to a maximum of twenty (20) minutes and may not interfere with the operation of the program. Parents must check in with the Site Coordinator before entering classrooms. Parents/guardians are encouraged to volunteer for the LEARNs program at your child's school and/or serve on the PasadenaLEARNs Advisory Committee. For more information on how you can be involved with program, contact the LEARNs office at (626) 396-3614.

PasadenaLEARNs high school programs that receive 21<sup>st</sup> CCLC funding offer a variety of parent workshops and learning opportunities throughout the school year. For more information about these offerings, contact the LEARNs Site Coordinator at your child's school.

Parents/guardians may request a conference/meeting with the LEARNs Site Coordinator, Area Leader, or Program Director any time such meeting is necessary. The Site Coordinator, Area Leader, and/or Program Director may also request a meeting with parents/guardians if necessary or when there are concerns with students' behaviors.

### **Parent/Guardian Responsibilities**

#### Student Absences

Parents/Guardians must notify the PasadenaLEARNs Site Coordinator if their child(ren) is absent from the after school program but was not absent from school. Site Coordinator must be notified at the beginning of the school day. This promotes the maintenance of accurate daily accountability and student safety. Ensure that your child reports to program every day. PasadenaLEARNs is not responsible for students who do not report to program.

#### Before School Programs

If your school offers a grant-funded before school program, the program operates a minimum of 1.5 hours per day. Parents must provide a late arrival reason for



students who arrive more than ten (10) minutes late to program. Students who are frequently absent or late will be replaced with students on the wait list.

#### Sign In/Sign Out Procedures

Students who arrive on time are signed in to program with “P” for present or “A” for absent by program staff. Students who arrive to program late must be signed in by an adult eighteen (18) or older and a late arrival reason must be provided.

Elementary students may only be signed out and released to an authorized adult eighteen (18) years or older. Parents/Guardians must provide an early release code for students who are signed out more than ten (10) minutes before the end of program. Only parents/guardians and/or authorized adults whose names appear on the enrollment application will be allowed to remove students from program. Adults must present current photo identification to staff upon request. Parents/Guardians must provide written authorization to the LEARNs Site Coordinator when authorizing a new adult to sign out a student. The LEARNs Site Coordinator must be provided with a copy of any court orders mandating custodial restraints immediately in order to ensure that court orders are followed. Providing copies to the main office only will not ensure compliance.

At the middle school level, students may only be released to authorized adults eighteen years or older unless the application indicates that the student is designated to walk or ride the bus. High school students do not require a parent/guardian to sign out of program.

#### Late Pick-Up

If a child is left after 6:00pm, program staff will notify the adult scheduled to pick up the child. If staff is unable to make contact within a reasonable amount of time, as mandated by the Department of Social Services, the police will be contacted and requested to take possession of the student and/or attempt to make contact at the address provided on the enrollment application. Leaving a child after the site closes at 6:00pm is considered child abandonment. Therefore, it is important that all students are released to the appropriate parent/guardian at the end of program each day.

In addition, if a student is picked up late, parents will be charged a late fee of \$5.00 for any portion of the first 5 minutes late and \$1.00 for every additional minute thereafter. Late fees may not be paid in cash. Bring a check, money order, or cashiers check made payable to PUSD within two (2) days after the late pick up.

Students who are picked up more that 45 minutes late or who are chronically picked up late (more than twice per month) may be removed from program.

## **PasadenaLEARNs Sports**

Students in grades 2<sup>nd</sup> – 8<sup>th</sup> are eligible to participate in PasadenaLEARNs Sports Program. The program is designed to provide elementary and middle school students with opportunities to participate in youth sports. Students compete in flag football, basketball, volleyball, and soccer against students from other LEARNs programs throughout the district. The program promotes school spirit, health and fitness, teamwork, good sportsmanship, and boosts students' self-esteem. Activities are co-ed, and all students are encouraged to participate. Participation is not mandatory. LEARNs provides uniforms, trophies, facilities, referees, coaches, and training. LEARNs does not provide transportation to and from game locations, mandatory safety equipment (shin guards, mouth pieces, athletic cups, etc.) or black athletic shorts, which must be worn at all games. Parents will be charged \$50 for non-returned uniforms.

Parents/Guardians must contact the LEARNs Site Coordinator at their child's school if their child is interested in participating in PasadenaLEARNs Sports.

### **Program Events**

PasadenaLEARNs hosts a number of program events throughout the school year for students and families to participate in.

#### Lights On Afterschool

This weeklong event is held during the month of October. PasadenaLEARNs, in conjunction with other after school program providers throughout the community, come together to host celebrations across PUSD campuses to showcase the wide variety opportunities and experiences provided to PUSD students after school.

#### Community Showcase

This event is held during the month of March. Students who participate in LEARNs programs throughout PUSD showcase their talents and artistic abilities. Booths display work designed and created by our students along with performances such as dance, cheer, poetry, songs, and much more!

#### Science Olympiad

This event is held during the month of April. Students in grades 2<sup>nd</sup>-8<sup>th</sup> participate in hands-on, fast-paced, team challenges that test their knowledge of science concepts, creativity, and engineering. Winners receive medals and trophies.

#### Cheer/Dance Competition

This event is held during the month of May. Cheer and dance teams from all over PUSD elementary and middle school LEARNs programs compete in cheer, dance, and step categories. Professionals in the industry judge events. Winning teams receive trophies.

## **Collaboration with School Day**

PasadenaLEARNs maintains ongoing communication and collaboration with school day staff in order to provide a seamless program and to positively impact student achievement. In order to provide the best support possible to students, parents should establish and maintain communication with LEARNs program staff and advise regarding situations at home that could impact their child's participation in LEARNs.

## **Electronic Devices**

PasadenaLEARNs does not allow the use of electronic devices. Students in possession of electronic devices must keep them stored away during program hours. PasadenaLEARNs allows the use of electronic devices such as cell phones in case of emergencies. However, the program is not responsible for lost, stolen, or damaged devices.

## **Field Trips**

Students who participate in PasadenaLEARNs may have opportunities to attend occasional field trips. The LEARNs Site Coordinator may approve parent chaperones. Parents who are asked to chaperone must complete and return the Field Trip Chaperone Agreement prior to the field trip.

Students are expected to obey all program and district policies as it relates to student conduct. Students detained by security/police will remain in the custody and must be picked up by their parent/guardian. The Site Coordinator will notify parents/guardians immediately if their child has been detained by security/police.

## **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.

## **Parent Fees**

Parent fees are assessed based on a sliding scale. Fees are vital for running a successful program. Parents must submit income verification upon enrollment. Late fees are charged if payments are late. PasadenaLEARNs does not accept cash. Payments must be made in the form of personal checks (unless otherwise specified), money orders, or cashiers checks made payable to PUSD.

## **Updated Contact Information**

Parents/Guardians must notify the LEARNs Site Coordinator immediately regarding changes to contact information such as changes to address, phone number(s), and/or email address. Failure to provide updated contact information jeopardizes student safety and may result in removal from program.

## **Supper Program**

PasadenaLEARNs provides daily nutritious meals that meet State nutritional guidelines. Meals are provided by PUSD's Food and Nutrition Services Department. Food allergies must be indicated on the enrollment application. Parents/Guardians must ensure that their children are aware of their food allergies and that staff is reminded on a regular basis.

## **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.

## **Illness**

If a student becomes ill during the day, the parent/guardian will be contacted and must assume responsibility for picking up the student or sending an authorized person to do so within one hour of notification. Students must be free from fever, vomiting, or diarrhea for 24 hours before they can return to program. The Site Coordinator must be notified if a student contracts a communicable disease. Students returning to program after contracting a communicable disease must provide a doctor's note clearing the student to return.

## **Medication**

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.

## **Injuries**

PasadenaLEARNs does not have access to nurses during program hours. If a student is seriously injured while participating in program, the supervising adult will contact parents/guardians and First Responders immediately to request assistance. Any fees accrued for medical assistance and/or transportation to the hospital are the responsibility of the parent/guardian. A staff member, when possible will accompany students who must be transported to the hospital in the absence of a parent/guardian, to provide necessary emergency information and supervision until the parent/guardian arrives. In the case that first aid is provided to an injured student, parents/guardians will receive a completed First Aid Notice.

## Parent Agreement

I have received and read all of the information provided in the PasadenaLEARNs Parent Handbook and agree to comply with the regulations, requirements, and policies of the PasadenaLEARNs After School Program.

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School Name

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Parent's Signature

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Date

## Students Enrolled

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Student's Name

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Grade

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Student's Name

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Grade

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Student's Name

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Grade