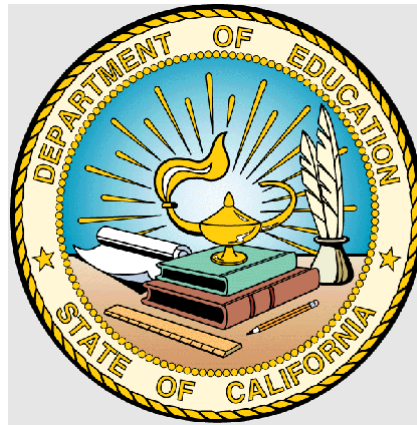


# Expanded Learning Opportunities Program Plan Guide

## EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by: Expanded Learning Division

California Department of Education 1430 N Street, Suite 3400  
Sacramento, CA 95814-5901  
916-319-0923



**This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)**

**Note: This cover page is an example, programs are free to use their own logos and the name of their program.**

## Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

<b>Name of Local Educational Agency or Equivalent:</b>	Hanford Elementary School District
<b>Contact Name:</b>	Robert Heugly
<b>Contact Email:</b>	rheugly@hanfordesd.org
<b>Contact Phone:</b>	559-585-3600

**Instructions:** Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Hamilton Elementary
2. Jefferson Elementary
3. Martin Luther King Jr. Elementary
4. Lincoln Elementary
5. Monroe Elementary
6. Lee Richmond Elementary
7. Roosevelt Elementary
8. Joseph M Simas Elementary
9. Roosevelt Elementary

### Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

### Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

### Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

## 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 schoolsite 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 Expanded Learning Opportunities Program will provide a safe environment that supports the physical and social-emotional needs of students. During the summer, students will have the opportunity to partake in several enrichment programs that include both on-site and off-site activities. Student enrollment and attendance will be monitored through the district's student information system. Credentialed teachers will lead a group of students from the school sites, ride with them on the school bus, and stay with the students while at the off-site establishments to help promote a safe and supportive environment. District administrators will be with each team to support families, students, and staff with the day to day operations of the program. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## 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.

The Expanded Learning Opportunities Program will engage students in activities that promote collaboration and introduce students to a variety of experiences. Students will have the opportunity to engage in academic enrichment activities that are not generally offered during the school year in a fun and interactive way. Enrichment opportunities will include a variety of activities that may include art, music, outdoor education, and STEM. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## 3—Skill Building

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

The goals of the ELO-P are to provide enrichment activities that promote active and engaged learning. Students will develop skills through participation in community activities that enhance academic and social wellbeing. Students will have several opportunities to participate in physical and mental activities, which will aid in healthy lifestyles and support gross motor skill development. Students will also be offered enrichment programming related to science, arts, outdoor education, etc. Students will be provided the opportunity to participate in project-based learning and various hands-on activities. The culmination of these activities aims to improve student success and overall wellbeing. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## 4—Youth Voice and Leadership

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

The ELO-P will provide students with opportunities to contribute to program design and provide access to leadership roles. All students will share and engage with others in community activities and teacher interactions. Students will also have choices of activities and enrichment opportunities based on their interests. Through these activities' students will be provided the opportunity to engage in voice and leadership skill-building. Students will be grouped into small groups with a credentialed teacher allowing for a small student to staff ratio for more direct interaction

with staff. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## **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 program will support student wellbeing and healthy lifestyles through physical activity, healthy meals, and outdoor education. Students in grades 1-6 will have options to participate in various organized and developmental activities. The Hanford Elementary School District kitchen will provide healthy and nutritious breakfast, lunch, and/or snacks to the students participating in the program following our nutrition wellness policy. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## **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 program will create a safe environment that values diversity and equity for all students. The program will actively recruit staff that reflects the community of the students served. Program information and help completing forms and applications will be available in English and Spanish. School staff (principals, counselors, teachers, office staff) will communicate physical and developmental needs of individual students to site coordinators, including students with disabilities. Outreach and enrollment efforts for program participation are focused on the most at-risk student populations, including students with disabilities, to ensure students and families are aware of what is being offered, how to participate, and how to receive support through the programs. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## **7—Quality Staff**

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

The program will utilize staff from each school site, as well as district administrators, to facilitate the Expanded Learning Opportunity programs representing both certificated and classified groups. In addition to our certificated teachers and paraprofessionals, HESD will work with contracted agencies and their staff's expertise to directly support students in the program. Hanford Elementary School District will utilize an HESD administrator to help oversee each program and to support staff in developing appropriate learning strategies and classroom management. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

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

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

The HESD Expanded Learning Opportunity Program plan was developed on the premise that all students, particularly at-risk students, are provided the opportunity to participate in academic and enrichment activities that are engaging, supportive, and that will contribute to the student's overall growth as an individual. The ELOP program will align with the mission of HESD which is to provide an educational environment which reinforces basic cultural values, ethical

behavior, respect for others, personal integrity, responsibility, and accountability. We will work together to provide students with a safe environment in which they can discover their potential and strengthen their motivation for learning. As they go forward, students will be prepared to participate and function effectively in society.

## **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.

Hanford Elementary School District has developed contracts for the summer with outside agencies to provide enrichment programs to our ELOP students. These partnerships with outside agencies will combine their highly qualified staff with our HESD credential teachers to provide an enriching environment for students to be engaged in. All staff will work under the guidance and direction of district administrators. Hanford Elementary School District has also developed a partnership with our local Hanford Parks and Recreation division to provide additional resources to our most at-risk students including our Homeless and Foster students. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## **10—Continuous Quality Improvement**

Describe the program’s Continuous Quality Improvement plan.

The ELOP program uses data from multiple sources to assess its strengths and areas of improvement in order to continuously improve program design, outcomes and impact. The continuous quality improvement process will incorporate feedback from staff, parents, students, and partners. Such feedback will inform program goals within the framework of the Hanford Elementary School District Mission and Vision and the Quality Standards for Expanded Learning in California.

District administrators will collect data from surveys and meetings to help guide program improvement and design. In collaboration with community partners, teachers, program staff, and other administrators, the district program administrators will review program data through the lens of the Quality Standards for Expanded Learning.

## **11—Program Management**

Describe the plan for program management.

The Assistant Superintendent of Curriculum and Instruction, in collaboration with other district and site administrators, will be responsible for overall program oversight. The HESD Assistant Superintendent of C&I will guide the program improvement process, pursue community partnerships, and provide program information to the district educational partners. At each school site team, the administration will oversee the daily activities and work to support site staff in ensuring success. A master schedule of school and supplemental programming dates and times for each school site was developed and shared with district staff and parents. For the 2022-2023 school year, Hanford Elementary School District will continue to operate as well as look to expand and enhance our afterschool program through our HESD READY program.

## General Questions

### Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

The district receives funding to operate the After-School Education and Safety (ASES) program at its elementary schools during the regular school year. By adopting local ASES program policies and procedures for the ELO-P and using funds from ELO-P to expand and enhance ASES enrichment programs, such as arts, music, and sports, expanded learning programs in the Hanford Elementary School District will be one comprehensive program. ELO-P funds will help increase the number of students currently served in the ASES-funded program and will allow the district to create additional after school opportunities at no cost to families. ELO-P funds will pay for program staff to increase the number of students served and also materials for new sports, arts, and music programs. During the regular school year, the ASES program staff work closely with site staff to align supports for students across the program.

### Transitional Kindergarten and Kindergarten

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?

Staff will work to support students in these grade levels with the reduced staffing ratio of 10:1 in TK. Site staffing within the supplemental programs will provide curriculum to support the younger ages. An outreach for recruitment will be conducted through the district for each individual site to maintain the staff to student ratio. Staffing to support students at these grade levels will include certificated and classified members. Activities and projects for students in these grade levels will be age-appropriate and aligned to reinforce relevant academic skills.

### Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

#### TK/K Schedule (Regular)

7:30-8:00 Breakfast  
8:00-9:40 Instruction  
9:40-10:00 Recess  
10:00-11:25 Instruction  
11:25-12:25 Lunch  
12:25-2:07 Instruction

2:07-6:00 READY/ELOP

\*Academic Enrichment

\*Nutrition

\*Physical Fitness

\*Enrichment (Science, Art,  
etc.)

1st – 3rd Schedule (Regular)

7:30-8:00 Breakfast

8:00-9:40 Instruction

9:40-10:00 Recess

10:00-11:40 Instruction

11:40-12:40 Lunch

12:40-2:27 Instruction

2:27-6:00 READY/ELOP

\*Academic Enrichment

\*Nutrition

\*Physical Fitness

\*Enrichment (Science, Art,  
etc.)

4th – 6th Schedule (Regular)

7:30-8:00 Breakfast

8:00-9:40 Instruction

9:40-10:00 Recess

10:00-11:40 Instruction

11:40-12:40 Lunch

12:40-2:47 Instruction

2:47-6:00 READY/ELOP

\*Academic Enrichment

\*Nutrition

\*Physical Fitness

\*Enrichment (Science, Art,  
etc.)



**Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:**

**EC Section 46120(b)(2):**

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that 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)(1)(A):**

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

**EC Section 46120(b)(1)(B):**

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

**EC Section 46120(b)(3):**

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

**EC Section 46120(b)(4):**

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

**EC Section 46120(b)(6):**

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

**EC Section 46120(c):**

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

**EC Section 8482.3(d):**

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture’s at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

**EC Section 8482.6:**

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

**EC sections 8483.4 and 46120(b)(2)(D):**

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

**EC Section 8482.3(c)(1)(A–B):**

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.