

Expanded Learning Opportunities Program Plan

1. Safe and Supportive Environment

SJCA's Program Directors will work closely with administration in the implementation of school-aligned health and safety policies and procedures. These policies and procedures will be aligned with those existing at the school, and were developed in accordance with County, State and Federal guidelines. In addition, the following standard operating procedures will exist to support student, staff and parent health and safety:

1. Staff will be easily identifiable to participants
2. Students will be able to be located during program participation
3. Staff will be trained in first aid
4. Incidents will be clearly documented and communicated
5. Participant lists and emergency contacts will be maintained

In addition to health and safety standards, our program will provide students and their families opportunities to partner with other agencies and services to support nutrition, mental health, parent education and other identified needs.

Staff will provide students with an experience taking into consideration their social-emotional needs by building and maintaining nurturing and supportive relationships. Staff will be respectful, while at the same time, holding students to high expectations for behavior. Staff will assist administration in identifying programs that best fit the interests of students. Staff will also participate in on-going health and safety procedures, trainings, and practice drills with their students.

An important component of the program involves staff and students sharing responsibility in building a sense of community and belonging.

2. Active and Engaged Learning in Action

The SJCA Expanded Learning program will provide students with a variety of student-centered activities. Service providers will be expected to offer activities that are hands-on and project-based, with many of the activities resulting in a culminating product. Students will have the opportunity to provide feedback and evaluation to guide selection of the activities. Addressing student interests and needs will take priority.

Staff training will be provided either on site or through our vendors to ensure the high quality of implementation. Staff will be expected to provide students group-based experiences that include all modalities and are purposeful and intentional. These experiences should be thought-provoking and include interaction, when possible, with

the larger community. Staff members will work to support student success by fostering close connections with both parents and instructional day staff.

Students participating in this program will have the opportunity to think critically and continue to practice their collaborative work, as is practiced daily in their classrooms. In addition, students will have access to technology to support their learning.

2. Active and Engaged Learning in Action: Here are some of the possible sports/movement opportunities we can provide students at SJCA..

Before School Intramurals (7:00–7:40 AM)

Many students are dropped off early in the morning and gather at the field, basketball, or volleyball courts. To support them, we can provide structured intramural activities so students can start their day with energy, teamwork, and fun.

Lunch Intramurals

Lunch intramurals are currently in progress, giving students opportunities to stay active, enjoy friendly competition, and learn sports skills in a positive setting.

After School Sports

We have many students participating in and trying out for after school sports. While we can only take a limited number of athletes on each travel team, we can expand opportunities:

- Traveling Team – Competes in the WCUSD league.
- Practice Team – Students not placed on the travel roster may continue to practice, develop skills, and prepare for the future. Coaches may also move practice team players to the travel team if needed (injuries, drops, or roster changes).

5th Grade Participation

Invite 5th grade students to experience after school sports as a preview of what's to come in middle school. They will have the chance to observe tryouts, attend home games, and experience WCUSD league play, helping prepare them for future participation.

Weekend Sports Tournaments / Track Meets

In the past, our school participated in city tournaments and events such as the Mt. SAC Relays. Maybe reintroduce opportunities for our students to join weekend tournaments in sports such as basketball, soccer, and track. This will allow us to expand athletic experiences beyond league play.

Sharks Cove – Movement Activities

Our “Sharks Cove” activities are also in progress. These include soccer, running club, and other movement-based programs that provide students with structured and engaging physical activity.

3. Whole Child Wellness

An important goal for SJCA and selected providers will be to offer daily opportunities for students to engage in critical thinking and problem solving skills, develop social skills and empathic behavior, build self-awareness, self-esteem, and self-control, facilitate participation and leadership, foster appreciation for diversity, inspire trust and respect for others, and develop an awareness of the needs of others and the community.

Staff will be expected to create/select “offerings” and projects that relate to students’ lives, with goals being established to ensure students have the opportunity to enhance their 21st Century skills.

The following are examples of the possible selections students may have access to:

Projects incorporating components of The Leader In Me

Robotics

Coding

Various Math offerings

Writing

Drama

Foreign Language

Sports Activities

Various Art and Music Offerings

Technology

Cooking

Field Trips

Mental Health

Student Wellness

E- Sports

Speech and Debate

Literacy

Sensory Play

Gardening

Entrepreneurship

Additional offerings identified by students - **Continue to check-in with students to populate additional opportunities that enhance interest in culture and diversity.**

4. Youth Voice and Leadership

SJCA’s Expanding Learning Opportunities program will provide opportunities for students to actively exercise their leadership skills and address real world problems. These activities will incorporate critical thinking, debate, and action planning. **Our**

Coordinator of Educational Equity and Special Projects will work to support staff with the implementation of components from The Leader In Me curriculum. She will also work to train staff to facilitate youth voice and leadership in ways that promote positive relationships within the program and empower students to have a positive impact.

One important aspect of our staff's work will be to recognize the leadership potential in all young people, regardless of their age, and provide opportunities for them to develop their leadership skills by providing authentic leadership roles within the program.

Students will have the opportunity to select meaningful topics through the expression of their opinions and feedback through surveys and dialogue. They will be expected to take responsibility for completing their projects, which will include reflection on learning experiences.

ASB
Builders Club
Lighthouse
Leader in Me
Yearbook Club

- Do we make adjustments to this section or leave as is n

5. Healthy Choices and Behaviors

To support healthy choices and behaviors, SJCA's program will integrate HEPA (Healthy, Eating, Physical Activity) standards into the following core programmatic practices.

Parent Engagement: Family involvement is an important component in establishing healthy eating and physical activity habits in children from a young age. The program will engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity. Utilizing Parent Square, SJCA will communicate what we will be teaching the students about HEPA. This may include relevant newsletters, website content, press releases, news articles, social media, and any other messaging materials that support HEPA standards implementation.

Physical Activity: SJCA's program will provide the students with opportunities for moderate and vigorous physical activity.

[IHT- Heart Rate Monitor Data](#)

Food: Improving access to healthy foods can reduce hunger and poor nutrition, which prevent students from reaching their full potential. Students will be provided healthy snacks daily.

Character Development/Bully Prevention: Students will participate in regular, on-going, discussions of the importance of character values and bully prevention.

Transition week provides opportunity for healthy choice intensives such as SJCA's set of core values: Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility, and Integrity to support the program.

To help support student behavior we will incorporate an incentive structure that recognizes behaviors that uphold our Code of Conduct and leadership.

6. Diversity, Access and Equity

The SJCA Expanded Learning Opportunities Program will create an environment in which students experience values that embrace diversity and equity regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation and/or gender identity and expression.

The school's Coordinator of Instructional Equity and Special Projects will oversee the program. The program's diversity and equity guidelines will mirror those of the school. Like our school's classroom learning environment, the SJCA ELOP will create a welcoming environment for all students.

The SJCA Expanded Learning Opportunities Program **strives to be an inclusive space where all students feel valued, respected, and empowered to reach their full potential. By embracing and celebrating the diversity of our student body we will** create an environment in which students experience values that embrace diversity and equity regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation and/or gender identity and expression.

The school's Coordinator of Instructional Equity and Special Projects will oversee the program **to support with bridging gaps and disrupting barriers that can hinder some students from participating fully.** The program's diversity and equity guidelines **will be aligned with those of the school where we believe that diversity enriches the learning experience for all. Our commitment to equity extends to all aspects of our school community.** Like our school's classroom learning environment, the SJCA ELOP will create a welcoming environment for all students.

Key components include:

Equal Access: We are committed to regular assessment and improvement of our initiatives and programming. We continually make considerations for expanding our programming for our community beyond the state identified qualifiers.

Inclusivity: Our program is designed to be inclusive, by actively promoting a sense of belonging and encouraging active engagement from every student.

Safe & Welcoming Environment: SJCA ELOP will be a safe, welcoming, and nurturing space where students can thrive.

7. Quality Staff

SJCA and its partners will recruit and retain high quality staff and volunteers who are focused on creating a positive learning environment, and provide ongoing professional development based on assessed staff needs.

The SJCA ELOP program will engage in a rigorous recruitment and hiring process that carefully considers experience, knowledge, interest, ability to create a safe environment, diversity, and capacity for engaging children in age appropriate and meaningful learning. Staff and volunteers will be provided with:

1. Clear titles and job descriptions
2. Continuous training and professional development
3. Resources and materials to deliver activities
4. On-the-job coaching

As mentioned earlier in the plan, staff will demonstrate the ability to facilitate activities that engage students in active and meaningful experiences that build mastery and expand horizons.

Staff will exhibit integrity, professionalism, caring, and competency as positive role models. In addition, staff will be committed to building positive relationships with a culturally, linguistically, and socio-economically diverse community of students, staff, and parents.

[We will reinforce leadership initiative, active participation and professional development](#)

8. Clear Vision, Mission and Purpose

Our program vision is the same as our school's vision: To inspire students to create, innovate, and imagine limitless possibilities. To dream...to do... to change... Our program will assist in preparing students to thrive not only in the world as it is today, but to create the world that can be.

Our motto of "A World Class Education for All Students" ties directly to our mission of preparing our students with the skills necessary to thrive and positively impact the global community as we move through the 21st century.

Program Goals:

Behold a spirit for pursuing learning
Be highly literate and intellectually curious
Communicate effectively

updated September 2025

Think critically and consider an opposing viewpoint

Curriculum, projects, and activities selected for the program will be aligned with the goals.

9. Collaborative Partnerships

SJCA is currently considering partnering with other organizations/vendors in providing students a safe and supervised before and after-school program with high-quality academic and enrichment activities.

SJCA has created partnerships with in-house staff and external organizations to provide students a safe and supervised before and after-school program with high-quality academic and enrichment activities. We have merged the after school program and ELOP opportunities under one umbrella to create Sharks Cove. The after-school program has historically been a fee based after school care. Starting in the 2023-2024 school year, we have incorporated a tiered system to support our ELOP eligible students.

We are allocating select funding to SJCA families to provide scholarship opportunities by giving tuition relief to full paying families.

A needs assessment will be conducted along with a review of available students assessment data providing necessary information for the partnerships to develop a plan for the ELO-P structure and its activities. Specific academic support services will be identified to help address areas of priority. In addition to planned academic support services, the program will provide student and parent requested enrichment activities that help attract students to participate in this program on a consistent basis.

Existing community partner resources will be leveraged to ensure a coordinated and comprehensive support network for students and families. This partnership will be essential for informing the community of program progress, communication about important issues, and addressing partner concerns. Dialogue between partners will be on-going to review progress, address any issues, and improve the quality of the program.

10. Continuous Quality Improvement

SJCA will collaborate with partners to ensure continuous quality improvement of the program. The program plan will be revised as needed to meet goals, reflect on evolving needs, and identify and expand best practices.

In collaboration with our partners, SJCA will report all data required.

SJCA and our partners will conduct annual school community (staff, student and parents) surveys to measure program satisfaction and a variety of program outcomes such as student engagement, work completion and behavior.

SJCA will work with its partners to ensure all program participants are tagged in our Student Information System database so that assessment scores and attendance data can be readily collected. All information collected will be used for program improvement, necessary reporting and sharing with stakeholders.

11. Program Management

SJCA will be contracting with other agencies and vendors. School administration will work closely with partners to discuss planning and program implementation and evaluation.

School administration will develop an action plan to outline partner roles and responsibilities, promote inclusion and consensus building, and to develop clear objectives, activities and timelines. In addition, the plan will embed on-going evaluation and feedback activities. Having this action plan will facilitate positive relationships, regular communication, shared responsibility, and opportunities for celebrating success.

We will have an ELOP coordinator that will create partnerships with all Sharks Cove staff including vendors, families and students. This full time position manages the daily operations and communications, in addition to monitoring students who may become eligible throughout the school year.

Some responsibilities include:

- **Program Development and Planning**
- **Staff Recruitment, Supervision and Development**
- **Assessment**
- **Community Engagement**
- **Safety and Well-Being**
- **Communication and Outreach**
- **Documentation and Record-Keeping**

12. Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School Grantees.

Excellent! That's perfect timing. Now I can draft a comprehensive Section 12 that explains how your newly awarded ASES grant will work together with your existing ELO-P funding to create one unified "Sharks Cove" program.

Draft Section 12 for San Jacinto Charter Academy

12. Existing After School Education and Safety (ASES) and 21st Century Community Learning Centers (21st CCLC) Elementary and Middle School Grantees

Current Grant Status:

San Jose Charter Academy (SJCA) was awarded an After School Education and Safety (ASES) grant for the 2025-2026 school year. SJCA does not currently hold a 21st Century Community Learning Centers (21st CCLC) Elementary/Middle grant. This ASES grant will work in conjunction with our existing Expanded Learning Opportunities Program (ELO-P) funding to create a comprehensive, unified expanded learning program.

Comprehensive Program Approach:

ASES and ELO-P will function as a single, seamless expanded learning program operating under the unified brand of "**Sharks Cove.**" Students, families, and staff will experience one cohesive program with consistent quality standards, unified enrollment processes, and integrated programming across all funding sources. While we will maintain separate fiscal tracking for compliance purposes, families will not distinguish between "ASES students" and "ELO-P students"—all participants in Sharks Cove receive the same high-quality expanded learning experience.

Program Evolution and Integration:

Since the 2023-2024 school year, SJCA has operated an after-school program that incorporated a tiered fee structure to support ELO-P-eligible students while also serving full-paying families. The addition of ASES funding for 2025-2026 represents a significant enhancement to our expanded learning capacity, allowing us to:

- **Eliminate or reduce financial barriers** for more families by using ASES funding to serve additional students at no cost
- **Expand enrollment capacity** beyond what ELO-P alone would support, ensuring we can meet the demand from families seeking after-school care and enrichment
- **Enhance program quality** through additional resources for staffing, materials, and enrichment activities
- **Provide scholarship opportunities** using allocated funding to offer tuition relief to families who do not qualify for free services but still need financial assistance
- **Strengthen before-school programming** (6:30-7:40 AM) and after-school programming (3:15-6:00 PM) with consistent staffing and enhanced offerings

Most Stringent Requirements Applied:

In coordinating ASES and ELO-P funding streams to create one comprehensive program, SJCA will adopt the most stringent requirements across all program operations to ensure the highest quality for all students:

Requirement	ASES Standard	ELO-P Standard	Sharks Cove Standard
TK/K Staff Ratio	20:1	10:1	10:1 for ALL TK/K students
1st-6th Grade Ratio	20:1	20:1	20:1 for all students grades 1-6
Operating Hours	Until 6:00 PM	9 hours combined instruction + EL	6:30 AM-7:40 AM and 3:15 PM-6:00 PM
Days of Operation	All school days	175 school days + 30 non-school days	175 school days + 30 intersession days
Staff Qualifications	Instructional aide requirements	Instructional aide requirements	All staff meet instructional aide qualifications
Nutritious Snacks/Meals	Required	Required	Healthy snacks provided daily per nutrition standards

Operational Integration:

All Sharks Cove staff, regardless of which funding source supports their position, will:

- Meet identical hiring qualifications and training requirements
- Participate in the same professional development opportunities
- Implement consistent curriculum and behavior management approaches
- Follow unified health, safety, and emergency procedures
- Use the same enrollment, attendance tracking, and family communication systems

Substantial Expansion of Services:

The combination of ASES and ELO-P funding represents a substantial expansion of expanded learning opportunities at SJCA:

- **Increased Enrollment Capacity:** ASES funding allows us to serve additional students beyond ELO-P capacity, ensuring that all interested families—particularly those with unduplicated pupils (students eligible for free/reduced-price meals, English Learners, foster youth, and homeless youth)—have access to our program
- **Enhanced Before-School Programming:** ELO-P funding supports robust before-school programming (6:30-7:40 AM) that provides early care for working families and morning enrichment opportunities
- **Extended After-School Hours:** ASES requirement to operate until 6:00 PM ensures working families have reliable, supervised care through the evening
- **Summer/Intersession Programming:** ELO-P's 30 non-school days of programming provides critical learning continuity during school breaks

- **Enrichment Expansion:** Combined funding allows for enhanced enrichment offerings including sports/intramurals, arts, STEM/robotics/coding, Leader in Me curriculum, ASB, literacy support, and wellness activities

Priority Enrollment:

Consistent with both ASES and ELO-P requirements, SJCA will prioritize enrollment for:

1. Students eligible for free or reduced-price meals
2. English Learners
3. Foster youth
4. Students experiencing homelessness
5. Students who can attend daily and participate in the full program (except as allowed by early release policy)

After priority populations are served, remaining spaces will be available to other interested students based on program capacity.

Fiscal Management and Compliance:

While Sharks Cove operates as one unified program for students and families, SJCA maintains rigorous fiscal management to ensure compliance with each funding source:

- **Separate Cost Tracking:** Our business office maintains separate cost allocation systems to track ASES and ELO-P expenditures appropriately
- **ASES Match Requirement:** ELO-P funding will be used to meet the required one-third local match for the ASES grant, as permitted under state guidance that these programs should be considered a single comprehensive program
- **Dual Reporting Systems:**
 - ASES attendance and expenditures are reported semi-annually through the ASSIST system
 - ELO-P data is reported through the required ELO-P reporting mechanisms
 - Our ELOP coordinator manages all reporting requirements and ensures data accuracy
- **Attendance Integrity:** Before-school attendance (supported by ELO-P) is tracked separately from after-school attendance. After-school attendance is reported to both ASES (via ASSIST) and ELO-P systems as appropriate, maintaining data integrity for both programs
- **Audit Compliance:** All program documentation, attendance records, and expenditure tracking are maintained in accordance with audit requirements for both funding sources

Program Coordination and Oversight:

SJCA's full-time ELOP Coordinator oversees the integrated Sharks Cove program and serves as the primary liaison for both ASES and ELO-P compliance. The Coordinator's responsibilities include:

- Daily operations and communications with staff, families, and students

- Monitoring student eligibility throughout the school year
- Coordinating with in-house staff and external vendors/partners
- Ensuring compliance with both ASES and ELO-P requirements
- Managing enrollment, attendance tracking, and reporting for both funding sources
- Program development, assessment, and continuous quality improvement
- Staff recruitment, supervision, and professional development

The Coordinator works closely with SJCA administration and the Coordinator of Educational Equity and Special Projects to ensure that Sharks Cove aligns with the school's mission, values, and commitment to equity.

Quality Standards Across All Funding Sources:

Sharks Cove will meet and exceed the quality standards required by both ASES and ELO-P, including:

- **Safe and Supportive Environment:** Health and safety policies aligned with school, county, state, and federal guidelines
- **Active and Engaged Learning:** Student-centered, hands-on, project-based activities with student voice in activity selection
- **Whole Child Wellness:** Social-emotional learning, character development, and 21st-century skills integrated throughout programming
- **Youth Voice and Leadership:** Authentic leadership opportunities through ASB, Builders Club, Lighthouse, Leader in Me, and Yearbook Club
- **Healthy Choices and Behaviors:** HEPA standards, daily physical activity opportunities, nutritious snacks, and character development
- **Diversity, Access, and Equity:** Inclusive environment that values all students regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation, or gender identity
- **Quality Staff:** Rigorous recruitment, continuous professional development, and ongoing coaching
- **Clear Vision and Mission:** Alignment with SJCA's vision to "inspire students to create, innovate, and imagine limitless possibilities"
- **Collaborative Partnerships:** Integration of in-house staff and external partners under the Sharks Cove umbrella
- **Continuous Quality Improvement:** Annual surveys, data collection, and program refinement based on stakeholder feedback

Commitment to Unified Excellence:

San Jose Charter Academy is committed to operating ASES and ELO-P as one comprehensive, high-quality expanded learning program. By blending these funding sources strategically while maintaining fiscal compliance, we ensure that all students in Sharks Cove—regardless of which funding source supports their enrollment—receive exceptional expanded learning opportunities that support their academic, social-emotional, and physical development. This integrated approach maximizes our impact,

eliminates barriers to access, and creates a sustainable model for expanded learning excellence at SJCA.

13. Transitional Kindergarten and Kindergarten

Transitional Kindergarten and Kindergarten students currently participate in SJCA’s after school program. Additional students will be added to the program per the ELO-P plan requirements and guidelines. TK/K staff will meet the same requirements as staff who work with other grade levels. In addition, they will have experience and a passion for working with the youngest students. SJCA will hire staff to meet the 10:1 ratio requirement. TK/K staff will receive training specific to the developmental needs/strengths of these students. SJCA administration and our partners will collaborate together to implement age-appropriate curriculum and behavior expectations so that student experiences during and after school are cohesive.

14. Sample Program Schedule

Upon full implementation of the Expanded Learning Program, the program will operate for up to 175 school days, incorporating 30 additional days throughout the year. Services will be provided at the end of the regular school day, Monday through Friday, from 3:15 to 6:00 p.m.

The program will offer a full schedule of youth programming that incorporates research-based practices for the developmental, social-emotional, and physical needs of students.

Prospective schedule:

6:30 - 7:40 Extended Care

3:15 - 3:30 Check in and afternoon snack

3:30 - 4:05 Session 1 Activity

4:10 - 4:50 Session 2 Activity

4:50 - 5:30 Session 3 Activity

5:30 - 5:45 Wrap up and SEL closing activity

Schedule :

3:15 - 3:40 Health & Wellness

3:45 - 4:45 Enrichment class

4:45 - 6:00 Extended Care

Schedule:

3:15-3:30-Health & Wellness

3:35-4:05-Rotation 1

4:10-4:40-Rotation 2
4:45-6:00 Extended Care