

**Laguna Beach Unified School District  
Expanded Learning Opportunities Program (ELO-P) Template Plan**

**Local Educational Agency (LEA) Name:** Laguna Beach Unified School District

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**Expanded Learning Opportunities Program (ELO-P) Participating Schools:**

- Top of the World Elementary School
- El Morro Elementary School
- Thurston Middle School (Grade 6)

**ELO-Program Location:**

Boys and Girls Club of Laguna Beach  
1085 Laguna Canyon Road  
Laguna Beach, CA 92651

**ELO-Program Template Plan:** The following plan is in alignment with the the Quality Standards for Expanded Learning under the California Department of Education After School Division, and in accordance with the After School Education and Safety (ASES) program and the Continuous Quality Improvement (CQI) Plan.

**Part 1—Safe and Supportive Environment**

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the school site or off-campus. If not on-site, describe where in the community it will be and how students will be supported to get there.

The Laguna Beach Unified Expanded Learning Opportunities Program (ELO-P), will be offered in partnership with the Boys and Girls Club (BGC) of Laguna Beach. The BGC was selected as the ELO-P community partner due to its longstanding partnership with LBUSD. The organization is an integral part of the Laguna Beach community and has worked collaboratively with the district for many years to provide engaging, high-quality programming to area youth in a positive and safe environment. Students will have the opportunity to participate in ELO-P activities during all instructional days, between after-school dismissal time through 6:00 pm. During summer break (20 days), winter break (5 days), and spring break (5 days), students will have the opportunity to attend ELO-P sessions for nine hours per

day. Students in grades transitional kindergarten (TK)-6 will be served at a student-to-staff ratio of 10:1.

The LBUSD ELO-P will be open to all TK-6th graders, with total enrollment numbers based on the availability of space. Priority enrollment will be given to “unduplicated” student groups, as defined by the California Department of Education as students from socio-economically disadvantaged homes, students who are English Learners, foster youth, and students experiencing homelessness. All program fees will be paid by the District for any unduplicated student. Additional scholarships may be available for families upon request through the BGC, based on financial need.

Participating students will be transported via bus, from the school sites to the BGC facility located in Laguna Canyon. LBUSD staff will work closely with the BGC Chief Executive Officer and BGC staff to create and maintain health and safety procedures for the expanded learning program. Using the current BGC policies and protocols in place to guide practices in this area, LBUSD families will receive written communication clearly indicating health, safety, and behavior procedures. These procedures will also be shared with program participants as part of the orientation process. ELO-P staff will receive training in these areas on an annual basis, in accordance with the BGC of Laguna Beach staff development plan.

As part of the ELO-P enrollment process, staff will work with participating families to clearly identify the health and medical needs of students to ensure proper support is put in place. An additional component of enrollment will include parent notification as to the location, dates, and hours of program operation. Staff will also maintain regular communication with families, sending home information about program highlights and events. The BGC will also share resources and contact information for additional community-based organizations, addressing potential food insecurity, health and mental services, and parent education needs.

BGC ELO-P staff will follow established systems for participating in safety and first aid training, documenting and communicating incidents, and maintaining an easily accessible list of all student participants, including emergency contact information. Staff will also receive training on how to respectfully welcome and release students from the program, engage in positive behavior intervention and support, and build trusting and nurturing relationships with students.

Members of the Laguna Beach Unified School District leadership team will meet quarterly with the BGC Chief Executive Officer and/or ELO-P team members in order to discuss program highlights, strengths, and challenges. Any additional staff training needs in the areas identified above will be addressed through ongoing professional development opportunities.

## **Part 2—Active and Engaged Learning**

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

LBUSD ELO-P participants will be availed a multitude of learning activities, tailored to their specific interests. The program design will prioritize active, meaningful, and engaging learning methods that promote collaboration and a growth mindset. Examples of opportunities embedded within the ELO-P afterschool sessions will include *Power Hour*, during which time

students will receive homework support, tutoring, and technology-based learning activities. Kindergarten students will gather in a dedicated learning space, *Kinder Cove*, focused on fostering self-confidence, creativity, and confidence through imaginative play, literacy and math-based games, and group projects. Middle school students will meet in *The Loft*, an exclusive space designed for their peer group, where they will participate in programs appealing to pre-teens/teenagers, and complete homework with adult support as needed. During the summer session, students will have the opportunity to participate in *Summer Brain Gain*, comprised of one-week educational modules with fun, themed activities aligned with state academic anchor standards.

In addition to homework help and tutoring, ELO-P participants will exercise choice in selecting enrichment clubs and activities aligned to specific areas of interest. Examples of club offerings will include *DIY STEM*, a hands-on, activity-based curriculum connecting youth to science themes they encounter regularly, and *Be Eco-Smart/Garden Club*, in which students will learn the importance of gardening and growing one's own food, composting, reducing waste, and keeping our environment clean through engaging projects and field trips. Visual and performing arts education and design will be supported during ELO-P sessions through clubs such as *3D Designing*, *Comic Book Creator*, *Junior Fashion Design*, *Photo Club*, *Video Game Design*, and *National Fine Arts Exhibits*. Students ages 6 and up will have the opportunity to engage in artistic expression through drawing, painting, printmaking, collage, mixed media, and sculpture. Student work will be displayed throughout the year at local and regional art exhibits and may be entered into competition as part of the National Arts Contest. During summer sessions, participants will participate in sports, recreation, STEM education, and art expression lessons and projects, in addition to fun-filled special events and theme days. Summer sessions will also offer field trips to further enhance student experiences.

### **Part 3—Skill Building**

Describe how the program will provide opportunities for students to experience skill-building.

LBUSD's ELO-P, provided in partnership with the Boys and Girls Club of Laguna Beach, will develop projects and activities in which participants develop 21st-Century skills and demonstrate mastery through the creation of final products. Through project-based opportunities, students will practice skills including team-building, collaboration, and effective communication. Staff will promote student agency through seeking input during the creation of projects that relate to the lives of youth, enabling participants to make direct connections between the learning activity and their world.

Examples of skill-building opportunities through ELO-P, aligned to students' areas of curiosity and passion, will include video game design and coding to create and introduce an original product, learning how to garden and grow food for sustainability and conservation of resources, and sewing skills to reduce waste by creating original garments out of recycled materials. Students will also explore different cultures and traditions through photography and other visual art mediums and will develop critical leadership and citizenship skills through community service projects. ELO-P staff will strive to support youth in becoming the next generation of leaders who will ultimately shape our future society.

#### **Part 4—Youth Voice and Leadership**

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

Youth voice and leadership will play an integral role in the development and implementation of LBUSD's Expanded Learning Opportunities Program. Through student surveys and focus groups, program staff will gauge student interests, and design future clubs and projects accordingly. Staff will continually encourage and engage participants in discussions around program design, topics they wish to explore and learn more about, and the quality of their learning and social experiences in ELO-P.

Additional dedicated youth leadership development offerings will include clubs such as *Leaders in Training*, during which time students have the opportunity to assume and practice leadership roles, learn the value of handling responsibility and teamwork, and foster accountability through community service projects. The *Torch Club* will also emphasize student leadership skills through the development of character and integrity, designed in consideration of the specific developmental needs of younger adolescents at a critical stage of their lives. The *Be a Star* anti-bullying club will explicitly teach students to identify bullying, work through difficult situations with peers, and foster emotional intelligence.

#### **Part 5—Healthy Choices and Behaviors**

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

The LBUSD ELO-P will emphasize a healthy culture and environment, promoting student well-being through opportunities to learn about and practice balanced nutrition, physical activity, and mindfulness. The goal is for youth to learn how to take care of their minds, bodies, and emotions while establishing healthy habits that will last a lifetime. Students will choose from a variety of clubs and activities addressing physical and mental health. Student success criteria will include forming and maintaining healthy relationships, bolstering self-esteem, and making good choices.

Examples of wellness-inspired clubs will include *Smart Girls*, which provides health, fitness, prevention education and self-esteem enhancement for young girls. *Wolf Pack* will provide an option for young boys developing and maturing into young men to discuss actions that promote good character, strong leadership, and positive behavior. Participants will also have the choice to participate in *Triple Play*, a comprehensive health and wellness program that strives to improve overall health through increasing daily physical activity, learning about good nutrition, and helping students to develop healthy relationships.

The promotion of healthy practices integrated within the ELO program will include numerous options for daily physical activity to cultivate dexterity, teamwork, social skills, and fitness. Participants will have the option to join action-packed adventure camps: five-week courses that include skimboarding, indoor rock climbing, skateboarding, and hiking. Students with a passion for skateboarding may also join *Skate Club*, and receive instruction from a pro-skateboarding instructor. Participants interested in baseball may join *Jr. RBI*, where they will learn the fundamentals of baseball and compete against other Boys and Girls Clubs in Orange County. Additional sports-based offerings for students will include cheer, flag football, gymnastics, golf, archery, soccer, volleyball, kayaking, and paddleboarding. ELO-P staff will also take advantage of local resources and bring students on trips to the beach and community pool.

Students will be served daily snacks conforming to the nutritional standards of the US Department of Agriculture's At-Risk After-School Meal component of the *Child and Adult Care Food Program*. Students participating in nine-hour sessions during designated school breaks will also be provided breakfast and lunch, in addition to snacks, in accordance with federal regulations referenced above.

## Part 6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

The LBUSD ELO-P will take place in an environment that embraces diversity and equity, regardless of race, color, religion, sex, income level, national origin, physical ability, sexual orientation, and/or gender identity and expression. The BGC, an organization that is part of the culture and rich history of Laguna Beach, actively recruits and hires staff that reflects the community of the students served. Staff will regularly participate in ongoing diversity and sensitivity training in accordance with the protocols established through the BGC organization. The LBUSD ELO-P will emphasize its commitment to diversity and equity within ELO-P marketing and outreach materials, as well as program policies.

In LBUSD, our core commitments include the following:

- 1) Every student, every day
- 2) Relationships matter
- 3) Continuous improvement

The LBUSD ELO-P will embody these assurances and values through its focus on acknowledging and celebrating the unique assets of all participants, and helping each student to cultivate interests and passions. ELO-P participants will develop self-confidence and leadership skills through meaningful opportunities for engagement, empowerment, and student agency.

The BGC also publicizes and explicitly communicates the core beliefs of its organization, ensuring “*a safe place to learn, grow ongoing relationships with caring, adult professionals, and access life-enhancing programs focused on character development.*” The expanded learning partnership between LBUSD and BGC will embrace the commitments and values of both organizations, in order to jointly serve youth in the Laguna Beach community. Program

activities will be designed with diversity, equity, and inclusion at the forefront, in order for all students to access learning opportunities, and to foster a sense of belonging and connection. Student photos and projects will be displayed throughout the BGC clubhouse, to celebrate our students' diversity and allow them to proudly showcase their work to the broader community.

In order to best support the needs of diverse program participants, a survey will be periodically sent to expanded learning students, participants' families, as well as LBUSD teachers and administrators who work with the program. The survey will gather feedback on ELO-P areas of strength and growth, in addition to recommendations for future program design and continuous improvement. The survey will also provide a platform for students to share their experiences, and provide valuable input to drive program practices, activities, and goals. Youth will have the opportunity to co-construct future clubs on an ongoing basis, based on their areas of curiosity and interest. Embedded social-emotional learning lessons will reinforce the development of healthy relationships, effective peer communication, and appreciation of the unique strengths and differences of others.

## **Part 7—Quality Staff**

Describe how the program will provide opportunities for students to engage with quality staff.

LBUSD, together with the BGC of Laguna Beach, will recruit and retain high-quality staff for the District expanded learning program. Staff will be focused on creating a positive learning environment for students and will embrace lifelong learning, attending ongoing professional development opportunities to hone professional skills. When assigning BGC staff to work with the ELO-P, experience, knowledge, interest, diversity, and capacity for engaging children in age-appropriate and meaningful learning will be taken into careful consideration. Staff working with LBUSD students will undergo rigorous federal background checks and will receive, as part of the onboarding process, robust safety training. Staff will be selected to work with ELO-P based on their ability to facilitate and integrate program curricula, evidence-based youth development principles, and best practices in designing and implementing program activities. Staff will be expected to facilitate learning opportunities that engage students in active and meaningful experiences to build skill development. Additionally, as is the expectation for all LBUSD and BGC employees, ELO-P staff will demonstrate integrity, professionalism, and the ability to build positive relationships with culturally, linguistically, and socio-economically diverse students, staff, and parents.

As described in the previous plan section, an annual stakeholder survey will provide parents, participants, and school staff the opportunity to evaluate the expanded learning program, and to provide input with regard to areas of strength and growth. This information will drive an annual *Continuous Quality Improvement (CQI) Plan*, that will identify areas of focus, goals, and specific actions to achieve identified goals, based upon the principles described within *California Quality Standards for Expanded Learning*. As part of the CQI development process, staff professional learning will be addressed in alignment with programmatic growth areas.

## **Part 8—Clear Vision, Mission, and Purpose**

Describe the program's clear vision, mission, and purpose.

The mission of the LBUSD ELO-P aligns with the mission of the District, as well as the Boys and Girls Club of Laguna Beach, our community ELO-P partner. This shared mission for expanded learning states, *“Students will be empowered to gain the knowledge, experience, and skills needed to become lifelong learners, producers, and healthy, caring, contributing members of society.”* The following vision of LBUSD encompasses programs, services, and supports for our students: *“We take ownership of each child’s learning in our schools, accepting no limits on potential.”*

Additionally, all members of the Laguna Beach Unified team embrace three core commitments, which will be integrated and actualized through the ELO-P:

- 1) Every student, every day
- 1) Relationships matter
- 2) Continuous improvement

The purpose of the ELO program, in partnership with the BGC of Laguna Beach, is to provide students with a safe environment to learn and grow outside of the traditional school day and year, enable students to form meaningful connections with peers and caring adult professionals, ensure access to life-enhancing programs and character development opportunities, and instill self-confidence and growth mindsets in youth.

## **Part 9—Collaborative Partnerships**

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The LBUSD ELO-P will focus on intentionally cultivating and supporting collaborative relationships among stakeholder groups, including students, families, school staff, and community members, to achieve shared goals. LBUSD will develop the District ELO-P in partnership with the BGC of Laguna Beach. The ultimate goal of LBUSD expanded learning opportunities is to develop a seamlessly integrated program that connects the instructional day to the extended day.

Building upon current practices involving joint student programs, LBUSD and BGC will expand our partnership agreement through the Memorandum of Understanding. The LBUSD leadership team members, together with the BGC of Laguna Beach CEO and site leadership team members, will participate in initial program planning meetings, followed by regular quarterly meetings to address logistics, operations, programming updates, child health and safety, and staff/student needs. Weekly staff meetings for BGC staff facilitated by the BGC leadership team will focus on programmatic impacts, highlights, and areas of growth. Additional collaborative team meetings will be held on an ongoing basis, as needed.

The LBUSD ELO-P will integrate culturally and linguistically appropriate strategies to engage families as partners in their children’s extended-day education and social-emotional development. District staff, including school counselors, administrators, student support specialists, and the community liaison, will serve as communication agents and thought partners, connecting families to ELO-P staff, resources, and offerings, while also providing essential input as to student needs. LBUSD staff will also participate in ELO-P communities of practice, offered through the Orange County Department of Education State and Federal Programs Department and the California Department of Education Expanded Learning

Division.

As discussed in previous plan sections, an annual stakeholder survey will provide parents, participants, and school staff the opportunity to evaluate the expanded learning program, and to provide input with regard to areas of strength and growth. This information will drive an annual *Continuous Quality Improvement (CQI) Plan*, that will identify areas of focus, goals, and specific actions to achieve identified goals, based upon the principles described within *California Quality Standards for Expanded Learning*. Goals will be monitored for progress, and program decisions and adaptations will be made through a collaborative LBUSD/BGC team effort in response to evolving student needs.

## Part 10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.

Laguna Beach Unified School District is focused on continuous improvement in all areas of educational services and support for students. As a regular part of District practice, stakeholders including school administrators, certificated staff, classified staff, district leadership team members, students, parents, advisory group members, and community partners, evaluate annual programs and goals to determine areas of strength and growth with an emphasis on measurable student outcomes.

Following the collection of stakeholder feedback (surveys, interviews, focus groups) and evaluation of goal progress monitoring data (attendance/participation rates, student project outcomes) an annual *LBUSD Continuous Quality Improvement (CQI) Plan* will be developed in alignment with the *California Quality Standards for Expanded Learning*, fulfilling all requirements for the *California Department of Education Quality Program Improvement Plan for Expanded Learning Programs in California*. The general components of the *CQI* plan are described below:

### Section 1. Summary of Assessment

1. *What clear data trends did the assessment present?*
2. *Describe the program’s strengths.*
3. *Describe areas that may require improvement for the program.*
4. *Which Quality Standards and areas of improvement can be addressed immediately?*
5. *Which Quality Standards and areas of improvement require long-term solutions?*

Following the completion of Section 1, the LBUSD and BGC Expanded Learning Team will work collaboratively to identify two to three high-priority needs (based on the Quality Standards) to focus on improving. Areas may include:

### Point-of-Service Quality Standards

- Safe and supportive environment
- Active and engaged learning
- Skill-building



- Youth voice and leadership
- Healthy choices and behaviors
- Diversity, access, and equity

### **Programmatic Quality Standards**

- Quality staff
- Clear vision, mission, and purpose
- Collaborative partnerships
- Continuous quality improvement
- Program management
- Sustainability

## **Section 2. Quality Program Improvement Plan**

Section 2 of the plan will address two to three high-priority needs of the expanded learning program. The ELO-P team will identify and define the goals, objectives, and outcomes to be achieved (along with concrete activities, identification of individual[s] responsible, and a reasonable timeline for meeting those goals). The following components will be described in Section 2:

### **A. Goals**

Goals will be aligned with the Quality Standards and tailored to the program based on data and information collected from recent assessments.

### **B. Specific Objectives and Outcome Measures**

This section will include specific objectives and outcome measures—ways in which goals will be accomplished. The specific objective(s) to address Quality Program Improvement goals (including ways in which goals can be accomplished) will be described. Objectives will be measurable and quantifiable (i.e., the program will provide the opportunity for students to actively share their viewpoints and interests by holding four student meetings between January and April 2023).

### **C. Activities**

This section will describe any and all activities, along with (1) the individual(s) responsible for carrying out the activity, (2) the given timeline date(s).

### **D. Support/Technical Assistance**

This section of the plan will also identify any support and/or technical assistance (TA) the program and its staff may need to help meet the goals and objectives. Examples of support and technical assistance may include professional development/training, mentoring, coaching, academic/curriculum support, or instructional resources.

## **Section 3. Improvement**

The LBUSD and BGC Expanded Learning Team Sites will continuously monitor progress

in implementing the Quality Program Improvement Plan. All ELO-P personnel will be well-versed in the goals of the program and the plan to address the needs of the program. In order to implement the Quality Program Improvement Plan with fidelity, the following questions will be considered during the process:

- 1. How is the plan's implementation being monitored?*
- 2. How are staff members being supported to meet the plan's goals*
- 3. What is the impact of the plan, and how it has led to the improvement of services being delivered to the students?*

The LBUSD Expanded Learning CQI Plan will also include dates of trimester progress monitoring checks, to support accountability and ensure the program goals and success criteria remain at the forefront of planning and daily operations.

## **Part 11—Program Management**

Describe the plan for program management.

LBUSD and the BGC of Laguna Beach ELO-P team will collaboratively develop a program manual which would include information on budget/fiscal management information, personnel policies, transportation information, student policies and procedures, attendance/participating reporting protocols, program calendars, monthly activity schedules, and any additional pertinent information identified by the team. Families of participating students will also be provided access to a user-friendly parent handbook, describing program policies and procedures, available in parents' primary languages.

Expanded learning staff, employed through the BGC and contracted to work with the LBUSD ELO-P will receive annual training which includes the following: staff job descriptions, supervision protocols, emergency procedures, and school and community resource information. As a component of the contract between the BGC of Laguna Beach and LBUSD, the BGC CEO will provide quarterly budget and expenditure report information to accurately track expenses for ELO students. The administrative service costs shall not exceed 15% of the total ELO-P allocation, in accordance with state requirements. The preliminary annual budget for program operation costs will be reviewed with LBUSD leaders prior to the launch of the expanded learning program in August 2022, and every August thereafter.

As an additional component of the agreement between LBUSD and BGC of Laguna Beach, the BGC CEO will ensure the program has the appropriate insurance to protect expanded learning program staff, students, and parents while on site. BGC program staff will also maintain daily student attendance records for all participants, including daily sign-in and sign-out information. Staff will also create rosters for each program club, in order to identify participation rates and trends for future program design.

## **Part 12—Transitional Kindergarten and Kindergarten Program Assurances**

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil- to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

LBUSD transitional kindergarten (TK) and kindergarten students will be invited to participate in expanded learning opportunities. Students identified as unduplicated pupils, including students who are from economically disadvantaged homes, students who are English Learners, foster youth, and students experiencing homelessness will be given the opportunity to participate in the ELO program at no cost to families, and will be offered priority enrollment. Students will also be provided bus transportation from the elementary school sites to the BGC of Laguna Beach facility.

TK and kindergarten students will have dedicated program space designed for their age and unique needs within the BGC facility. The staff-to-student ratio for both grade levels will be 1 to 10. TK students attending half-day instructional programs at either El Morro Elementary School or Top of the World Elementary School will have the option to participate in expanded learning activities at the Boys and Girls Club facility after regular school hours. Kindergarten students will also be invited to participate in the expanded learning program after school hours, following the same schedule as students in Grades 1-6.

Kindergarten and transitional kindergarten students will gather in a dedicated learning space, *Kinder Cove*, focused on fostering self-confidence, creativity, and confidence through imaginative play, literacy and math-based games, and group projects. Staff assigned to work with TK and kindergarten students will have expertise in working with early childhood students, and will provide developmentally appropriate activities designed to bolster early math and literacy skills, support physical and cognitive development, and create opportunities for social-emotional learning. LBUSD staff will support the development and implementation of TK and kindergarten curriculum and will provide additional resources to support extended learning.

## Appendices

### Appendix A: Sample Program Schedules

[Sample Summer Schedule](#)

[Sample Afterschool Program Schedule](#)