

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

**EEELP
POLICY
HANDBOOK
FOR
PARENTS**

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

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

Board Approved: 09/04/18

GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS

AFTER SCHOOL EDUCATION AND SAFETY PROGRAMS

Welcome to the After School Education and Safety Program (ASES). On the following pages there is important information about the program which will help you to understand the policies and regulations. Note the section on Parents/Guardians Opportunities which lists some of the ways you can participate in your child's ASES experiences. The ASES program is funded by the State of California and has strict guidelines for participation and minimum attendance requirements. This program operates on a school days only.

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

EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS
ASES SITE LOCATIONS

Balboa Elementary School
1844 Bel Aire Dr., Glendale 91201
818-243-0706
818-257-4256

Cerritos Elementary School
120 E. Cerritos Ave., Glendale 91205
818-454-1077
818-243-3212

Columbus Elementary School
425 W. Milford St., Glendale 91203
818-257-3537
818-247-8977

Thomas Edison Elementary School
(before and after school ASES offered)
435 S. Pacific Ave., Glendale 91204
818-397-5202 (PM Cell)
257-2856 (AM Cell)

Franklin Elementary School
1610 Lake St., Glendale 91201
818-476-6841
818-454-1078

Jefferson Elementary School
(before and after school ASES offered)
1540 Fifth St., Glendale 91201
818-257-3154
818-967-1925

Mann Elementary School
501 E. Acacia Ave. Glendale 91205
818-370-1786
818-956-0369

Marshall Elementary School
1201 E. Broadway, Glendale 91205
818-296-5470
818-242-3267

Muir Elementary School
912 S. Chevy Chase, Glendale 91205
818-454-1074
818-400-5627

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100 PROGRAM, STATE, AND AGENCY REGULATIONS

100.1 General Statement and Goals

1. The After-School Education and Safety Program (ASES) is a partnership with the city and county to improve student performance in school and to provide a safe environment after school for elementary school students in grades 1 through 6. The program consists of three 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 and engineering.).
 - c. A physical fitness component, which includes nutrition, fitness and prevention activities.
2. A Before School program operates at Edison and Jefferson from 6:30 a.m. until the start of school.
3. The ASES program operates from elementary school dismissal time until 6:00 p.m.
4. The program does not operate on school/national holidays, school breaks (Fall, Winter, Spring, Summer) or pupil-free days.

100.2 Eligibility

1. The ASES program is for elementary school students in grades 1 through 6.
2. Students are selected for enrollment based on state guidelines. Students who are identified as homeless youth, or in foster care have first priority. Students identified as in need of academic remediation or support have second priority. Any remaining capacity shall be filled by students selected at random.
3. It is required that the family lives within the boundaries of the Glendale Unified School District or has a current District permit authorizing attendance in a GUSD school. Students must be enrolled in the school offering the ASES program.
4. Students are expected to demonstrate appropriate behavior and to follow reasonable rules of conduct.
5. 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 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).

6. Before school students must attend five (5) days a week and a minimum of half the operational period from 6:30 a.m. until the school bell rings, based on the school's bell schedule. After school students must attend five (5) days per week, from school dismissal until 6:00 p.m. Only students who follow this expectation will be given priority re-enrollment the following school year. Students who do not attend until 6:00 p.m. will need to enter the lottery to enroll for the following school year. Absences from the program for more than 10% of the time (2 days per month) may be cause for termination. Please refer to Section 200.2 Attendance for further information and early release exception requirements.
7. Re-enrollment is required annually. Priority re-enrollment follows state guidelines. First priority is given to pupils who are identified by the program as homeless youth or as being in foster care (EC sections 8483[c] [1][A] and 8483.1[d][1][A]). Second priority is given to students who met the attendance requirement for the school year. All other enrollment is done through a lottery process. There is no priority enrollment for siblings.
8. A registration fee is charged annually. The fee is waived for students who are identified by the program as homeless, or in foster care or who submit proof of eligibility for free lunch. The fee is reduced for students who provide proof of reduced-cost lunch eligibility.

100.3 Student Expectations

1. 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 in a group setting. The following student expectations will be reviewed with students at the beginning of the year when a Student – ASES behavior contract will be signed.
 - a. My child/ren will report to ASES within five minutes of school dismissal.
 - b. My child/ren will use respectful and appropriate language.
 - c. My child/ren will follow school and ASES rules.
 - d. My child/ren will respect all adults on campus, ASES staff, and fellow students.
 - e. My child/ren will respect their environment including technology, school property and ASES materials.
 - f. My child/ren will participate in ASES activities.
 - g. My child/ren will not disrupt homework time.
 - h. My child/ren will not disrupt ASES program activities.
 - i. My child/ren will walk while on campus.
 - j. 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 ASES.

100.4 Statement of Nondiscrimination

1. The ASES program abides by the Glendale Unified School District nondiscrimination policy found on 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.

2. The ASES Program refrains from religious instruction or worship.

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/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.
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.
5. Parents/guardians have complaints but there is NO violation of federal or state laws or regulations, parents/guardians should 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. ASES strives to provide balanced after-school programming that includes homework time, academic enrichment, nutrition, and physical activity.
2. 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. 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

1. Arrival

- a. Upon arrival to school for the morning program, parents must escort students to the designated ASES program area and sign them in. Students must arrive one (1) hour prior to the start of school to be accepted in the program.
- b. Upon dismissal from school, the students will have five (5) minutes to report to the designated ASES Program area and the ASES Site Leader will take attendance.
- c. 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.

2. Pick-Up

- a. 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 ASES Program. Adults should be prepared to present photo identification to the staff upon request.
- b. In case of an emergency delay, parents/guardian must contact the 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.
- c. Students will not be released to a person(s) who does not appear to be 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.

- d. Parents/guardians are expected to pick-up their student by 6:00 p.m. Parents/guardians are expected to pick-up their student by 6:00 p.m. The Head Teacher will call the Police or Sheriff's station at 6:10 p.m. to report an abandoned child if the child has not been picked up. The child will then be placed in the custody of law enforcement. **Four (4) late pick-ups will be cause for termination of any services.** The four (4) late pick-ups are the maximum a student may have in one year in any of the following Early Education and Extended Learning Programs:
1. Self-Supporting.
 2. State Subsidized/Federal Subsidized.
 3. After-School Education and Safety Program (ASES).
 4. Recreational After School Program (RAP).
 5. Teen Scene.
- e. 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 must attend five (5) days per week, from school dismissal until 6:00 p.m. **Only students who follow this expectation will be given priority re-enrollment the following school year.** If the student does not attend until 6:00 p.m., they may remain in the program for the current school year as long as they meet the minimum requirements (see #2); 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 Early Education and Extended Learning Program (EEELP) minimum attendance policy is five (5) days per week for 1.5 hours from school dismissal. Minimum attendance for the morning program is five (5) days per week for 1 hour until the school bell. **Students 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. Students not meeting the minimum attendance requirement will be terminated from the program. There is no priority enrollment for siblings.
3. The parent/guardian must either leave a note in the ASES Program box in the school office or notify the ASES staff directly if a student is released from school prior to the end of the school day. Students are expected to arrive within five (5) minutes of the dismissal bell. Students not arriving within five (5) 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 where staff have to search for students.

4. 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.
5. A student may be released for a portion of time from the ASES program to attend activities at the school such as tutoring, sports, 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 ASES 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.
6. A student may be released early from ASES, without losing their priority re-enrollment for the following school year and for limited time, based on the following conditions and required documentation:
 - 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, or extreme heat above 103°) and the ending of the Daylight Saving (early darkness), and the parent uses public transportation (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. Enrollment in a partner-sponsored enrichment program. Partner organizations are listed on the Early Release form.
 - g. Other conditions determined on a case-by-case basis by the after school program and staff.
7. Parent/guardian must sign and return the Early Release form and any required documentation to the ASES Site Leader immediately if it is necessary for a child to participate in the early release policy. No child will be allowed to participate in this exception without prior authorization from a parent or guardian. Early Release forms are reviewed by the Early Education and Extended Learning Office in order to determine eligibility for re-enrollment.

300 PUBLIC SCHOOL REGULATIONS

300.1 General

School safety rules, policies, and procedures are followed by the 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 ASES program. Suspension from the ASES program due to infractions of a District rule may lead to suspension from school.
2. Failure to follow ASES Student Behavior Expectations may result in ASES program suspensions. Please refer to section 100.3 Student Expectations and 600 Discipline Policy for more information.
3. The 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

Each school sets its own parking regulations as mandated by the principal local authorities. Parents/guardians of ASES may not drive on campus to pick up from the program.

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 nor 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, 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 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

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 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 ASES site or evacuation site without parent/guardian permission. The 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 Re-enrollment Following Termination

When services are terminated for cause, re-enrollment 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 ASES After an Illness

1. Students may return to 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 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 ASES staff.
3. Medication must be in the original container and will be secured by 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 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 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. 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. ASES 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 ASES program decisions, along with the Glendale Unified School District and state discipline policies. The Early Education and Extended Learning Programs Positive Behavior Interventions Statement of Purpose is dedicated to fostering a safe and respectful environment that encourages responsibility as well as academic and social success.
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. 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 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 ASES staff to discipline students for events that occurred in the school day classroom or at home.
8. 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 ASES and all of 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 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 ASES records without prior consent.

Date

Parent/Guardian Signature

Date

GUSD Authorized Agency Representative

Name of 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: 09/04/2018