



PARENT HANDBOOK

SANTA BARBARA UNIFIED SCHOOL DISTRICT

After School Opportunities for Kids

After School Expanded Learning Business Office

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A-OK Purpose

The after school program is referred to as the A-OK (Afterschool Opportunities for Kids) Program. We serve students from TK-8th grade. The program receives funds through the State of California Department of Education Expanded Learning Division. The A-OK program allows a limited number of students to participate in an after school program consisting of academic and enrichment activities. The programs are educational, hands-on, interactive and fun. The program also includes a daily healthy nutritional supper.

The A-OK Program is a Santa Barbara Unified School District (SBUSD) program. The program is designed to meet the particular academic and social needs of our school populations. The program provides a safe and supervised environment during the school day for students to receive academic support and enrichment.

Registration will go through the A-OK Office. You can register your child for A-OK using this link:

(Registration link-[Click Here](#)):

The Santa Barbara Unified School District's A-OK Program undergoes an annual evaluation to assess progress toward providing high quality opportunities for all students. Our annual evaluation results and three year program plan are available upon request.

Santa Barbara Unified School District: Vision and Core Beliefs

The mission of the Santa Barbara Unified School District is to prepare students for a world that is yet to be created.

Core Beliefs and Commitments

- We believe that the achievement of the district's mission is a shared responsibility requiring the cooperation and commitment of students, parents, staff, board members, and the community.

- We will ensure academic excellence by providing quality educational programs with all staff members focused on continually improving student achievement.
- We will effectively and transparently manage our financial and human resources to support our educational goals.
- We will maintain safe and orderly school environments for all students and employees.
- We will promote a culture of mutual trust and respect among students, parents, staff, and community members.
- We value student and staff diversity in our schools and classrooms and will promote equal access across all educational programs and activities.

A-OK Staff

Each elementary school site staff team is composed of a Site Coordinator, a shared Assistant Site Coordinator, and leaders hired by Santa Barbara Unified School District. All staff complete a minimum of 60 hours of professional development training throughout the year, including daily site meetings and ongoing training. In addition, we offer CPR and First Aid Certification with at least one staff member on site who is certified. All staff are Mandated Child Abuse Reporters. To align with the regular school day, a certificated teacher from your child's school, known as an Academic Liaison, will work with the A-OK team to identify student data. They will also provide additional professional development to help create individualized academic plans for students.



About the Program

Enrichment: The staff will provide hands-on enrichment activities such as Math, Language Arts, STEAM and Sports (SPARK).

Math, Language Arts and STEAM: Content is created by educated and experienced Leaders based on current events and student interests. These are a culmination of hands-on activities and projects used to enhance ongoing student learning and participation.

SPARK: A-OK staff delivers Sports, Physical Activity, and Recreation for Kids (S.P.A.R.K.); a physical education curriculum at each site daily that is based on the California content standards. S.P.A.R.K. is designed to encourage 60 minutes of physical activity each day and to encourage maximum participation for every player, regardless of his/her ability. S.P.A.R.K. offers practice and play in a realistic number of diverse skills and is developmentally appropriate for players age 5-12. S.P.A.R.K. looks to provide quality activity without overwhelming players or their leaders. Repetition from session to session allows players to develop sufficient skills so they become comfortable with an activity. S.P.A.R.K. curriculum is designed to help students attain certain motor skills, develop health-related knowledge, and refine social values and positive character traits.

Scholar Hour: Homework assistance, reading and additional activities are available for all A-OK students on a daily basis. Each student will receive approximately 60 minutes per day to seek assistance from their leaders. Students are to bring all homework assignments to the A-OK Program in order to receive homework help. Homework completion is not guaranteed. Our staff will work with the Academic Liaison to ensure homework is being worked on and turned in. The Site Coordinator will email teachers to communicate if students are struggling with their assignments.

CLUBS: Our committed staff will present different activities weekly, that allow students to further explore their strengths and interests. The staff brings unique ideas, giving students opportunities to grow as learners.



SPECIAL EVENTS: Throughout the year, there will be special events for parents to attend, such as Lights On, Family Literacy Nights, Health and Nutrition Nights, etc. There will be opportunities for families to participate in classes and fun activities. Look for fliers for any upcoming field trips and events.

Field Trips

The A-OK Program provides field trip opportunities for students to go out into the community to support the instruction and education goals of the regular day.

Program Rules/Behavior Expectations/Disciplinary Steps

The program rules and guidelines are intended to keep all students safe, in an enriching and engaging environment. We expect an A-OK student to demonstrate the following characteristics: Responsibility, Respect, Self-Discipline and Honesty. Students are expected to follow these characteristics during program hours and during all special events. It is the student's responsibility to follow directions from their A-OK program leaders at all times.

Students are expected to follow the following six principles:

- Respect ourselves, classmates, and our environment
- Follow directions from your leaders
- Work in a manner where you are not disturbing others
- Disruptive, unruly, rude, and or offensive behavior will not be tolerated
- No bullying or any act of belittling towards any peers or adult
- All students are expected to respect the school campus by being responsible and following school rules and policies. A-OK is an extension of the school day.

Students are expected to follow the rules listed above, along with any others listed in this handbook. The Site Coordinator will contact the parent/guardian if a child is consistently reported to have broken any of the rules and expectations. In an effort to keep a safe environment for all students, as an enrichment program, we reserve the right to terminate services as needed.

Complaint Procedures

If you have a complaint and are not able to resolve it at the site level, please contact the After School and Expanded Learning Program Coordinator, Emmitt Jenkins. Contact information is on the first page of this handbook. A SBUSD Uniform Complaint Procedure shall be followed as in BP 1312.3.

Suspension/Expulsion from Program

Per EC 48900(s); students may be suspended or expelled for the acts listed below, which can occur at any time.

Education Code (EC) 48900:

Students may be suspended or expelled if they violate any of the following:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Willfully used force or violence upon the person of another, except in self-defense.
- C. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- D. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance.
- E. Unlawfully offered, arranged or negotiated to sell a controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation.
- F. Committed or attempted to commit robbery or extortion.
- G. Caused or attempted to cause damage to school or private property.
- H. Stolen or attempted to steal school or private property.
- I. Possessed or used tobacco, or products containing tobacco or nicotine products.
- J. Committed an obscene act or engaged in habitual profanity or vulgarity.
- K. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.

- L. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- M. Knowingly received stolen school or private property.
- N. Possessed an imitation firearm.
- O. Committed or attempted to commit a sexual assault or sexual battery.
- P. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- Q. Engaged in, or attempted to engage in, hazing.
- R. Engaged in an act of bullying.
- S. Committed sexual harassment.
- T. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- U. Intentionally harassed, threatened, or intimidated, creating a hostile educational environment.

Parent/Guardian Responsibilities

Parents are required to attend the Parent Orientation at the beginning of the school year. Failure to attend may be cause for termination. Parents/guardians are to direct their children daily to the designated area, depending on their school site, where they will be signed in by the Site Coordinator. Parents/guardians are to pick up their children no later than 6:00PM (5:30 for TK/K), and sign out from the program. **If called earlier in the day, parent/guardians or a designated adult must pick the child within 45 minutes.**

Students will only be dismissed to those listed on the emergency form, (adults age 18 and over).

Operating hours: Release from the regular school day until 6:00pm (5:30pm TK/K).



The latest you can pick-up your child is 6:00PM (5:30PM for TK/K). Pick-up after 6:00PM (5:30PM for TK/K) will result in a late fee of \$1 per minute and may be a reason for dismissal of the program.

Parents are to respect and abide by all rules and policies that the program and Site Coordinator have established at their designated school sites. Failure to do so may result in the termination of a student's enrollment in the program. **Students not picked up by 6:30PM will be referred to the Santa Barbara Police Department.** Repeated late pick-up may result in termination from the program.

Parents are to provide any updated contact information which includes phone numbers, change of address, and names of persons permitted 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 which may include allergies, learning disabilities, asthma, physical restrictions, or any vision or hearing impairment.**

Student Responsibilities

Students are to follow all program rules and policies as stated in this handbook. Students are expected to follow any and all directions from all leaders of the program. Students are not to taunt, bully, harm, or distract anyone from their learning experience. Failure to abide by the A-OK! Program rules and expectations will result in progressive discipline leading up to termination of the program.

Students are to remain in the designated teaching space at all times unless authorized permission by one of the leaders. It is the student's responsibility to ask for any additional help if needed.

Cell Phones/iPads

Cell Phones and any other mobile devices are not to be in use during program hours. Students are not to bring toys or electronic devices to the program. **The program will not take responsibility for loss or damage to any electronic device including district issued iPads.**

Supper

Supper will be served according to the schedule at each site.



Benefits/Outcome

The A-OK Program serves over 1100 students at 10 school sites: Adams, Adelante, Cleveland, Franklin, Harding, La Cumbre Jr. High, McKinley, Monroe, Roosevelt, SB Community Academy and Washington. Students participate in the program activities and follow the 5 learning principles as found in the Learning in After School and Summer Plan:

5 Learning Principles that guide activities:

1. Learning that is **Active**
2. Learning that is **Collaborative**
3. Learning that is **Meaningful**
4. Learning that **Supports Mastery**
5. Learning that **Expands Horizons**