

## **After School Education and Safety Program Handbook**

### **Introduction**

The Afterschool Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. The ASES Program is designed to provide safe and educationally enriching alternatives for children and youth during non-school hours. By working together, we can create a program that offers all students the opportunity to be successful.

### **Mission**

The mission of the ASES Program is to provide safe and educationally enriching alternatives for children and youth in grades K-8 during non-school hours. By working together, we can create a program where developing self-esteem, creativity, and individual growth through hands-on experiences, peer interactions and adult supervision are provided.

### **Philosophy**

The ASES program is designed to provide safe, fun, and enriching place for students in the Southern Kern Unified School District. It will serve students who are in grades K-8 afterschool, Monday through Friday. ASES is dedicated to helping students build self-confidence in supervised, yet relaxed atmosphere, through day-to-day interactive play with their peers, homework assistance, small group tutoring, and a variety of enrichment activities. Communication and conflict resolution skills are stressed. All of these components add up to a quality program, which enhances the lives of the children of the community and is a valuable service to working parents.

### **Goals**

The goal of the Southern Kern Unified School District After School Program is to provide a safe environment with quality, well supervised after school activities for its students. These activities are well designed to meet the needs of students in order to help them become productive well-rounded citizens.

These goals are accomplished by:

- Offering activities that will stimulate new interests and increase knowledge of humanities.
- Arranging activities that will encourage creativity and build self-confidence among students.
- Helping students recognize and respect figures of authority.
- Assisting students in developing socialization skills.
- Teaching students the important value of a complete education
- Giving students assistance in academic development.

## **Objectives**

- Program activities and events will be supervised at all times.
- Program activities will enhance students school experiences whenever possible.
- Program activities will increase parental and student involvement in the educational process.
- Program activities will strengthen the relationship between the schools and the community

## **Homework Philosophy**

A function of the ASES program will be to assist students in problem academic areas. **The program is not an exclusive academic tutorial program; however assistance will be provided under the following conditions:**

- The student must realize that the responsibility for completing homework assignments ultimately rests with the students.
- Academic assistance may be in the form of group or individual sessions.

## **Discipline Rules and Regulations**

Regular day rules apply to the ASES program. This helps the students to maintain their knowledge of what is acceptable on school grounds. Conflict resolution allows students to take an active part in the discipline process by having the students identify the problem, alternatives that could have been used, and the consequences of their actions, and possible solutions.

- The first 30 days are a trial period for all students. If a student has a discipline problem within the first 30 days, he/she may be dropped from the program.
- Bullying and use of profane, vulgar or obscene words will result in one warning and upon the 2<sup>nd</sup> occurrence will result in a 3-day suspension.
- The following disciplinary problems will result in an automatic 3-day suspension.
  - Fighting
  - Disruptive and disrespectful behavior
  - Inappropriate physical contact with another student
  - Theft

All discipline rules apply at day school apply during ASES.

Discipline problems will be referred back to the principal of the day school for review.

Upon receiving the 2<sup>nd</sup> disciplinary problem, the students are subject to dismissal from the program.

## **Dress Code**

The dress code in the center is the same dress code that applies at the day school.

## **Registration**

Students must be registered each school year to participate in the ASES Program. Applications for the program are sent home with students each April, are available in the school site offices as well as the enrollment office, located in the Educational Services building at the district office.

Counselors may also refer students with risk factors such as attendance or social and emotional support needs. The counselors will confirm referrals with the site administration and then contact the parents for a site visit and registration process appointment.

The Southern Kern Unified School District has private schools within our county and bordering areas, and students attending a private school in another county are eligible to be referred and attend the ASES program.

## **Full Time Enrollment**

The ASES Program is funded through a grant from the state for students who attend the program five days a week. Full time is considered as attendance until 6pm daily. Students who do not attend on a full time basis will be dropped from the program. Notification must be received in writing for a student to be picked up before 5:30pm. (See the Southern Kern Unified School district ASES Early Release Policy below).

## **Operating Hours and Days**

The ASES Program is offered every day that school is in session. ASES Programs begin when students are released from school and close at 6pm. The California Department of Education requires that students attend the ASES program for at least three hours a day and a minimum of 15 hours a week, however the district has more stringent requirements as listed in the ASES Early Release Policy.

**Late Fees:** A late pick up will result in a \$10 fine per child beginning at 6:05pm. There is an additional charge of \$1.00 per child, per minute thereafter. Late pick up fines are due when the child is picked up the following day. Students may be dismissed from the program after 3 late pick-ups.

## **Absences**

If your child is going to be absent from the ASES Program on a specific day, please give the staff advanced notice by leaving a message with the school site office or a message on the site coordinator's extension. Notifying staff of your child's absences is important for the safety of your child. If your child does not attend the program, and we have not been notified in advance of his or her absence, you will receive a phone call.

**Excessive unexcused absences to both the regular day school and the ASES may result in your student being dropped from the program.**

**Staffing**

ASES staff members meet the minimum qualifications, hiring requirements, and procedures for an instructional aide in the school district. In addition, staff members have had previous experience working with children and have been CPR certified. State and additional funding provide for a basic staffing ratio of one staff member for each group of twenty students. Staff will provide for each child's individual needs to the best of their ability within this ratio.

**Snacks**

A nutritious snack will be provided for all students of the Southern Kern Unified School District ASES program each day.

**Dinner**

Dinner is provided for all students of the Southern Kern Unified School District ASES program each day.

**Medical & Emergency Information**

Please be sure to complete the medical and emergency information in the event that your student becomes injured or ill during participation in the ASES program. It is imperative that all contact information is current and accurate.

**Parent Concerns:**

If at any time you have a concern about one of our staff members, or our program, you are encouraged to first discuss the concern with the Site Coordinator at your child's school. You may also follow up with the site Principal. If you continue to have an issue, you may contact, Leanne Hargus, Associate Superintendent, at 661-256-5000x1118 or [lhargus@skusd.k12.ca.us](mailto:lhargus@skusd.k12.ca.us)

**Southern Kern Unified School District**  
**LATE ARRIVAL & EARLY RELEASE POLICIES**  
**For the Afterschool Education and Safety grant program**

Per Education Code Section 8483(a)(1), the Afterschool Education and Safety funded programs shall commence immediately upon conclusion of the regular school day, operate a minimum of 15 hours per week, and remain open until at least 6pm on every regular school day. Every program shall establish a policy regarding reasonable early daily release of pupils from the program. Per Education Code Section 8483(a)(2), it is the intent of the Legislature that pupils participate in the full day of the program every day during which pupils participate.

**A. Late Arrival to Afterschool Education and Safety grant program (ASES at elementary and middle schools are by the Southern Kern Unified School District (SKUSD) for the following reasons:**

- i. A Student is requested to report directly to a remedial or tutorial or other ASES related sessions with a teacher or approved staff before signing into the ASES Afterschool Program for the time of the session. When the session is over the student must report immediately to the ASES site coordinator or ASES instructor for sign in to the ASES Program
- ii. Documented dental, medical or counseling appointments
- iii. Documented religious education classes

**B. Early Release from the After School Education and Safety (ASES) program at elementary and middle schools is approved by the Southern Kern Unified School District for the following reasons:**

- i. Documented dental, medical or counseling appointments
- ii. Documented religious education classes
- iii. Family or transportation emergencies
- iv. Students transported by their parents who need to leave earlier than normal check out time to go home prior to leaving for an evening job or adult class
- v. In severe weather and during months of early darkness (Pacific Standard Time) where there is concern for safety reasons
- vi. In some cases where a student has a periodic special class not available in the ASES program, such as a musical instrument or dance lesson, that develops special skills important to the youth's development (early release in this situation is considered on a case by case basis and may not be granted if there is a wait list for ASES)
- vii. In cases of community emergency, such as fire, earthquake, upon decision by the administration.

**Individuals Authorized to Request Late Arrival or Early Release and Sign Out Students:**

The student's parent or legal guardian may request late arrival or early release for any of the above reasons. Parents should alert the site coordinator in advance about

scheduled appointments. Parents are to discuss needs related to early pick ups with the site coordinator.

When picking up a student for Early Release, the parent or other approved adult listed on the students enrollment form must go to the ASES site coordinator or other designated ASES staff, sign out the student, write the time of day, and state the reason code. There are no exceptions. Students who arrive late per an approved reason above must go directly to the ASES site coordinator to sign in and say why they are arriving late. There are no exceptions.

**Consequences of excessive absences, excessive unapproved late arrival or excessive requests to leave early (whether for approved or unapproved reasons):**

Because the ASES Program is evaluated by the state and funded by the state based on daily attendance for the full program and other factors, excessive absences or excessive requests for late arrival and early release (whether for approved or unapproved reasons) may result in a student being dropped from the program if there is a waiting list.

<p>After School Education and Safety Program (ASES) <b>SIGN IN AND SIGN OUT PROCEDURES AT ALL SCHOOL SITES</b></p>
<p><b>SIGN IN:</b> All students enrolled in ASES are signed in by ASES staff directly after the regular school day ends.</p>
<p><b>Authorized Pick UP Persons and Sign Out Requirements:</b> Parents or other adults authorized by parents to pick up a student are required to sign students out of the ASES Program and write the time before leaving with the child. <b>Photo Identification is required.</b> <u>A note signed and dated by a parent or legal guardian is required for anyone being added or deleted from the authorized list and must be brought to the Site Coordinator.</u> In an emergency, the parent or guardian with legal custody may call the Site Coordinator to authorize a change for the day, providing appropriate photo identification is presented. Another child may not sign out children. There are no exceptions to signing out requirements. This is for safety purposes, for attendance documentation and funding related.</p>
<p>I understand and agree to comply with the Late Arrival/Early Release Policies as outlined in this agreement.</p>
<p>Parent or Guardian (Please Print Clearly) _____ Date: _____</p>
<p>Parent or Guardian Signature _____</p>

The Southern Kern Unified School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Compliance Officer: Leanne Hargus; [lhargus@skusd.k12.ca.us](mailto:lhargus@skusd.k12.ca.us); 661-256-5000x1118