



Expanded Learning Program Parent Guide

The expanded learning staff has planned an exciting program for this year and with your help and support we will make this year a success. The program rules and guidelines are intended to keep all students safe, in an enriching and engaging environment. We expect expanded learning students to demonstrate the following characteristics: responsibility, respect, self-discipline, and honesty. Students are expected to demonstrate these characteristics during program hours and during all special events. It is the student's responsibility to always follow directions given by the expanded learning staff.

We have set guidelines to ensure that our goals are met. Please review these guidelines with your child so that he/she understands what is expected.

Program Rules/ Student Responsibilities

Students are to follow all program rules and policies as stated in the AUSD handbook. Students are expected to always follow program rules and procedures. Students are not to taunt, bully, harm, or distract anyone from their learning experience. Failure to abide by the Expanded Learning Program rules and expectations will result in disciplinary steps that could lead to the removal of the student from the program. Students are to always remain in designated learning spaces.

1. It is the student's responsibility to come to the Expanded Learning Program prepared with homework, books, and reading material.
2. A variety of educational supports will be provided. We encourage your child to participate fully.
3. The student will display appropriate social behaviors with adults, staff, and peers.
4. The student is expected to work on assigned homework during the Expanded Learning Program homework hour. The activity leaders/instructional aides are available to assist students with homework within the allotted time frame; **it is the student's responsibility to complete his or her homework at home if it is not completed during homework time. Note: We are not a homework completion program.**
5. In addition to academics and homework support, students will also participate in a variety of activities such as arts and crafts, math, science, physical fitness, nutrition, and field trips.
6. Cell phone use is prohibited during after school hours. Phones must remain in student's backpacks. Phones will be confiscated if students do not follow the protocols and parents will be asked to pick up student cell phones if they get taken away more than once. If you need to get a message to your student, please contact the site coordinator. The program is not responsible for lost, stolen, or damaged cell phones or other electronic devices.

Behavior Expectations/ Disciplinary Steps

We follow the same guidelines for code of conduct as stated in each school site handbook and policies as stated in the AUSD Parent Handbook: **Please refer to your handbooks.*

When a rule has been broken the following steps will be taken:

Step 1. The student will have a conversation with the activity leader and the behavior and conversation will be dated and documented in a logbook and/or student referral depending on the behavior.

Step 2. If the behavior continues, the Site Coordinator will meet with the child. Once again, the conversation and behavior will be logged in a behavior logbook and/or student referral, and the parent or caretaker will be notified of a meeting.



Step 3. 2nd Notification to parents if behavior continues to be an issue.

Step 4. If the behavior continues, the Program Director along with the Site Coordinator will consider suspending and or dropping the student from the Expanded Learning Program. Each behavior infraction will be dealt with on an individual basis. However, if a serious infraction occurs, we have the right to remove a student from the program.

Parent/Guardian Responsibilities

Parents need to frequently provide updated contact information which includes names and phone numbers of people who have permission to pick up students. Parents are responsible for notifying the Site Coordinator of any court order documents that prohibit the release of a student to a particular individual. It is also the parent's responsibility to inform the Site Coordinator of any known student health concerns or conditions.

1. **Absences**-Your child is allowed **10 absences for the school year**, these days may not be taken consecutively. On the 5th day of a consecutive absence your child will be dropped from the program.
2. **Departure Time**- For safety reasons and to ensure that the student receives the full impact of our program, the office will remain locked until 5:00 pm. You may pick up your child at any time between 5:00 and 6:00 pm (no later than 6:00 pm). If a minor between the ages of 15-17 is picking up the child, a note signed by the parent/guardian must be on file with the Site Coordinator. On Early Out Mondays, students may be picked up at 4:30 pm and on minimum days students may be picked up at 3:30 pm.
***The program will stay open until 6:00 pm regardless of what time the regular school day ends. Students do not have to be picked up early on early release days.**
3. **Early Departure**-If you need to pick up your child early for a doctor's appointment or if an emergency arises, call the Site Coordinator and someone will meet you at the office to let you in. If you have a doctor's note available please provide it to the attendance clerk to excuse the absence. Please limit your early pick up times to twenty (20) for the school year (this is an average of 2 per month), after the 20th early pick up your child will be dropped from the program. There is an early departure tracking sheet for students who are picked up before the assigned dismissal time and you will be asked to sign any time a student is picked up early from the program.
4. **Late Departure**- It is very important that you arrive on time to pick up your child, our staff leaves at 6:00 pm. At 6:25 the Site Coordinator will call the Arvin Police Department if we have not heard from you. After three (3) late pick-ups your child will be immediately dropped from the program.
5. **Custody Arrangements** - The parent/guardian is responsible for providing legal documentation concerning custody arrangements and instructions indicating who has access to the child and permission to pick up the child. The program may not deny a parent/guardian access to their child without legal documentation.

***Please remember that it is best to list other people to pick up your child just in case you cannot. If the Site Coordinator does not hear from the parent by 6:25, then the Arvin Police Department will be called.**



Expanded Learning Team by Site

Attendance Clerks

Bear Mountain Elementary
Crystal Martinez

Site Coordinators

Bear Mountain Elementary
Ivy Tatum
Rocio Barragan

Phone #

(661) 854-6548 Press # 1

El Camino Real Elementary
Guadalupe Vargas

El Camino Real Elementary
Daniel Romero

(661) 854-6548 Press # 3

Sierra Vista Elementary
Kassandra Rios

Sierra Vista Elementary
Viridiana Hernandez

(661) 854-6548 Press # 6

Haven Drive Middle School
Lisset Alvarez

Haven Drive Middle School
Theresa Prieto
Jesus Cervantes

(661) 854-6548 Press # 4

Expanded Learning District Support

District Roles:

Phone #

District Supervisor II
Trisha Mason

(661) 854-6500 Ext. 72014

Program Clerk
Ana Martinez

(661) 854-6500 Ext. 72013

Resource Teachers

Phone #

Site Support

Misty Benavides

(661) 854-6560 Ext. 72405

El Camino Real Elementary

Claudia Moreno

(661) 854-6560

Bear Mountain Elementary

Veronica Mejia

(661) 854-6560 Ext. 72406

Sierra Vista Elementary



EXPANDED LEARNING OPPORTUNITY PROGRAM

2024
2025



FOR STUDENTS TK TO 8TH GRADE

The program operates Monday–Friday immediately following the regular school day until 6:00pm.
Monday early pick up at 4:30 pm.
Tues.–Fri.– pick up at 5:00pm.

Program Offers

Student Support with:

- Homework / Enrichment
- Whole/ Small Group Instruction
- STEAM: Science, Technology, Engineering, Art, and Math
- Mystery Science
- Arts and Crafts
- Student School Site Council: The council sets goals with the coordinator, identifies the priorities, and determines what programs, services, and other resources are offered.
- Service-Learning Projects

Family Engagement: Projects & Game Nights

Daily Elementary Schedule

2:12 Attendance & Supper
2:45 Physical Education
3:10 Enrichment
4:10 Homework Support
5:10 Movement/ Mindfulness/ Games/ Outside
5:10-6:00 Pick-Up/ Additional Homework Support and Enrichment

Daily Junior High Schedule

2:39 Attendance & Supper
3:10 Enrichment
4:10 Homework Support
5:10 Movement/ Mindfulness/ Games/ Outside
5:10-6:00 Pick-Up/ Additional Homework Support and Enrichment

Note: Early Release/Minimum Days students will participate in extra Enrichment Activities

Unlock Your Child's
Potential with Our After
School Program!



Student Expectations

Please review this with your child/children. We ask that both you and your child sign your initials in the space next to each statement. The initials will verify that your child has read, understands, and agrees with each of the statements given.

<i>Parents</i>	<i>Students</i>
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- | | | |
|-------|-------|--|
| _____ | _____ | 1. I know that the regular day school rules and the Expanded Learning Program rules are the same. |
| _____ | _____ | 2. I will check in with my Expanded Learning teacher every day. |
| _____ | _____ | 3. I will treat all members of the Expanded Learning Program with respect. |
| _____ | _____ | 4. I will respect myself. |
| _____ | _____ | 5. I will respect the environment and the property of the Arvin Union School District. |
| _____ | _____ | 6. I will not hit, punch, slap, pinch, or otherwise physically hurt or disrespect others. |
| _____ | _____ | 7. If I am having problems with another member of the Expanded Learning Program, I will try my best to talk through the problem and come up with a solution. |
| _____ | _____ | 8. I will follow the directions that my Expanded Learning teacher gives me to the best of my ability. |
| _____ | _____ | 9. I will use appropriate language. |
| _____ | _____ | 10. I will be honest. |
| _____ | _____ | 11. If my teacher is talking to me, I will listen to what they have to say. |
| _____ | _____ | 12. I will try my best to be a positive member of the Expanded Learning Program. |

I understand the following items listed above and agree to these conditions.

Student Name

Student Signature

Date

Parent/ Guardian Printed

Parent/ Guardian Signature

Date

Site Coordinator

Date



2024-2025 Arvin Advantage Afterschool and Expanded Learning Opportunities Program Parent Guide

I have read and understand the rules of the Arvin Advantage Afterschool and Expanded Learning Opportunities Program. By signing below, I agree to follow the rules of the program as stated in this guide – Please return this page when completed to your afterschool Program the following school day – Coordinator/Activity Leader.

Student Name _____ Grade _____ Teacher _____

Parent/ Guardian Printed Name _____ Parent/ Guardian Signature _____ Date _____

EXPANDED LEARNING PROGRAM PUPIL EMERGENCY CARD

Student Last Name	First Name	Middle Name	Gender M F
Home Phone #	Address		Birthdate
Father's Name	Place of Employment	Work Telephone	Cell Phone
Mother's Name	Place of Employment	Work Telephone	Cell Phone
Parent/Guardian's Name	Place of Employment	Work Telephone	Cell Phone

Please add additional Emergency contacts in the event you are unable to pick child up by 6:00 pm.

Emergency Contact Name	Relationship to Student	Work Telephone	Cell Phone
Emergency Contact Name	Relationship to Student	Work Telephone	Cell Phone
Emergency Contact Name	Relationship to Student	Work Telephone	Cell Phone

Do you have children in the Expanded Learning Program at other schools? If yes, please list their names and schools below.

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Special Health Problems: ___ Yes ___ No If yes, please describe _____

Medication: If your child is on any medication that needs to be taken after school, we must have a note from your doctor.
In the event of an emergency and I cannot be reached, school officials may obtain reasonable medical care for my child.



Parent Signature/ Guardian _____ Date _____