



# PARENT HANDBOOK

SANTA BARBARA UNIFIED SCHOOL DISTRICT

# **After School Opportunities for Kids**

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**After School Expanded Learning Business Office  
at McKinley Elementary School**

350 Loma Alta Drive  
Santa Barbara, CA 93109  
Phone 805.963.4338 x6502

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## **A-OK Purpose**

The after school program is referred to as the ASES/A-OK (Afterschool Opportunities for Kids) Program. The program receives funds through the State of California Department of Education Expanded Learning Division. The A-OK program allows a limited number of students to participate in an after school program consisting of academic and enrichment activities. The programs are educational, hands-on, interactive and fun and include a daily healthy complimentary nutritional snack.

The A-OK Program is a Santa Barbara Unified School District (SBUSD) run program. The program is designed to meet the particular academic and social needs of our school populations. The program provides a safe and supervised environment during the school day for students to receive academic support and enrichment.

**Registration will go through the ASES/A-OK Business Office. You can contact the Assistant Office Coordinator at (805) 963-4338 x6502.**

The Santa Barbara Unified School District's A-OK Program undergoes an annual evaluation to assess progress toward providing high quality opportunities for all students. Our annual evaluation results and three-year program plan are available for the public to upon request.

## **Santa Barbara Unified School District: Vision and Core Beliefs**

The mission of the Santa Barbara Unified School District is to prepare students for a world that is yet to be created.

### **Core Beliefs and Commitments**

- We believe that the achievement of the district's mission is a shared responsibility requiring the cooperation and commitment of students, parents, staff, board members, and the community.
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- We will ensure academic excellence by providing quality educational programs with all staff members focused on continually improving student achievement.
- We will effectively and transparently manage our financial and human resources to support our educational goals.
- We will maintain safe and orderly school environments for all students and employees.
- We will promote a culture of mutual trust and respect among students, parents, staff, and community members.
- We value student and staff diversity in our schools and classrooms and will promote equal access across all educational programs and activities.

## A-OK Staff

Each elementary school site staff team is comprised of a Site Coordinator, a shared Assistant Site Coordinator, and leaders hired by Santa Barbara Unified School District. All staff completes a minimum of 60 hours of professional development training throughout the year, including daily site meetings and ongoing trainings. In addition, all staff are CPR and First Aid Certified, trained in Mandated Child Abuse Reporting, and meets the minimum requirements of a school district Para-Educator.



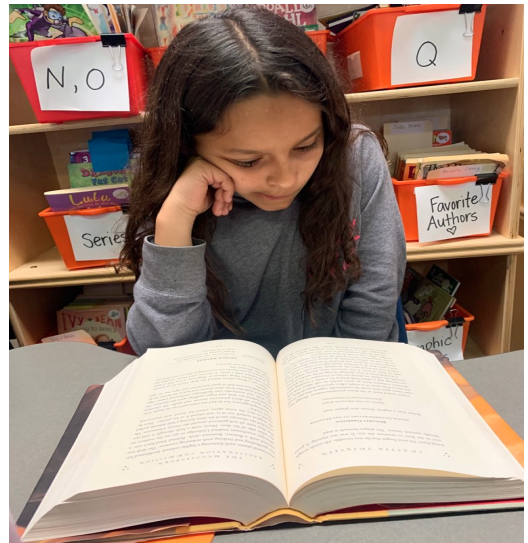
To align with the regular school day, a certificated teacher from your child's school, known as an Academic Liaison, will work with the A-OK site team to identify student data and provide additional professional development to help create individualized academic plans for students.

## About the Program

**Enrichment:** The staff will provide hands on enrichment activities such as art projects, learning games (i.e. trivia, jeopardy and other word games, board games and educational activities).

**SPARK:** Santa Barbara Unified School District staff also delivers **S**ports, **P**hysical **A**ctivity, and **R**ecreation for **K**ids (S.P.A.R.K.); a physical education curriculum at each site daily that is based on the California content standards as well. S.P.A.R.K. is designed to encourage 60 minutes of physical activity each day and to encourage maximum participation for every player, regardless of his/her ability. S.P.A.R.K. offers practice and play in a realistic number of diverse skills and is developmentally appropriate for players age 5-12. S.P.A.R.K. looks to provide quality activity without overwhelming players or their leaders. Repetition from session to session allows players to develop sufficient skills so they become comfortable with an activity. S.P.A.R.K. curriculum is designed to help students attain certain motor skills, develop health-related knowledge, and refine social values and positive character traits.

**Scholar Hour:** Homework assistance, reading and additional activities are available for all A-OK students on a daily basis. Such additional activities include working on improving math facts with flash cards, math wraps, dice, and working on language arts/literacy skills with creative writing in journals, Lakeshore materials, computer skills and other creative learning tools. Each student will receive an approximate 60 minutes per day to seek assistance from their leaders. Students are to bring all homework assignments to the A-OK Program so that they may use their time accordingly. It is the student's responsibility to ensure that their assignments are completed on a daily basis and to bring all of their materials to the program.



The A-OK Program staff is an added resource for the students to understand the material and not to have staff complete tasks for students. Our staff will work with the Academic Liaison to ensure homework is being worked on and turned in. The Site Coordinator will email teachers to communicate if students are struggling with their assignments. Our staff may also provide resources for students. We will help with language and educational barriers by providing assistance to students who would not have access to that at home.

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## Clubs

During the Fall we will coordinate special activities with our partner programs to deliver services (like dance) in person or some online for students to access.

**SPECIAL EVENTS:** Throughout the year there will be special events for parents to attend such as Lights On, Family Literacy Nights, Health and Nutrition Nights, etc. Throughout the year, there will be opportunities to participate in classes and fun activities with and/or without your child. Look for fliers for any upcoming field trips and events.

## Field Trips

The A-OK Program provides field trip opportunities into the community to its students to support the instruction and education goals of the regular day.

## Program Rules/Behavior Expectations/Disciplinary Steps

The program rules and guidelines are intended to keep all students safe, in an enriching and engaging environment. We expect an A-OK student to demonstrate the following characteristics: Responsibility, Respect, Self-Discipline and Honesty. Students are expected to follow these characteristics during program hours and during all special events. It is the student's responsibility to follow directions from their A-OK program leaders at all times.

### Students are expected to follow the following six principles:

- Respect ourselves, classmates, and our environment
- Follow directions from your leaders
- Work in a manner where you are not disturbing others
- Disruptive, unruly, rude, and or offensive behavior will not be tolerated
- No bullying or any act of belittling towards any peers or adult
- All trash and personal space must be cleaned after use whether it's during snack/supper time, curriculum, scholar hour, and students are to use the restrooms for its proper use. Any playing around or loitering of any sort is forbidden.

Students are expected to follow the rules listed above along with any others listed in this handbook. The Site Coordinator will contact the parent/guardian when and if a child is consistently reported to have broken any of the principles or to have disturbed the learning of others. In an effort to keep a safe environment for all

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students, as an enrichment program, we reserve the right to terminate services as needed.

## **Complaint Procedures**

If you have a complaint and are not able to resolve it at the site level, please contact the After School and Expanded Learning Program Coordinator, Kathy Serrano. Contact information is on the first page of this handbook. A SBUSD Uniform Complaint Procedure shall be followed as in BP 1312.3.

## **Suspension/Expulsion from Program**

Per EC 48900(s), students may be suspended or expelled for acts listed below which occur at any time, if the act is related to school activity or school attendance.

### **Education Code (EC) 48900:**

#### **Students may be suspended or expelled if they violate any of the following:**

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - B. Willfully used force or violence upon the person of another, except in self-defense.
  - C. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
  - D. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance.
  - E. Unlawfully offered, arranged or negotiated to sell a controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation.
  - F. Committed or attempted to commit robbery or extortion.
  - G. Caused or attempted to cause damage to school or private property.
  - H. Stolen or attempted to steal school or private property.
  - I. Possessed or used tobacco, or products containing tobacco or nicotine products.
  - J. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - K. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
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L. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.

M. Knowingly received stolen school or private property. N. Possessed an imitation firearm.

O. Committed or attempted to commit a sexual assault or sexual battery.

P. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

Q. Engaged in, or attempted to engage in, hazing.

R. Engaged in an act of bullying.

S. Committed sexual harassment.

T. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

U. Intentionally harassed, threatened, or intimidated, creating a hostile educational environment.

## Parent/Guardian Responsibilities

Parents are required to attend the Parent Orientation at the beginning of the school year. Failure to attend may be cause for termination. There will be three opportunities throughout the year to participate in parent engagement activities. The expectation is for each family to attend a minimum of one activity, excluding the parent orientation.

Parents/guardians are to direct their children daily to the cafeteria (or designated area) where they will be signed in by one of our leaders and given a nutritious snack. Parents/guardians are to pick up their children at the scheduled time of 5:45PM the latest and sign out from the program. **If called earlier in the day, parent/guardians or**



**a designated adult must pick the child within 45 minutes.**

Students will only be dismissed to those listed on the emergency form, (adults age 18 and over).

**The latest you can pick-up your child is 6:00PM. Pick-up after 6:00PM will result in a late fee of \$5 per every 10 minutes.**

Parents are to respect and abide by all rules and policies that the program and Site Coordinator have established at their designated school sites. Failure to do so may result in the termination of a student's enrollment in the program. **Students not picked up by 6:30PM will be referred to the Santa Barbara Police Department.** Repeated late pick-up may result in termination from the program.

Parents are to provide any updated contact information which includes phone numbers, change of address, and names of persons permitted to pick up students. **Parents are responsible for notifying the Site Coordinator of any court order documents that prohibit the release of a student to a particular individual. It is also the parent's responsibility to inform the Site Coordinator of any known student health concerns which may include allergies, learning disabilities, asthma, physical restrictions, or any vision or hearing impairment.**

## **Cost**

- Homeless Students and Foster Youth: FREE
- Socio Economically Disadvantaged Students: \$75/mo
- Full Fee Students: \$150/mo  
20% discount for siblings

## **Student Responsibilities**

Students are to follow all program rules and policies as stated in this handbook. Students are expected to follow any and all directions from all leaders of the program. Students are not to taunt, bully, harm, or distract anyone from their learning experience. Failure to abide by the A-OK! Program rules and expectations will result in progressive discipline leading up to termination of the program.

Students are to remain in the designated teaching space at all times unless authorized permission by one of the leaders. It is the student's responsibility to ask for any additional help in an area that they may feel they need.

### **Cell Phones/iPads**

Cell Phones and any other mobile communications devices are not to be in use during program hours. Students are not to bring toys or electronic devices to the

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program. **The program will not take responsibility for loss or damage to any electronic device including district issued iPads.**

## **Snack and Supper**

There will be an afternoon snack and supper served daily to children in the program.



## **Benefits/Outcome**

The A-OK Program serves approximately 800 students at 8 school sites: Adams, Adelante Charter, Franklin, Harding University Partnership, McKinley, Monroe and SB Community Academy in the SBUSD. Students participate in the program activities and follow the 5 learning principles as found in the Learning in After School Plan:

### **5 Learning Principles that guide activities:**

1. Learning that is **Active**
  2. Learning that is **Collaborative**
  3. Learning that is **Meaningful**
  4. Learning that **Supports Mastery**
  5. Learning that **Expands Horizons**
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## Acknowledgment of Receipt and Review

Each Parent/Guardian of a student and each student to be enrolled in the SBUSD A-OK Program must sign and return this page to the Site Coordinator at your designated school site. In addition, this page serves as acknowledgement that you have reviewed all policies and rules that the SBUSD A-OK Program has established. Each Site Coordinator will maintain all student records and signed statements.

If you have any questions or would like more clarification on any of the documents being presented, please contact your Site Coordinator.

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**RETURN THIS PORTION TO YOUR A-OK PROGRAM SITE COORDINATOR**

### Acknowledgment of Receipt and Review

I acknowledge that I have read through this parent handbook and will abide by any and all rules, policies and guidelines of the program.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

School Site: \_\_\_\_\_ Grade Level \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_