

Pasadena Unified School District



PASADENA
Unified School District

**Expanded Learning
Opportunities Program Plan
(2023-25)**

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Pasadena Unified School District	Harmony Cano, Coordinator	cano.harmony@pusd.us (626) 396-3614

ELO-P Locations	
School	School
Altadena ES	McKinley K-8
Blair MS	Norma Coombs ES
Don Benito ES	San Rafael ES
Eliot MS	Sierra Madre ES
Field ES	Sierra Madre MS
Hamilton ES	Washington AES
Jackson ES	Octavia Butler Magnet
Longfellow ES	Webster ES
Madison ES	Willard ES
Marshall MS	

The Expanded Learning Opportunities (ELO) Program provides funding for afterschool and summer school enrichment programs for kindergarten (including transitional kindergarten) through sixth grade as described in *Education Code (EC)* Section 46120.

Pasadena Unified School District's Expanded Learning Opportunities Program (ELO-P) will provide targeted expanded learning opportunities and services for unduplicated pupils in grades TK-6 currently enrolled at Pasadena Unified School District schools. Unduplicated students are those students who are classified as English Language Learners, foster/homeless youth, or who qualify for free/reduced price meals.

PasadenaLEARNs Expanded Learning Program and ELO-P operate as a single, comprehensive expanded learning program with ELO-P serving to expand the current expanded learning model of academic and enrichment offerings and student support services.

Planned Services and Projected Costs

Annual Apportionment	\$8,331,591
Services	Projected Cost
Hourly Staff	2.5M
Program Coordinator	\$220K
LEARNs Site Coordinators	\$900K
Certificated Teacher Support	\$600K
Student Support Services	\$800K
Contracted Service Providers	\$800K
Summer Partnerships	\$350K
Materials/Supplies	\$100K
Custodial Services	\$1M
Total*	\$7,270,000

*Total does not include Indirect Costs.

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.

Programs provide safe and nurturing environments that support students' emotional and physical needs and development of social-emotional competencies.

Program Locations

PasadenaLEARNs programs operate on site at students' home schools during the regular school year. During summers and intersessions, programs are centrally located in the four quadrants of the city to ensure program accessibility. During summer and intersession programs, transportation is provided from students' home schools to the host schools and back.

PasadenaLEARNs also partners with school sites and community partners to provide a variety of summer program options at different school locations across the district.

ELO-P funds expand PasadenaLEARNs to provide additional spaces to enroll more students at PUSD elementary and middle schools and provide after school programs at schools that do not receive After School Education and Safety (ASES) grants. ELO-P also provides additional morning programs at schools that demonstrate a need for morning care.

Student Safety

Emergency plans, which include evacuation procedures, maps, student accounting forms, staff roles and responsibilities, and emergency procedures, are created and/or updated annually for each program site. Plans are aligned to school day emergency plans and are adopted and approved by the program coordinator and school principal.

PasadenaLEARNs Site Coordinators have access to disaster/emergency bins located on each campus. Bins contain emergency supplies such as first aid kits, blankets, food, and water.

PasadenaLEARNs Site Coordinators are assigned master keys, which enables them to maintain control of the campus and all facilities during emergency situations.

Expanded learning service providers on PUSD campuses participate in monthly collaborative emergency drills facilitated by LEARNs Site Coordinators to coordinate duties, responsibilities, and procedures during emergency situations.

Expanded learning staff members wear uniform shirts every day to ensure that they are visible and easily identified by students, school staff, and visitors.

PasadenaLEARNs staff are trained on district-adopted procedures for care, first aid, and documentation of student injuries and incident reporting protocols.

Student Support

PasadenaLEARNs Expanded Learning Program staff receive annual training in Mental First Aid from The Office of Student Wellness and Support Services (SWSS) and complete monthly online training modules through Cyperworks, which include up-to-date information and support on de-escalation, redirection, and student engagement strategies.

Site Coordinators attend training events provided by the Los Angeles County Office of Education that focus on supporting students' behavioral and emotional needs in expanded learning programs.

PasadenaLEARNS staff use the Second Step curriculum to provide Social-Emotional Learning development and establish classroom communities that include classroom agreements, rewards/incentives, student jobs, and behavior management support to encourage positive peer interactions and supportive classroom environments.

ELO-P expands current services to include onboarding behavior intervention specialists and other support staff trained to provide behavior intervention, SEL support, and character development for students after school.

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.

Programs provide meaningful and highly engaging activities that promote the development of 21st Century skills and expand students' horizons.

LIAS (Learning In Afterschool and Summer) principles are imbedded in the lesson design of all program enrichment activities. Activities focus on learning that:

- Is active
- Is collaborative
- Is meaningful
- Supports Mastery
- Expands Horizons

Community partners provide enriching learning opportunities for students such as visual and performing arts, robotics, coding, graphic design, sewing, culinary arts, college and career exploration, entrepreneurship, tennis, and sports.

PasadenaLEARNS Sports partners with the City of Pasadena Youth Sports Program to provide flag football, girls/coed volleyball, boys/girls basketball, and boys/girls' soccer throughout the school year for students in grades 3-8.

ELO-P expands current services by restructuring the partnership with College Access Plan to include college and career exploration classes for middle school students. ELO-P also expands PasadenaLEARNs to support the onboarding of additional contracted service providers to offer a variety of specialized enrichment classes such as graphic design, coding, robotics, digital animation, and more.

3—Skill Building

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

Programs maintain high expectations for all students. Learning objectives incorporate Learning In Afterschool and Summer (LIAS) principles, the development of 21st Century skills, and mastery as desired student outcomes.

Credentialed teachers provide individual and small group tutoring that includes homework assistance and the reteaching of skills and content to address learning gaps and promote learning recovery.

ELO-P expands the support offered by providing additional teachers for before and after school tutoring and contracted services for online tutoring to expand opportunities for academic support to ensure support for students with the most need for academic assistance.

4—Youth Voice and Leadership

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

Students participate in program design and implementation through leadership roles within the program.

PasadenaLEARNs maintains Student Advisory Groups at each program location. Advisory groups are comprised of representative students in grades 3-8 who meet with the Site Coordinators monthly to discuss program offerings, plan activities, participate in program design, and assist with student surveys.

In classrooms and within program environments, students are assigned jobs that support program ownership, accountability, responsibility, and the development of effective leadership skills. These responsibilities encourage students to take ownership for the program environment and foster the development of positive social skills.

The establishment of classroom communities enables students to work with program staff to create the norms and expectations that govern behaviors, interactions, and procedures.

ELO-P expands youth voice and leadership through the allocation of resources to incorporate more activities requested by students such as guest speakers, social events, and field trips. ELO-P also provides ongoing professional development for staff around effective student engagement practices and achieving buy-in with older youth through the Los Angeles County Office of Education and Cypherworx.

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.

Programs provide opportunities for students to learn about and practice balanced nutrition and participate in physical activities and classes that support healthy lifestyles.

PasadenaLEARNS adheres to the District Student Wellness Policy (BP 5030, adopted by the Board of Education in 2006 and revised in 2012 and 2014; the complete document can be viewed and downloaded on the PUSD Health Programs webpage <http://www.pusd.us/Page/777>).

The policy states, “The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students’ understanding and appreciation of the importance of a healthy lifestyle.”

The Student Wellness Policy includes specific guidelines for providing healthy food options in school meals and snacks, encouraging healthier eating habits, health and nutritional education, creating and maintaining a safe and supportive environment at all schools, and recommendations for the length and rigor of daily physical activity. Each PUSD school and all departments are required to adhere to the Student Wellness Policy. All PasadenaLEARNS sites participate in the district's supper program provided by the Food and Nutrition Services Department. Meals adhere to the Student Wellness Policy and meet nutritional guidelines.

PasadenaLEARNS provides program participants with a healthy supper every program day, which includes alternative meals for specialized diets. During summer programs, participants receive healthy breakfast and lunch provided by PUSD's Food and Nutrition Services Department.

ELO-P expands the current meal options during summer to include a third meal to accommodate for 9-hour program days.

The development of social-emotional competencies supports healthy choices and behaviors. PasadenaLEARNS implements daily social-emotional learning activities for program participants. Staff are trained in the implementation of Growth Heartset from EduCare Foundation, which is a program adopted by the LACOE Expanded Learning Division and recommended for expanded learning programs. Growth Heartset activities enable students to cultivate cultures of caring where they learn to honor and value themselves and others.

Programs also incorporate the Second Step Out-of-School Time Social and Emotional Learning Activities for grades K-5 at all program locations.

Through ELO-P, PasadenaLEARNS classified managers and youth development practitioners receive ongoing training and professional development through organizations such as the Mindful Leaders Project with Dr. Nikki Elliott to learn mind-body practices conducive to physical, mental, and emotional health, which they practice during staff collaborations and implement with students in the classrooms.

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.

Programs create environments that celebrate diversity, promote equity, and ensure access to all students regardless of race, color, religion, sexual orientation, gender identification, age, income, national origin, or physical ability.

PasadenaLEARNs has sponsored Children's Defense Fund (CDF) Freedom Schools Summer Programs for more than 10 years. The CDF Freedom Schools programs empowers children from underrepresented communities to make a difference in themselves, their families, and their communities. Programs foster self-esteem, a love of learning, and civic engagement.

PasadenaLEARNs actively recruits program participants who would benefit most from program services through school-based recruitment, school day staff referrals, parent contact, and district-wide program marketing and recruitment efforts.

ELO-P expands the following services to increase diversity, equity, and access:

- Increase capacity of CDF Freedom Schools Summer Programs to serve more students by hiring additional staff.
- Recruit teachers to implement targeted tutoring and support for English Language Learners after school.
- Onboard after school behavior intervention staff to provide additional behavior support.
- Hire after school health clerks to assist with the administration of medications and support students with physical disabilities.

Through ELO-P, PasadenaLEARNs partners with other community-based organizations to provide specialized enrichment opportunities for PUSD students from underserved and underrepresented communities throughout the district. Programs engage students with culturally relevant literature and experiences. Program personnel are representative of the diverse populations residing in the surrounding communities and focus on affirming and celebrating diversity and building positive relationships with students.

7—Quality Staff

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

Programs recruit and strive to retain high quality staff who have experience working with students in school settings and who demonstrate the ability to create positive learning environments.

PasadenaLEARNS' employment opportunities are posted on EdJoin and other job search engines such as Handshake, LinkedIn, Indeed, and digital and in-person job recruitment boards at local college campuses. Applicants may apply online or in person at the Pasadena Unified School District Office. Once an applicant's minimum qualifications and previous employment experience are verified, candidates are invited to interview with a panel comprised of Site Coordinators and Area Leaders. Candidates who pass the interview process are referred to the Human Resources Office to complete the clearance process.

Requirements for employment are:

- A minimum of 48 semester/73 quarter units from an accredited college or university **or** a passing score on the district's Instructional Aide Exam
- A minimum of 6 months of experience working/volunteering with youth in a school setting
- FBI/DOJ fingerprint background clearance
- TB Clearance
- First Aid/CPR Certification

PasadenaLEARNS works closely with the Human Resources Department in the recruitment, hiring, and onboarding of new staff members.

PasadenaLEARNS provides ongoing training and professional development opportunities through the Los Angeles County Office of Education (LACOE), Cypherworx, outside consulting agencies, and departments within the district such as the Special Education Office, Curriculum, Instruction, and Professional Development Office, and the Office of Student Wellness and Support Services.

ELO-P supports the recruitment of quality staff by funding more full-time positions, increased pay and work hours for staff, and ongoing training in current and promising practices for student engagement, conflict resolution, mindfulness, and strategies to create culturally responsive learning environments.

8—Clear, Vision, Mission, and Purpose

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

The program has clearly defined vision, mission, and purpose statements that are posted on the program website, social media platforms, and included, when relevant, in program literature that is distributed to the public.

The program vision aligns to the District Vision:

We prepare students for the future by inspiring the joy of learning in every child every day.

PasadenaLEARNS Mission:

Our program provides a safe, nurturing, and innovative learning community where all students:

- ❖ expand their learning
- ❖ create new relationships
- ❖ enjoy new experiences
- ❖ develop life skills

Program Purpose:

PasadenaLEARNS Expanded Learning Program provides before, after school, and summer expanded learning opportunities for PUSD students in grades K-12 from dismissal until at least 6:00pm every regular school day. Students receive academic support, build new skills, enjoy new experiences, and cultivate positive relationships.

ELO-P supports the program mission, vision, and purpose by funding a robust program expansion to provide expanded learning opportunities for more students. Through ELO-P, programs leverage resources to provide more support for students with the greatest need for services including students in grades 7-12. For 2023-24, 55% of the district's eligible students in grades TK-6 participated in PasadenaLEARNS or affiliated programs. Across the district, ELO-P enabled 4,022 (~41%) eligible students in grades TK-12 to benefit from expanded learning program services provided by PUSD.

2023-24 TK-6th Grade ELO-P Counts				2023-24 TK-12th Grade ELO-P Counts			
Grade Levels	COUNT of ELO-P Eligible	Districtwide ELO-P Eligible	Percentage Served	Grade Levels	COUNT of ELO-P Eligible	Districtwide ELO-P Eligible	Percentage Served
-1	103	185	55.68%	-1	103	185	55.68%
0	337	612	55.07%	0	337	612	55.07%
1	354	595	59.50%	1	354	595	59.50%
2	411	698	58.88%	2	411	698	58.88%
3	414	716	57.82%	3	414	716	57.82%
4	421	701	60.06%	4	421	701	60.06%
5	408	736	55.43%	5	408	736	55.43%
6	299	703	42.53%	6	299	703	42.53%
Totals	2747	4946	55.54%	7	315	737	42.74%
				8	303	824	36.77%
				9	180	742	24.26%
				10	199	866	22.98%
				11	135	833	16.21%
				12	143	903	15.84%
				Grand Total	4022	9851	40.83%

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.

Programs intentionally build and maintain collaborative relationships with internal and external educational partners.

PasadenaLEARNs works with the Office of Student Wellness and Support Services and Special Education to provide staff development opportunities for frontline staff in behavior support and intervention strategies, mental first aid, and the implementation of social-emotional learning activities.

PasadenaLEARNs convenes a LEARNs Advisory Group twice per school year comprised of school day staff, LEARNs staff, parents, and community members. The advisory group assists in the development of the program design, selection of program offerings, staff recruitment, and monitoring of the CQI process.

PasadenaLEARNs partners with a variety of educational partners such as The City of Pasadena, YMCA, YWCA, Boys and Girls Clubs, College Access Plan, Harambee Ministries, Pasadena Educational Foundation, Day One, Young and Healthy, Children’s Defense Fund, Partnership for Children, Youth and Families, and a host of other community-based organizations to provide high quality wraparound services for PUSD students and families.

PasadenaLEARNS partners with Pasadena Educational Foundation, CDF Summer Freedom Schools, and Harambee Ministries to offer blended summer program models to increase program capacity, add variety, and engage students and families from diverse racial, ethnic, and cultural backgrounds.

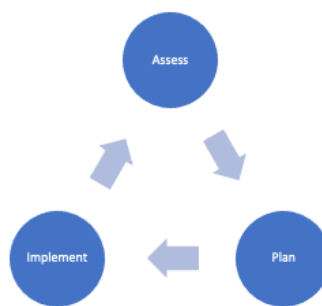
PasadenaLEARNS partners with Day One, Young and Healthy, and College Access Plan to provide innovative enrichment and leadership development opportunities, college exploration, and student wellness programs.

PasadenaLEARNS partners with The City of Pasadena to offer youth sports to students in grades 3-8.

ELO-P expands these efforts by providing funding to support more partnerships with community-based organizations that serve PUSD families.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.



Continuous Quality Improvement Cycle

PasadenaLEARNS implements a continuous quality improvement cycle that follows three steps in a continuous cycle:

Step 1: Assess

The program conducts annual surveys of principals, parents, and students to gather feedback about the quality of the program offerings and staff.

Site Coordinators and Area Leaders conduct weekly classroom observations to monitor program implementation and observe programs in action. Observation data is collected using site/classroom observation forms and used for program planning and to plan professional development for staff.

Step 2: Plan

The information gathered through surveys and program observations is used to write an annual program quality improvement plan as part of the CDE's continuous quality improvement cycle and a department plan, which is required by the district. Plan goals align to the district's LCAP strategic goals and the Quality Standards for Expanded Learning in California.

Step 3: Implement

Department plans are reviewed and monitored by the Office of Planning, Innovation, Accountability, and Special Projects. Plans are updated quarterly to track progress towards goals and make changes if needed.

Program Quality Improvement Plans are reviewed and monitored by Expanded Learning Program administrators with ongoing monitoring and feedback provided to Site Coordinators throughout the school year.

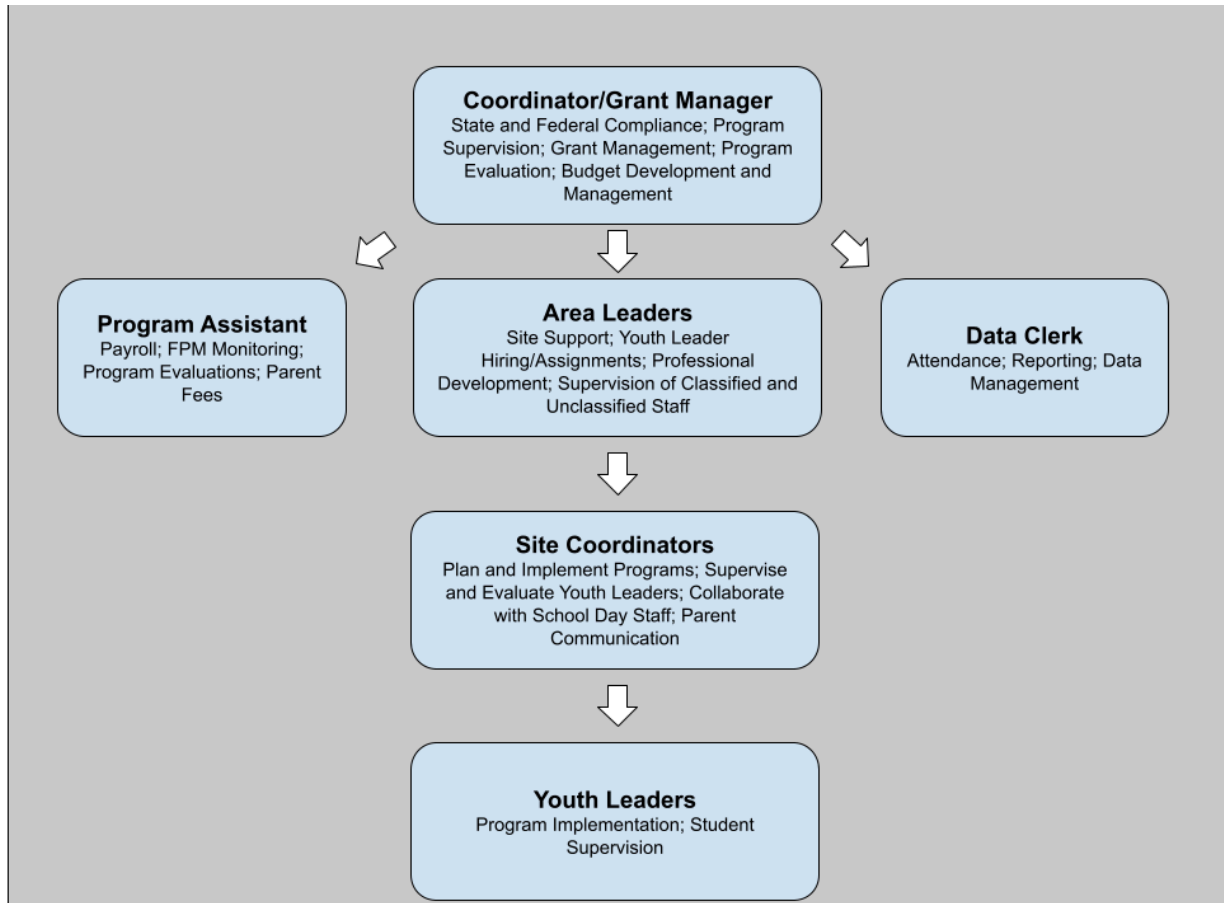
ELO-P supports the continuous quality improvement cycle by funding ongoing professional development opportunities for staff based on assessment feedback. Additional resources are allocated to maintain high quality program offerings that support students' academic needs and social-emotional development.

11—Program Management

Describe the plan for program management.

The program has sound and effective fiscal and administrative practices and procedures that meet funding requirements.

PasadenaLEARNS Organizational Chart



The Coordinator/Grant Manager oversees and manages the After School Education and Safety (ASES) grant and Expanded Learning Opportunities Programs (ELO-P).

Area Leaders supervise and support ASES and ELO-P Classified and Unclassified, Hourly staff, develop enrichment activities, and provide professional development opportunities for Site Coordinators and Youth Leaders.

Site Coordinators manage program implementation at school sites, supervise frontline staff, collaborate with school day staff, and communicate with parents.

Program Assistant manages payroll and purchasing for all sites, submits and tracks requisitions, collects FPM documents, and assists with program evaluations.

Youth Leaders implement program components, plan activities, and supervise students.

Data Clerk collects, reviews, and manages program attendance and fees.

General Questions

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.

PasadenaLEARNS provides high quality expanded learning programs that meet all State and Federal funding requirements and guidelines.

To create a single comprehensive program, PasadenaLEARNS will expand to provide program services to ASES and ELO-P students simultaneously. ELO-P funding will be used to hire additional frontline and support staff and implement more innovative programs.

Programs operate Mondays-Fridays every regular school day from dismissal to at least 6:00pm. During summer, programs operate Mondays-Fridays from 8am to at least 5:30pm.

Program groups consist of both ASES and ELO-P students. While students participate in one comprehensive program, daily attendance and expenditures are tracked separately for each funding source.

Daily attendance requirements for both programs align with ASES daily attendance and early release/late arrival policies.

TK and Kindergarten groups maintain a 10 to 1 staffing ratio.

Expenses and expenditures for both programs are tracked and reported by the Fiscal Analyst.

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?

2021-22 TK/Kindergarten Enrollment	
Transitional Kindergarten (TK)	178
Kindergarten	1,337

PasadenaLEARNS recognizes the importance of supporting the social-emotional and academic needs of Transitional Kindergarten (TK) and Kindergarten (K) students. Expanded learning program staff works closely with the Early Childhood Education Department, SWSS(Student Wellness and Support Services), and the Office of Curriculum, Instruction, and Professional Development (CIPD) to ensure supports are in place to help students including, but not limited to:

- Staffing needs identified based on enrollment projections provided by school principals and the Early Childhood Education Department (ECED).
- Targeted support and training for staff facilitated by the Office of Curriculum, Instruction, and Professional Development (CIPD), ECED and SWSS.
- Collaboration with CIPD and school day teachers to identify and access developmentally appropriate curriculum for academic support and enrichment activities.
- Collaboration with school principals to assign appropriate classrooms for TK/K students.

PasadenaLEARNS collaborates with the Human Resources Department to hire preschool teachers, frontline staff, and additional support personnel, such as Instructional Aides, to maintain the lower pupil-to-staff ratio.