

## After School Education and Safety



### Schools with ASES Programs

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POWAY UNIFIED SCHOOL DISTRICT



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# After School Education and Safety ASES



Student and Parent Handbook

# Table of Contents

Purpose and Objectives..... Page 1

Program Elements..... Page 1

Behavior Management ..... Page 2

Citation Form..... Page 2

Suspension and Expulsion..... Page 2

Program Structure..... Page 3

Parental Support..... Page 3

Reasonable Accommodations..... Page 3

Medications, Illness, and Injury..... Page 4

Fieldtrips and Special Events..... Page 4

Spring Break and Summer Session..... Page 4

Donations ..... Page 4

Your Support is Appreciated ..... Page 4

Establishment of Attendance Requirements .. Page 5

Daily Program Time Requirement..... Page 5

Prioritized Registration ..... Page 5

Wait List ..... Page 5

# Attendance Requirements

## Establishment of Attendance Requirements

ASES is a state-funded grant that provides a before-and after-school program at no cost to families. It is mandatory that students meet the daily attendance obligations. Elementary and middle school students must attend every day. Students remain in the program based on prioritized registration.



## Daily Program Time Requirement

The after-school program operates until 6:00 P M at BMMS, MBMS, and Valley Elementary; and until 6:15 at BHMS, MVMS and TPMS. Students are required to attend half or more of the daily program time. A form must be completed before a student can be released early from ASES.

The before-school program starts 1 1/2 hours prior to the school day. Students are required to arrive early enough to attend at least half or more of the program time. Students who do not meet the minimum daily required time will be notified and dropped from the program.



## Prioritized Registration

First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care. Second priority for enrollment will be given to students who can attend the full day every day. Due to site wait lists, students who do not meet the prioritized attendance requirements will be notified and dropped from the program so that wait list students may participate. Attendance is checked bi-weekly with students dropped and added throughout the year.

## Wait List

Due to a maximum number of students allowed in the program, a wait list is formed when the program is full per state guidelines. As openings occur, students who meet prioritized registration guidelines will be added to the program.

## Medications, Illness and Injury

Medications should be given by the school health attendant during the school day. Students who are absent or sent home from school due to illness are not permitted to attend ASES on the day of their absence. If your child has any signs of illness including a cold, cough, or runny nose, please do not have your child attend ASES. Parents will be contacted if contagious symptoms, severe discomfort, or injuries occur during program time. *All emergency information for your child must be kept current.*



## Fieldtrips and Special Events

Parents are informed in advance of all fieldtrips and are required to complete and sign a permission slip for each fieldtrip listed on the form. Safety procedures will be reviewed before each fieldtrip and supervisors will have access to emergency contact information.



## Spring Break and Summer Session

Please check with your ASES Site Coordinator regarding ASES information and availability during spring break and summer.

## Donations

Donations of money, snacks, cups, and other supplies are welcome! Please check with your ASES Site Coordinator for more information.



## Your Support is Appreciated

If you have any concerns about the ASES program, you are encouraged to discuss your concern with the Site Coordinator at your child's school. Open communication is vital in creating a strong program for everyone. Please offer suggestions to make the ASES program a valuable part of your child's day.

# Welcome to ASES

## Purpose and Objectives

The After School Education and Safety (ASES) Program is a state-funded grant program designed to provide literacy, academic enrichment, and safe constructive alternatives for students in elementary and middle school. Through school and community resources, broadened support is provided to students during non-school hours, both before and after school.

## Program Elements

The ASES program is aligned with the regular school day. A safe physical and emotional environment, as well as opportunities for relationship building, are provided. The following two elements are incorporated in the program's academic support and enrichment activities:

1. An **educational and literacy element** provides homework assistance and academic support to help students meet state standards in reading/language arts, mathematics, social studies, and science. A broad range of activities are based on student needs and interests.
2. An **education enrichment element** offers a variety of additional programs and activities that reinforce and compliment the school's academic program. This includes positive youth development strategies, recreation, and prevention activities that may utilize visual and performing arts, community service-learning, recreation, physical activity, health/nutritional promotion, career awareness, and work preparation activities based on student needs and interests.



## Behavior Management & Discipline Policy

PUSD Rules of Student Discipline are followed in the before-school and after-school programs. Student safety is a top priority. Following the Six Pillars of Character and showing respect to one another is an expectation in ASES. Positive behavior techniques support students in problem solving, redirecting behavior, and conflict resolution. Clear expectations, an organized schedule, and engaging activities foster student success. Consequences of inappropriate behavior include reminders, redirection, and a citation form, if the behavior persists. Consequences are at the discretion of the Site Supervisor.

### Citation Form



If a serious and/or persistent undesirable student behavior occurs, a citation form results in a meeting with the parents and a form signed by the student and parent. Communication with the Site Coordinator is key. The 3<sup>rd</sup> citation results in removal from the program, as outlined in the Levels below:

- Level 1 1<sup>st</sup> citation and removal from program activities.
- Level 2 2<sup>nd</sup> citation and suspension from program for 1 - 3 days or at the discretion of the Site Supervisor. A signed citation is required or the student is no longer in the program.
- Level 3 3<sup>rd</sup> citation and removal from the program or at the discretion of the Site Supervisor.

Any behavior resulting in aggression will immediately proceed to Level 3.

### Suspension

School policies are followed regarding suspension and expulsion. The safety of students is critical. Suspension from the program results on the 2<sup>nd</sup> citation. Removal from the program results in the 3<sup>rd</sup> citation at the discretion of the Site Supervisor. It's important to note that school disciplinary acts may result in immediate removal from the ASES program per Board Policy.

## Program Structure



ASES has a four-to-six-week calendar of activities that reflects the interests of students and meets program requirements. Each day students select the areas in which they choose to participate, such as sports and recreation, arts and crafts, food preparation, and more. Academic time is scheduled daily for homework completion and studying. A nutritious snack is provided in the afternoon, and a breakfast snack is provided during the first half of the before-school program.

### Parental Support

ASES is a voluntary program. Parent respect toward staff and adherence toward attendance requirements is expected. Suspension from the program, will be based on the following::

- Repeated late pick-up of child/youth. A late pick-up can result in a \$1/minute charge.
- Inappropriate action toward staff, such as verbal threats, physical aggression, bullying, inappropriate language, or uncooperative attitude.
- Volunteer opportunities and donations are always welcome. Please see the Site supervisor.

### Emergency Procedures

In the event of an emergency, (i.e. power outage, lockdown), NO students will be released to walk home on their own. Please refer to information provided by the school, either on the website or by text/email communication. They will only be released to parents or authorized individuals.

### Reasonable Accommodations

ASES is staffed with an adult/student ratio of 1:20. Within this staffing ratio, reasonable accommodations are made for students to be successful. Staff appreciates input from parents and teachers regarding strategies to support students during the ASES program. Please speak to the Site Coordinator to determine if ASES is an appropriate program for your child.