



**LEVEL UP**  
*Lynwood*



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# 2025-26 PARENT HANDBOOK

For Lynwood Unified  
School District's  
Expanded Learning  
Program

**WHERE  
INNOVATION  
MEETS  
ENRICHMENT**

(310) 886-1600

<https://levelup.mylusd.org>

11321 Bullis Rd., Lynwood, CA 90262



**LYNWOOD UNIFIED SCHOOL DISTRICT**  
**LevelUp Lynwood Expanded Learning Program**



**Parent Handbook**

**Vision:** To provide innovative and engaging before- and after-school experiences for LUSD students to collaborate, learn, and grow every day.

**Mission:** To promote the whole child through enriching, after-school opportunities built on strong community partnerships and district support.

**Program Description and Goals:**

LevelUp Lynwood is committed to empowering students with the tools, resources, and opportunities they need to thrive academically, socially, and emotionally. Through our programs, students receive tailored academic support that helps them reach their fullest potential. In addition, participants have access to a wide range of engaging activities, including visual and performing arts, physical fitness and health initiatives, cutting-edge STEM projects, and career-focused, hands-on learning experiences.

LevelUp Lynwood is available to students attending Abbott Elementary, Lindbergh Elementary, Lugo Elementary, Mark Twain Elementary, Roosevelt Elementary, Lincoln Elementary, Washington Elementary, Will Rogers Elementary, Wilson Elementary, Marshall Elementary, Hosler Elementary, Helen Keller Elementary, and our two middle schools, Cesar Chavez Middle School and Hosler Middle School. Together, we are shaping a brighter future for all students in Lynwood Unified School District.

**Program Elements**

LevelUp Lynwood, in collaboration with local community organizations and school district staff, are dedicated to providing a safe and supportive environment that fosters academic achievement, social-emotional growth, and creativity. These programs extend learning opportunities beyond the traditional school day to support the whole child, ensuring every student has the tools they need to thrive.

Key Elements of the Program Include:

- **Educational and Literacy Support:** A designated time for students to complete homework, engage in tutoring, and build foundational academic skills with guidance from trained staff.
- **Daily Enrichment Activities:** Hands-on experiences in STEM, arts, career exploration, physical fitness, and social-emotional learning that inspire curiosity and creativity.
- **Healthy Snacks:** A nutritious snack provided daily to keep students energized and focused throughout the program.

LevelUp Lynwood is designed to align with state and local standards, offering an enriching extension of the school day for all students.



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### **Program Contact Information**

LevelUp Lynwood Expanded Learning Program office is located at:  
11321 Bullis Rd., Lynwood, CA 90262  
(Lynwood Unified School District)  
(310) 886-1600  
levelup@mylUSD.org

### **LevelUp Lynwood Administrators:**

Jonathan Martinez - jamartinez@mylUSD.org - ext. 8214  
Thelma Gonzalez - thelmagonzalez@mylUSD.org - ext. 8230

### **Registration**

LevelUp Lynwood is accessible to all TK-6th grade students, as well as students attending our middle schools. Parents can register their students through the LevelUp Lynwood registration portal, which can be found on the district website (<https://www.mylUSD.org/student-programs/levelup-lynwood>). Please note that registration is not guaranteed and is subject to available staffing and capacity limits.

Once registration is completed, you will receive an email confirming your student's enrollment or notifying you that they have been placed on a waiting list. If placed on the waiting list, you will be contacted as soon as space becomes available. We encourage early registration to secure your student's spot in this enriching program.

### **Full-Time Enrollment**

LevelUp Lynwood receives state reimbursement funds based on student attendance. **Our program operates Monday through Friday from the 6:45 am until 8:30 am (for elementary before school programming) and from end of the school day until 6:00 p.m.** on all days when school is in session, following the Lynwood Unified School District calendar.

Daily attendance is expected for all enrolled students to ensure consistent participation and maximize program benefits. If you need to pick up your child before 5:45 p.m. on any given day, please notify the LevelUp Lynwood staff at your child's school site in advance.

*In accordance with state guidelines, it is the goal of LevelUp Lynwood to provide elementary school students with access to after-school programming until 6:00 p.m. each day. Priority for enrollment will be given to students who can attend the program in its entirety every day it operates.*



## Parent Handbook

### Sign Out Procedures

LevelUp Lynwood has established sign-out procedures to ensure the safety and well-being of all students. Parents/legal guardians, students, and staff must adhere to these procedures to maintain a secure and orderly process when students are signed out by an authorized adult.

Program staff will sign students in at the beginning of each program day. **At the end of the day, an authorized adult must sign students out on the provided sign-out sheet or digital platform, including the time of pick-up.** Please be prepared to show a valid photo identification card during the sign-out process for the safety of your student.

Sign-out will take place at the designated area at the school site between 5:45 p.m. and 6:00 p.m. **Students will only be released to adults authorized by the parent/legal guardian.** Authorized individuals must be listed in the LevelUp Lynwood parent portal or in Aeries, the district's Student Information System.

If an early release is needed, parents/legal guardians are encouraged to notify staff in advance to minimize disruptions and ensure the student is ready for pick-up, such as for medical appointments. At LevelUp Lynwood, safety is our highest priority, and your cooperation is essential in maintaining a secure environment for all students.

### Pick-Up Times

Parents/legal guardians **must arrive by 6:00 p.m. to pick up their student.** The program closes promptly at 6:00 p.m., and we recommend arriving between 5:45 and 6:00 p.m. for a smooth pick-up process.

If a student is not picked up by 6:00 p.m., program staff will make every effort to contact the authorized adults listed in the LevelUp Lynwood parent portal or in Aeries.

If no authorized adult is available to pick up the student by 6:25 p.m., **LevelUp Lynwood staff may contact the Lynwood Police Department to assume responsibility for the student. Repeated late pick-ups may result in your student being removed from the program.** Your cooperation in adhering to these guidelines helps ensure the safety and well-being of all participants.

### Late Pick-Up

Any student picked up after 6:00 p.m. will receive a late notice. After three (3) late pick-ups, or one (1) late pick-up after 6:25 p.m., your child may risk being dropped from the program.



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### **Authorization to Pick Up a Student**

As part of LevelUp Lynwood, parents/legal guardians are required to authorize at least three adults, including themselves, who may pick up their student during the school year. These individuals must be listed in the LevelUp Lynwood parent portal or in Aeries. Changes or additions to this list can only be made by the authorized guardian and must be completed in writing or online prior to pick-up.

**Authorized adults cannot be added over the phone. Only individuals authorized by the parent/legal guardian, and who are 18 years of age or older, will be allowed to pick up the student.** All authorized adults, including parents/legal guardians, must present a valid photo identification at check-out to ensure the safety of all participants. Your cooperation with these procedures is essential to maintaining a secure and efficient process.

### **Absences**

If your student will be absent from LevelUp Lynwood on a specific day, please notify the program staff in advance. If your student is absent from school due to illness, please inform the school office and ask them to leave a note for LevelUp Lynwood staff as well. Timely notification is critical for ensuring the safety of your student and providing peace of mind to our staff.

If your student is absent or leaves early from the regular school day and does not attend the program without prior notification, program staff will assume the student may be lost or in danger and will contact the appropriate authorities to ensure their safety.

Please also be aware that three unexcused absences may place your student at risk of being dropped from LevelUp Lynwood. If you are picking up your student before the start of the after-school program, notify the program staff in advance to ensure no unnecessary safety procedures are initiated to locate your student. Your cooperation helps maintain the safety and efficiency of our program.

### **Staffing**

LevelUp Lynwood staff members meet the qualifications and hiring requirements set forth by their respective partner providers. While these qualifications vary depending on the provider, LevelUp Lynwood maintains high expectations for all staff to ensure the delivery of high-quality programming.

The program follows a staffing ratio of 10:1 for Transitional Kindergarten and Kindergarten students and a ratio of 20:1 for all other grade levels, supported by state and additional funding. Staff members are committed to addressing each student's individual needs to the best of their ability within these ratios, creating a safe and supportive environment for all participants.



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**Discipline**

LevelUp Lynwood staff are committed to treating all students with respect and dignity at all times. Program rules are aligned with school rules and will be clearly explained to students at the start of the year. This consistency helps students maintain a clear understanding of acceptable behavior on school grounds during both the school day and the after-school program.

Disciplinary methods at LevelUp Lynwood reflect those used during school hours and focus on restorative practices. Conflict resolution techniques are employed to encourage students to take an active role in addressing their behavior. Students are guided to identify the problem, explore alternative actions, understand the consequences of their choices, and develop possible solutions. LevelUp Lynwood also adheres to the Positive Behavioral Interventions and Supports (PBIS) model, following the protocols established at each school site.

If communication and redirection are not successful, a parent meeting may be scheduled with LevelUp Lynwood staff and the student to address ongoing behavioral concerns. The staff will make every effort to resolve these issues and support the student in improving their behavior. However, if behavioral challenges cannot be resolved, it may result in the student being removed from the program.

**Supper for Snack**

LevelUp Lynwood provides a daily supper snack approved by the district's Food and Nutrition Program. If your student has allergies to specific foods, it is essential to submit the appropriate medical documentation to the school, which will then be shared with LevelUp Lynwood staff. Additionally, the LevelUp Lynwood parent portal communicates with the Aeries Student Information System regarding any medical logs. Should a student have any food allergies, parents should be sure the district is aware to maintain accurate records.

A completed Medical Statement to Request Special Meals and/or Accommodations must be signed and submitted to ensure that your child's dietary needs are met. Parents may also send a healthy snack with their student if additional nutrition is needed. Please refrain from sending candy, soda, or chips to promote healthy eating habits within the program.

**Sick Students**

If your student appears ill or complains of feeling unwell while attending LevelUp Lynwood, program staff will notify you immediately. Parents/legal guardians will be asked to pick up their student promptly to prevent the risk of contagion and ensure the well-being of other participants and staff.



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**Medical & Emergency Information**

The list of authorized adults in Aeries and the LevelUp parent portal is crucial in the event your student becomes ill or if there is an emergency. Please notify LevelUp Lynwood staff promptly of any updates to your student's medical needs or changes to your contact information, including phone numbers and the numbers of authorized adults.

Parents/legal guardians must ensure that at least three local adults over the age of 18 are listed as authorized to pick up their student, including themselves. If phone numbers or other contact information change, it is vital to update these details in Aeries and notify LevelUp Lynwood staff immediately to ensure swift communication in case of an emergency.

**Belongings**

Students are responsible for their personal belongings while attending LevelUp Lynwood. A backpack is recommended to help keep their items organized and secure. To prevent loss or confusion, please clearly label all belongings with your student's name.

Toys from home, including trading cards, electronic devices, and handheld game devices, are not permitted in the program. This policy helps maintain a focused and respectful environment for all participants.

Students may use district phones or personal cell phones only with permission from a teacher or administrative staff. Your cooperation in ensuring that students adhere to these guidelines helps create a positive and orderly program experience.

**Cell Phones**

Students with cell phones will be expected to follow school and district usage policies while participating in Expanded Learning Programs.

**Injuries**

If your student is injured while attending LevelUp Lynwood, staff will take the necessary steps to ensure they receive appropriate medical care. This may include administering emergency first aid or CPR, attempting to contact you or the authorized adults listed in Aeries or the LevelUp parent portal, calling an ambulance or paramedic, and/or accompanying your student to an emergency hospital.

Minor incidents, such as scrapes or bruises, will be reported to you when you pick up your student. For more serious incidents, such as injuries to the head, a parent/legal guardian will be notified immediately via a phone call.



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**Child Abuse**

If a member of the LevelUp Lynwood staff suspects that your student is experiencing any form of abuse, including physical, mental, or emotional suffering, or neglect, California Penal Code Section 11166 mandates that the staff member report their suspicions to a child protective agency immediately or as soon as possible. A written report must also be submitted within 36 hours.

All forms of suspected abuse, as defined by the infliction of physical, mental, or emotional harm, will be reported in compliance with the law. LevelUp Lynwood staff are trained to recognize signs of abuse and are committed to ensuring the safety and well-being of all students.

**Parent Concerns**

If you have any concerns about LevelUp Lynwood staff or the program, we encourage you to share your feedback with the LevelUp Lynwood staff member at your child's school site. Additionally, you may follow up with the site administrator to address your concerns. We value your input and are committed to maintaining a high-quality program that meets your expectations. Please feel free to reach out to us with any questions or concerns, as your feedback helps us continuously improve our services.

**Medication**

Students who require prescribed medication during the program may receive assistance from the school nurse or designated school personnel. Students may also carry self-administered emergency medications, such as auto-injectable epinephrine or inhaled asthma medication, provided the school district has received both a written statement from the prescribing physician and a written request from the parent or guardian. The physician's statement must include detailed instructions regarding the method, dosage, and schedule for administering the medication. (EC §§ 48980(a), 49423, 49423.1)

If your student requires medication:

- The Medication Consent Form must be completed by the physician and signed by the parent or guardian. A new form is required each school year.
- A District Medication Release Form must be signed and submitted to the LevelUp Lynwood staff member.
- Medication must be provided in its original container with labeled prescription instructions.

**Gate Policies**

For the safety of all students, LevelUp Lynwood participants must report directly to the program immediately after dismissal from the regular school day. Students are not permitted to exit the school gates without supervision by LevelUp Lynwood staff.



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### LUSD Complaint Procedures

The District's complaint procedures for parents, residents, and students can be found by accessing the district's website, under Parents & Uniform Complaint Forms (UCP).

### U.S. Department of Agriculture Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) **Mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) **Fax:** (202) 690-7442

(3) **E-mail:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

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**Program Evaluations**

All parents/legal guardians and students are encouraged to participate in the evaluation process for LevelUp Lynwood. Program evaluations are essential for identifying strengths and areas for improvement, allowing administrators to enhance the quality and effectiveness of the program.

When evaluation forms are provided, your time and feedback are greatly appreciated. Your input plays a vital role in shaping a program that meets the needs of our students and families.

**Thank you**

Thank you for taking the time to read through this handbook. If you have any questions, concerns, or find any of the information unclear or incomplete, please do not hesitate to contact the LevelUp Lynwood Office at [levelup@mylUSD.org](mailto:levelup@mylUSD.org) or call (310) 886-1600.

Together, we can ensure your student's experience with LevelUp Lynwood is safe, happy, and enriching. Your support and partnership are vital to the success of our program!

**Procedures**

- ✓ LevelUp Lynwood operates approximately 16.5 hours weekly, providing students with enriching and engaging opportunities.
- ✓ All students enrolled in LevelUp Lynwood are required to attend the program daily to maintain consistency and benefit fully from the program.
- ✓ Any concerns regarding this policy should be directed to LevelUp Lynwood staff.
- ✓ Exceptions to this policy must be approved by LevelUp Lynwood staff and the Site Administrator.

These policies are communicated through program documents, during parent orientation meetings, and on other occasions by staff. This handbook serves as a written record of these procedures being communicated to parents/legal guardians. Please note that violation of these procedures may result in dismissal from the program.



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**Addendum**

**Schedule**

| <b>Start Time</b> | <b>Monday</b>          | <b>Tuesday</b>         | <b>Wednesday</b>       | <b>Thursday</b>        | <b>Friday</b>          |
|-------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>2:00</b>       |                        |                        | Snack & Check-in       |                        |                        |
| <b>3:00</b>       | Snack & Check-in       | Snack & Check-in       | Session 0              | Snack & Check-in       | Snack & Check-in       |
| <b>3:30</b>       | Session 1              | Session 1              | Session 1              | Session 1              | Session 1              |
| <b>4:30</b>       | Early Release // Break | Early Release // Break | Early Release // Break | Early Release // Break | Early Release // Break |
| <b>5:00</b>       | Session 2              | Session 2              | Session 2              | Session 2              | Session 2              |
| <b>6:00</b>       | Closing                | Closing                | Closing                | Closing                | Closing                |