

# Aspen Public Schools



## **Expanded Learning Opportunities Program and After School Safety and Education Program**

**Handbook for Aspen Public Schools  
2023-2024**

## **Program Mission and Purpose**

The Expanded Learning Opportunities Program (ELOP) and After School Education and Safety Program (ASES), often called ‘after school program’, are an integrated part of Aspen Public Schools. They all have the same mission. *Aspen’s mission is to transform the community by developing exceptional leaders!* Aspen Public Schools unlocks the potential of future Fresno leaders by setting high expectations for all and creating a culture that celebrates everyone’s strengths and background. Expanded Learning programs are an extension of that mission in every possible way.

## **About Aspen Public Schools:**

Aspen Public Schools, a non-profit 501(c)3 charter school management organization, operates 3 public charter schools in Fresno, CA. The overall vision leads to greater quality of life for all people in Fresno, regardless of race or economic status. To deliver on this mission and vision, Aspen is focused on the promise of equal educational opportunity for all children. Beyond our students and schools, Aspen is an engaged partner in the Fresno community, and involved in the larger conversation about how to improve public education and student achievement for all.

Aspen’s approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders who strategically use student data to drive instruction and leadership development
- Creating a school culture where joy and belonging mark the student experience, with an emphasis on developing leadership that focuses students on college and their futures
- Providing students with grade-level curriculum, a facilitated learning environment that demands more student cognitive lift, and intense intervention when they are struggling, so that every child has a path to success.

Aspen Public Schools envisions *a greater quality of life in Fresno where all families have access to opportunities and contribute to their communities.*

## **State Requirements and Guidance**

[To learn more about](#) State guidance and requirements for the Expanded Learning and Opportunities Program, visit <https://www.cde.ca.gov/ls/ex/elopininfo.asp>

[To learn more about](#) State guidance and requirements for the After School Education and Safety program, visit <https://www.cde.ca.gov/ls/ex/asesdescrip.asp>

## **Expanded Learning: Purpose and Goals**

*For the purpose of this handbook, we will refer to both programs as “Expanded Learning”.*

Expanded Learning’s goal is to make learning fun for students! Administrators and staff recognize that learning happens in many ways, and the activities selected for Expanded Learning are intended to engage the whole child as they learn and grow. They are intended to supplement and align well with the school day, and at times fill in gaps that may be missed during the day.

Programs typically operate after school and during summer or holiday breaks. Programs include time for academics, enrichment and snack or meals. Aspen recognizes and follows all guidance provided by the State of California for Expanded Learning Opportunity Programs (ELOP) and After School Education and Safety (ASES). These two programs provide the bulk of our funding for the programs after school, before school or during any non-school day.

Every year, the programs select several goals for quality improvement. They are specific and involve deadlines and measurable outcomes. While these may change from year to year, here are some examples (goals from the 2022-2023 school year).

Goal 1: Provide a safe and healthy environment for ASES students, staff and parents.

Goal 2: Improve academic achievement of participating students

Goal 3: Improve engagement in overall learning opportunities, with a focus on leadership development

Goal 4: Together with day school, stakeholders and partners, create a culture of joy and belonging for all Aspen students and their families.

Aspen submits a Program Plan every three years. Please request a copy of the current plan for more information on these goals and program design.

## **About this Handbook**

Expanded Learning programs follow the policies and procedures in the **Aspen Public Schools Family/Student Handbook**. While there are some exceptions, most policies will be the same. Please read and regularly refer to the Handbook for all areas of concern and all questions relating to the Expanded Learning program. If you do not have a copy, please request one from our staff or from the office. This Handbook includes the relevant information that is important for staff and participating families to know about Expanded Learning programs. Everything in this handbook is subject to change as needed.

## **Attendance**

Attendance for Expanded Learning programs are submitted daily by site leads (or their designee). Site leads are in regular communication with the 'day school' office staff about students who may be sick, absent or late. (Refer to the Aspen Family/Student Handbook for more information on Aspen Policies.)

## **Absences and Early Release**

The following policy was updated and revised in June 2023 with support from the Fresno County Regional Leadership team. This is accessible, along with the forms mentioned, on the Aspen Public Schools website. (Access these for Aspen Meadow [here](#) and Aspen Valley Prep Academy [here](#).)

## **Expanded Learning Program Absence and Early Release Policy**

According to the California Department of Education, each school will develop an Early Release Policy for the before and after school programs.

## **Education Code: After School Safety and Education and Expanded Learning**

*EC* Section 8483(a) states that: Every after school component of a program shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day.

(2) It is the intent of the Legislature that elementary school and middle school or junior high school pupils participate in the full day of the program every day during which pupils participate, except as allowed by the early release policy pursuant to subparagraph (B) of paragraph (1) of this section or paragraph (2) of subdivision (f) of Section 8483.76

*EC* Section 46210 states that the Expanded Learning Opportunities Program will operate:

(B) (i) For at least 30 non school days, inclusive of extended school year days provided pursuant to paragraph (3) of subdivision (b) of Section 56345, no less than nine hours of in-person expanded learning opportunities per day.

(ii) Extended school year days may include in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, recess, and meals, are not less than nine hours of combined instructional time, recess, meals, and expanded learning opportunities per instructional day.

### **Aspen Public School Policy for Absences and Early Release**

1. After school program will remain open every day until 6pm. Any students who need to leave before 4:30pm are leaving the program early and must have an early release form on file.
2. Parents/Guardians must submit the early release form with their application and notify the school immediately of any changes to their form/schedule.
3. Parents/Guardians must write the appropriate code on the sign out sheet when they pick up a student any time before 4:30pm. Refer to the Expanded Learning Program Code Directory for the list of codes. Codes must be documented on the sign in / sign out sheet when picking up students.
4. For safety and planning purposes, if Parent/Guardians need to remove students for an extended period of time from the program (more than three days consecutively), they should notify the Aspen staff team at least 3 days prior to absences or as soon as possible.
5. Parents/Guardians will be given an opportunity annually to fill out an enrollment form that includes the ability for staff to sign out their students as needed. For example, this may be for students who walk home, take public transportation, or for other related reasons.
6. As applicable, Expanded Learning Programs will adhere to the school policy as described in the Aspen Public School Family/Student handbook.

**Early Release Codes**

<b><u>Release Code</u></b>	<b><u>Reason</u></b>
1	Walker
2	Transportation
3	Offsite Enrichment
4	Disciplinary Reasons
5	Safety Concerns
6	Family Need

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### **Meals and Snacks**

Expanded Learning Programs will include a snack and/or meals. School meals are currently provided by Revolution Foods. View their website at [Revolution Foods](#). Depending on the schedule, timing and other details of the program, the food/snacks may be provided by Revolution Foods, or they may be provided by Aspen's kitchen staff. If you have concerns, questions, or allergies to report, please contact a staff member and you will be provided the appropriate forms and information.

Refer to the Aspen Family/Student Handbook healthy food policy for more information on Aspen's food policy.

### **Celebrations:**

The Expanded Learning program will have several 'celebrations' throughout the year. During these special occasions, the food may be party food. Candy, sweets, and salty snacks of any kind will be allowed. If your child has special dietary needs, please notify the Site Lead.

### **Staffing/Leadership:**

The Community Schools Coordinator, who reports to the Executive Director, is responsible for oversight of all Expanded Learning programs. Other staff are hired or assigned by Aspen Public Schools and Teaching Fellows. For more information on Teaching Fellows please visit their website at <https://www.ctff.us/>

Staff are required to attend full or half day training at least twice a year. Staff will also be encouraged to attend other training as appropriate. Teaching Fellows provides additional monthly training for three hours to their staff. Training includes topics such as student safety, dealing with difficult behaviors, creating and implementing lesson plans, and more.

### **Dress Code**

Expanded Learning staff will follow the dress code of Aspen Public Schools. When working with a partner who uses a different dress code, the more conservative dress code may be implemented based on the discretion of the Expanded Learning Coordinator / Leadership Team.

## Schedule

The schedule for Expanded Learning varies depending on the program being offered. After school, a schedule may look like the following:

Time	Activity
2:00-3:00	Staff Prep
3:00 - 3:15	Student snack and transition
3:15-3:30	Physical education/outside break if needed (sports equipment, playground, games outside weather permitting)
3:40-4:25	Academics
4:30-5:30	Enrichment
5:25-5:45	Extended enrichment time, physical education/outside activities or learning game
5:45-6:00	Clean up classroom / transition
6:00	Program close

## Academics and Homework

Expanded Learning Programs have an academic component, although the length, focus and intensity will vary by program and season. Staff members/tutors are required to submit lesson plans ahead of time to the Site Lead, or they are asked to follow a specific curriculum or plan.

Please refer to the Aspen Family/Student Handbook for Aspen's policy on homework. Homework is not generally required. If teachers assign homework, it is usually work that was not finished in class, or it is optional. In order to best support students who need to spend time finishing homework, Expanded Learning Program staff will keep a log/chart of these students.

*Students will be placed on this list by request of parents/guardians or 'school day' teachers. A teacher may refer or communicate with Expanded Learning staff that a student needs help in a specific area. Alternatively, parents may request that the Expanded Learning staff team make*

this a priority for their child. Site leads and after school program staff will periodically ask parents/guardians if they would like their child to be on this list.

### **Enrichment**

Programs include a time of 'enrichment'. This is meant to add more depth, fun, and variety to learning that is already taking place. Enrichment opportunities may include things such as

- Outside activities: sports, games, outdoor education, gardening
- Arts and crafts
- Music, drama and other performing arts
- Studying world cultures and languages
- STEM activities (STEM: Science, Technology, Engineering and Math)
- Educational platforms or games on school issued tablets/computers
- Field trips
- Prevention programs
- Visits from local experts, partners and professionals such as 'Reptile Ron', a local fire-fighter, a student dance team, etc

### **Media and Phone Policy**

1. Refer to the Aspen Public Schools ["Internet and Device Acceptable Use"](#) document for more information and extended guidelines on use of ASES tables with students.
2. Below outlines expectations for device care for students.

### **Students should:**

- Be directly supervised at all times when using school tablets
- Hold the computer by the base when moving it while it is open
- Open the screen gently
- Keep the keyboard free of objects, especially when closing the screen.

### **Students should NOT**

- Use tablets without direct, constant supervision from program staff
- Use tablets outside the classroom without 1. Direct supervision at all times AND 1. Being seated at all times at a table. (NOTE: this is only allowed on 'fun Fridays')
- Hold the computer by the screen when moving it while it is open. Holding the computer by the screen is like holding a heavy textbook by just the hard cover flap. You wouldn't let your students hold a book by just the flap, so please do not let them hold the computers by the screen. It strains the hinges and causes the computers to fail prematurely.
- Overextend the screen back too far
- Put anything on the keyboard and close the screen (this will crack the screen)
- Pick at the stickers
- Pry at the keyboard keys

- Stack more than 4 chromebooks or put much weight on top of one
- Hit any part of the computer

### **Media Expectations Specific to Expanded Learning Team**

1. All music with lyrics and videos must be previewed and approved by the Site Lead.
  - It must be included in the lesson plan and approved ahead of time.
  - If the Site Lead has concerns or questions on the appropriateness of the video, the leader will err on the side of caution and the video will not be shown.
2. We encourage appropriate, limited use of educational videos for learning. Expanded Learning staff are instructed to show no more than one video a day when the program is during the after school hours of 3pm to 6pm (around three hours a day). 5 minutes in length is a general guideline unless it is specifically an educational series. Longer videos may not be possible for leadership to preview and approve unless it's on a pre-approved platform. There may be exceptions to this when there is a 'fun Friday' or special event.
3. Aspen provides some pre-approved [websites/Resources](#). PBS kids is one example of a website the director will just have to preview videos. Videos from any pre-approved educational sites that Aspen / Site Lead provides must be age appropriate and be integrated into the lesson plan, previewed ahead of time and educational / enriching.
4. Do not show students videos/music with lyrics on personal phones unless they are used as background music with no lyrics. Use school computers only.
5. Staff may only use personal phones in cases of emergencies or on breaks.
6. Students are not permitted to use cell phones during Expanded Learning programs (this is aligned with Aspen Public School policy, see handbook). Aspen staff are advised not to 'collect' phones unless absolutely necessary. Please follow the standard discipline policy when students use cell phones during the program.

### **School Wide Expectations**

Expanded Learning expectations align with expectations for the school day.

Be Respectful!  
 Be Responsible!  
 Be Ready to Learn!  
 Be Safe!

Please refer to the image at the end of this handbook for more details on what this looks like specifically at Aspen Meadow. Both campuses have the same school-wide expectations.

### **School Wide Culture Plan and Discipline**

Please refer to the [Aspen Public Schools Family and Student Handbook](#) to understand more about the school wide culture plan and what this looks like in the classroom and after school program. Aspen believes in being restorative in our approach and strives to create an environment in which all children and staff can learn, grow and thrive. This plan outlines the approach used to address students who may need discipline or are demonstrating challenging behaviors. As applicable, Expanded Learning staff will be in communication with day school teachers and administration to make sure that students are receiving consistent messages.

During the Expanded Learning Programs, the following steps are generally taken when addressing student discipline. Please note, there may be exceptions to this process. Behavioral issues are situational and there are times when removal or suspension may automatically happen after an incident (such as physical assault, leaving campus, etc.)

### **Support Plans**

Goal: To be preventative in creating a system and environment in which each student can thrive

- As capacity allows the intent is to communicate with families as early as possible when extra support or systems are needed for a student

Staff may create plans or document when a student:

- needs additional support to succeed and have fun
- is not meeting expectations or challenged
- was suspended or had another serious consequence
- has a write up
- has behavior patterns that are disruptive to others/culture of the class

### **Support Plan Process**

1. Leadership team/Site Lead will discuss with teachers for after school and day school, and Site Directors/Site Assistants to gather background info, this may also include our school counselors. (Confidentiality will always be maintained and honored.)

- Learn about any day school dynamics, challenges, successes
- Learn about specific accommodations and relevant history
- Learn what is in place for day school, what strategies have motivated the student
- As appropriate, check for parent and student input, ideas, feelings, and understanding

2. The plan should outline the immediate action that will be taken. Include:

- Clear, simple expectations for student behavior
- What incentive or consequence will be given
- Specific time frame (including dates to reconnect)
- Any documentation for incidents or specific details for the team to know
- Any specific support/request from parent, staff, student

3. Communicate clearly with parent / guardian and student before they are readmitted or when significant change is occurring, review plan and have parents sign.

4. When behaviors involve another student, offer the chance for a restorative conversation.

Both students must willingly want to participate

- Only trained staff will facilitate restorative conversations
- If a student or family declines this opportunity, they will not be pressured or punished in any way

### **Discipline Process for ASES/Expanded Learning**

**1st warning:** Discuss with students and create a plan together to improve behavior. Review the write up process with child and parent/guardian. Staff who observes the issue will fill out the *Aspen Incident Form*.

- Assess if a Support Plan should be created (if there wasn't one)

**1st Write Up:** Same as above. Staff will also document this as the 1st write up on the Student Disciplinary Plan.

**2nd Write Up:** Same as above. Staff will also document this as the 2nd write up on the Student Disciplinary Plan.

**3rd Write Up:** Same as above. Staff will also document this as the 3rd write up on the Student Disciplinary Plan. At the 3rd write up, staff will proceed with suspension or removal from the program.

NOTE: After school leadership will share copies of write ups with Site Director and/or Assistant Director.

### **Suspension**

When a child is removed from the program, to allow time for collaboration and assessment, staff will be in contact with families within the agreed upon time frame to confirm when a student will be able to return to the program.

### **Field Trips and Special Activities**

Field trips and special activities are based on meeting school expectations. At the discretion of the leadership team, students with write ups will not be allowed to participate in field trips or special activities when behavior reports and write ups have occurred or are in process.

## **Student Safety**

Safety of all students and staff is always the priority. Staff are trained as quickly as possible on emergency procedures. Drills will be held at random throughout the school year during the Expanded Learning Programs. Each classroom is equipped with safety procedures and supplies, and an SRO (School Resource Officer) is on campus at all times when students or staff are present.

## **Threat Assessment Protocol**

1. If Expanded Learning program staff observe student behavior/language that suggests they are a threat to themselves OR others, report it to your Site leader. Do not wait until the end of day.

NOTE: This includes what may seem to be jokes or sarcasm about killing, murder, suicide, etc.

2. Site leaders' next step is to call and/or text Aspen Site Directors (Principals) immediately. They will direct the next steps and contact the Expanded Learning Coordinator/Community Schools Coordinator if needed. They may do an immediate call to assess the student directly.

3. Aspen Site Directors fill out the Aspen Threat Assessment form and decide what needs to be escalated to emergency services, parents, counselors, etc.

4. Expanded Learning Site leads will communicate with tutors/staff about results and any follow up as needed.

## **Confidentiality**

1. All threat assessment incidents, as well as personal information about students and families must be kept confidential unless staff, families or students “need to know”. Staff who question what should be kept confidential will first seek counsel from their immediate supervisor or from Aspen Administrators before discussing with other staff, families, or students.
2. Student incidents, discipline and support is confidential to the student, family and staff who directly interact with the student. Staff will not share with families any specific information about disciplinary action or incidents unless required by law or it is the safest, best interest of all involved.

## **Concerns and Complaints**

We strive for healthy, direct and respectful communication. Concerns and complaints are not discussed directly with tutors or program aides (unless determined necessary by the leadership team). Please direct concerns or complaints in this order when applicable:

1. Site Lead (after school program)
2. Expanded Learning Coordinator
3. Community Schools Coordinator
4. Executive Director

Refer to the Aspen Handbook for next steps and more information on the Aspen complaint procedure.

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Please refer to the Aspen Public Schools Family/Student Handbook for more information on safety and all other matters not included in this Handbook.



# Aspen Meadow Public School

## Be Respectful

## Be Responsible

## Ready to Learn

## Be Safe

	Be Respectful	Be Responsible	Ready to Learn	Be Safe
Classroom	Proper voice level Active listening Take turns Kind Words	Care for class supplies Put things away Follow directions	Be on time Stay on task Do your best	Be on time Stay on task Do your best
Hallway	Quiet voice Wave quickly to staff Stay on walkways	Pick up trash Stay in line Walking feet	Move with purpose Help others Nose & toes forward	Stay in your space Watch for doors Keep plants beautiful
Bathroom	Use it! Flush it! Wash it! Honor people's privacy Quit voice	2 Pumps of soap & 1 towel Trash in trash can Clean up after yourself Conserve water	Leave when you are done Save Chatter for recess Use bathroom at appropriate times	Walking feet All your business in the bowl Report problems
Playground	Take turns Include everyone Kind words Listen to others Play Fairly & Honestly	Follow directions quickly Take care of equipment Clean up Use the bathroom & get a drink	Make new friends Freeze with Whistle Line up quickly after the whistle Pick up after yourself	Stay in your space One at a time "Dress for weather" Report problems
Cafeteria	Stay please & thank you Eat politely Kind Words	Eat first, then talk Clean up & recycle Wipe up spills Follow directions	Get it! Eat it! Clean it! Stay seated Try new food	Hand Sanitizer Walking feet Stay in your space
Office	Enter & exit quietly Good Manners Inside voice	Have a note or pass Wait your turn Be truthful	Return to class quickly Listen to learn	Maintain self-control Follow directions
Library	Quiet voice Handle Books with care Good manners Wait your turn	Return books on time Clean up Put books away	Choose a book Ask for help if needed Read Quietly	Follow directions Stay in your space
Computers	Treat with care Preserve equipment for future use	Use assigned computer Handle headphones with care Charge daily	Plug in headphones Stay on task Appropriate websites only	Carry with care Keep liquids away Report problems with equipment
Auditorium	Show appreciate Clap politely Listen to learn	Focus on speaker Quiet feet & voice Use equipment wisely	Active listening Finding seats quickly & quietly	Enter/exit quietly Stay in your space Walk on & off stage appropriately