



# EXPANDED LEARNING

## 9hr. DAY PROGRAM HANDBOOK

In partnership with



*Welcome to Expanded Learning 9hr. Day Program offered by the Manteca Unified School District!*

## **Expanded Learning Opportunities Program**

Expanded Learning Opportunities Program offers opportunities for MUSD students. The 9hr. day before/after school, intersession, and summer programs focus on developing the academic, social-emotional, physical needs and interests of students through hands-on, engaging learning experiences. Priority enrollment in programs is given to English learner, low-income and foster youth. The legislature intends 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 year.

## **PROGRAM VISION AND MISSION**

**Vision:** The Expanded Learning Program supports MUSD's vision in that every student works to achieve grade-level standards, feels safe, and is supported to realize individual success.

**Mission:** The Expanded Learning Program supports MUSD's mission in that through smart actions and decisions, MUSD will work together using meaningful, measurable and aligned data for all student to achieve mastery of grade level standards in all subjects based on their unique educational pathway in a safe environment inclusive of design, security and climate.

## **HOURS OF OPERATION**

After school program: School days M-F end of school day – 6pm  
Before school program: School days M-F 6am – beginning of school day  
Fall Intersession: Oct. 8-11 8am – 5pm  
Spring Intersession: March 11-14 8am-5pm  
Winter Intersession: Jan. 1-7 8am-5pm  
Summer Intersession: June 3-30 8am-5pm (no program 6/19)

\*The Before School Program is offered at select school sites. Click on link for a schedule of sites: [Link](#)

## **PROGRAM COMPONENTS**

- **Academic Support:**  
Support students with daily homework assignments and offer them academic enrichments once they have completed their schoolwork. Students work in a group setting with staff offering support when requested. Staff communicates with classroom teachers to support individual student academic needs.
- **Physical Activity:**  
Physical activities engage students in fun and active experiences that promote physical fitness, coordination, teamwork, and overall well-being. Structured physical activities, including active play, sports, and exercises, are planned and organized to ensure that students can actively participate, learn new skills, and develop their physical fitness.
- **Enrichment:**  
A variety of learning opportunities are offered for students to participate in. Enrichment activities extend learning from the regular school day and may include STEM, S.T.E.A.M, Health Education,

Project Based Learning, Character Building, Art, Social-Emotional Learning, Multi-Cultural Projects, and guest speakers.

### **DROP-OFF/PICK-UP OF STUDENTS**

When dropping off a student(s) to the before school program the parent must walk the student into program and sign them in.

Students report directly to the after-school program at school dismissal and sign in. Attendance is taken.

- Students must be picked up by a legal guardian or a parent-authorized adult (18 or older) listed on the student's program enrollment.
- Individuals not listed on the enrollment packet and those under 18, or those unable to provide proper identification will not be permitted to pick up a student.
- Valid identification must be shown at the time of pick-up.
- Legal guardians and parent-authorized contacts are required to sign out students. If leaving early from program, a reason for the student's early release must be indicated.
- We do not encourage students to walk home from program. If you have a special circumstance that necessitates your student needing to walk home, they *must* have a signed walkers-permission slip on file. Students who walk home must walk directly home after being released from the program.

### **ATTENDANCE & EARLY RELEASE POLICY**

Per Education Code Section 8483(a)(2), the Legislature intends that elementary school pupils participate in the full day of the program every day during which they participate.

All students are expected to attend the 9hr. Day before/after school program daily and for the full duration of the program each day. Students may be removed from the program if they exceed fifteen (15) total days of absence (any combination of excused/unexcused). Reasonable early release of a student from the program is permitted. The parent/guardian must inform the program office of any absences. If a voicemail is left, include the student's name, school, and reason for absence. The parent/guardian must contact the program office no more than five (5) days following a student's absence regarding their absence. Parent/guardian will receive communication from the program as needed regarding their student's absence(s).

Click on link to the attendance policy for a list of excused absences/reasonable early release reasons: [Attendance Policy-Exp. Learning Before-After School Program.pdf](#)

### **COMMUNICATION**

- Most communication from program will come through email and/or social media platforms.
- Program is only able to communicate with the legal guardian regarding any specifics about the student.
- Manteca Unified School District (MUSD) contracts with Give Every Child a Chance for 9hr. Day program staffing. If you have a question/concern regarding program, you should contact GECAC at 209-825-7003
- GECAC may have additional guidelines/expectations aside from MUSD in place for program and will share anything specific to GECAC in a parent handbook/communication.

## STUDENT SAFETY

9hr. Day Program is a closed campus/program. No visitors are permitted on campus during program. Adults are not permitted to confront students.

- **Emergency Drills:** Regular emergency drills are conducted during program as well as review of emergency procedures.
- **Emergency Procedures:** Reasonable measures will be taken to safeguard the health and safety of all 9hr Day program participants. If, however, an incident does occur, the parent/guardian will be notified immediately. For this reason, it is imperative that program staff always have current emergency contact information. If your contact information changes, you must notify the lead at your site.
- **Child Abuse Reporting:** All staff are required by law to report cases of known or suspected child abuse and neglect whenever staff has a reasonable suspicion the child has been the victim of abuse.
- **Student Confidentiality:** In the event of an accident or incident between students, all student information will remain confidential to all parties involved. 9-Hour Day program staff will only answer questions and share information with parents regarding their own student.
- **Verbal/Physical Misconduct:** Verbal/physical misconduct by a parent/guardian will be reported to Manteca Unified School District personnel and school site administration. The school resource officer (SRO) may be contacted when a parent/guardian's behavior puts the safety of others at risk.

## SUPPER AND SNACK

Supper is served and snack is offered during program daily for all students.

## PBIS: Positive Behavioral Interventions and Supports

PBIS supports ALL students to succeed and brings common expectations for ALL. 9hr. Day program staff implements the individual school site's PBIS model/plan to support students. Students are expected to follow the school sites PBIS expectations. Incentives given during the 9hr. Day program mirror those given during the school day at the school site to support positive behavior.

## BEHAVIOR EXPECTATIONS/SCHOOL JURISDICTION

DISTRICT DISCIPLINE RULES (Education Code 35291, 35291.5, 48900, 48915, 48980, and AR 6145) The Board of Education of Manteca Unified School District feels that pupils should be held accountable for their behavior in a positive manner which encourages self-discipline.

All pupils shall comply with the school and district expectations as outlined in the MUSD District Discipline Rules [RightsofParents-Eng-FINAL\\_07142023.pdf](#) (finalsite.net), [RightsofParents-SPAN-FINAL\\_07182023.pdf](#) (finalsite.net) while at the 9hr. Day program including any additional Give Every Child a Chance (GECAC) expectations outlined in the GECAC handbook/parent communication, pursue the required course of study, and submit to the authority of the 9hr. Day program staff at the school site. Every student shall conform to the regulations of the school/9hr. Day program; obey promptly all the directions of his/her 9hr. Day program staff and others in authority; observe good order and propriety of deportment; be diligent in study; be

respectful to his/her 9hr. Day program staff and others in authority; be kind and courteous to schoolmates; and refrain from the use of profane and vulgar language.

When a pupil's behavior is such that it keeps others from learning or endangers the well-being of others, that pupil shall be disciplined by GECAC 9hr. Day program staff and may lose his/her 9hr. Day program privileges. Pupils may be subject to discipline for misconduct during the 9hr. Day program by school site administration even if such misconduct occurred during non-school hours. (Education Code, § 48900(r))

It is the 9hr. Day program's (GECAC) responsibility to have expectations and procedures that maintain order, protect the health and safety of all students, protect property, and maintain conditions that provide a safe and positive environment. It is the pupils' responsibility to know and follow all expectations. 9hr. Day program staff review program expectations, incentives, and consequences throughout the year. Positive redirection and incentives are used to support pupil behavior. 9hr. Day program staff will assign disciplinary options to pupils and communicate with parent/guardian when necessary due to violations of expectations.

*Pupil discipline will depend upon the nature of the misconduct as well as the pupil's history. The list below are general disciplinary options and does not serve as a step-by-step model. Pupils may be subject to immediate dismissal from the program due to Education Code violations constituting suspension during the academic school day. Additionally, the 9hr. Day program will make all attempts to incorporate reasonable accommodations based on pupil individual needs.*

- Change in pupil group/seating
- Loss of privileges during 9hr Day program time
- A parent/student conference
- Temporary or Permanent loss of 9hr. Day program privileges