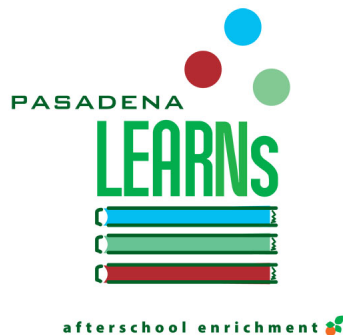


Pasadena Unified School District
2018-19

Parent Handbook (High School)



PasadenaLEARNs After School Program
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Welcome to PasadenaLEARNs After School Program! This handbook provides some important information you need to know about the program.

ASSETs Programs

The After School Safety and Enrichment fund PasadenaLEARNs high school programs for Teens (ASSETs) grant. Programs are designed to provide students the following:

- Academic support
- Enrichment Opportunities
- Health and Fitness
- Career Exploration
- College Readiness
- Leadership
- Youth Development

Program operates every regular school day Monday through Friday until at least 6:00pm.

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.

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 21st Century Skills
- Develop as leaders
- Feel connected

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. PasadenaLEARNs offers first-time credit classes, sports clinics, fitness and conditioning, and enrichment classes during summer.

Program Attendance

PasadenaLEARNs maintains no minimum attendance requirement at the high school level. Students are encouraged to attend the full program to receive the maximum benefit of participation. Students are responsible for attending program each day and signing in and out. PasadenaLEARNs is not responsible for students who are not signed in to program.

Sign In and Out Procedures

High school students are required to sign in and sign out of each program activity they attend. Students must also include their correct student identification number on the sign in sheet.

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 21st 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.

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.

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.

Program Suspensions/Expulsions

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.

