9HR. DAY PROGRAM HANDBOOK

Welcome to Expanded Learning 9hr. Day Program offered by the Manteca Unified School District!

5.2026

Expanded Learning Opportunities Program

Expanded Learning Opportunities Program offers opportunities for MUSD students. The 9-Hour Day before/after school, intersession, and summer programs focus on developing the academic, social-emotional, physical needs and interests of students through hands-on, engaging learning experiences. Priority enrollment in programs is given to English learner, low-income and foster youth, but all students have access to enroll. The legislature intends that Expanded Learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and year.

PROGRAM VISION AND MISSION

Vision: The Expanded Learning Program supports MUSD's vision in that every student works to achieve grade-level standards, feels safe, and is supported to realize individual success.

Mission: The Expanded Learning Program supports MUSD's mission in that through smart actions and decisions, MUSD will work together using meaningful, measurable and aligned data for all student to achieve mastery of grade level standards in all subjects based on their unique educational pathway in a safe environment inclusive of design, security and climate.

HOURS OF OPERATION

After school program: School days M-F end of school day – 6pm
Before school program: School days M-F 6am – beginning of school day
Fall Intersession: October 6th -9th 8am – 5pm
Winter Intersession: December 21st -23rd 8am-5pm
Spring Intersession: March 16th -19th 8am-5pm
Summer Intersession: June 3rd -30th 8am-5pm (No Program June 18th in observation of Juneteenth)

*The Before School Program is offered at select school sites.

PROGRAM COMPONENTS

- ***Academic Support:***
  Program will support academic growth in English language arts and math through Edmentum and Khan Academy. Support will be given to students daily with work given during the school day while offering academic enrichment once they have completed their schoolwork. Students work in a group setting with staff offering support as needed. Staff communicate with school site teachers to support individual student academic needs.
- ***Physical Activity:***
  Physical activities engage students in fun and active experiences that promote physical fitness, coordination, teamwork, and overall well-being. Structured physical activities, including active play, sports, and exercises, are planned and organized to ensure that students can actively participate, learn new skills, and develop their physical fitness.
- ***Enrichment:***
  A variety of learning opportunities are offered based on student choice and interest for students to participate in. Enrichment activities extend learning from the regular school day and may include STEM, S.T.E.A.M, Health Education, Project Based Learning, Character Building, Art, Social-Emotional Learning, Multi-Cultural Projects, and guest speakers.
- **Social Emotional Learning:**
  Students will participate regularly in activities designed to support their emotional well-being, relationship skills, responsible decision-making, and overall personal growth. Our goal is to nurture a

safe, respectful, and supportive environment that benefits all students both inside and outside the classroom.

DROP-OFF/PICK-UP OF STUDENTS

When dropping off a student(s) to the before school program the parent must walk the student into program and sign them in.

Students report directly to the after-school program at school dismissal and sign in. Attendance is taken.

- Students must be picked up by a legal guardian or a parent-authorized adult (18 or older) listed on the student's program enrollment.
- Individuals not listed on the enrollment packet and those under 18, or those unable to provide proper identification will not be permitted to pick up a student.
- Valid identification must be shown at the time of pick-up.
- Legal guardians and parent-authorized contacts are required to sign out students. If leaving early from program, a reason for the student's early release must be indicated.
- We do not encourage students to walk home from program. If you have a special circumstance that necessitates your student needing to walk home, they *must* contact the site lead. Students who walk home must walk directly home after being released form the program.

ATTENDANCE & EARLY RELEASE/LATE ARRIVAL POLICY

Per Education Code Section 8483(a)(2), the Legislature intends that elementary school pupils participate in the full day of the program every day during which they participate. Pursuant to Education Code section 8483 (a)(1), Late arrival and early release policies allow students to arrive late or leave early for a variety of reasons, as developed by the LEA. These policies assist programs in documenting attendance for the day. The program is required to stay open until at least 6 p.m. every day school is in session [EC Section 8483(a)(1)(A)(i)].

The purpose of early release and late arrival polices are to identify the reasons as to why students are leaving before the end of the after-school program or arriving late to their before school program.

All students are expected to attend the 9-Hour Day before/after school program daily and for the full duration of the program each day. Students may be removed from the program if they exceed fifteen (15) total days of absence (any combination of excused/unexcused). Reasonable early release of a student from the program is permitted. The parent/guardian must inform the site lead of any absences. If a voicemail is left, include the student's name, school, and reason for absence. The parent/guardian must contact the site lead no more than five (5) days following a student's absence regarding their absence. Parent/guardian will receive communication from the program as needed regarding their student's absence(s).

Attendance policy can be found on the Expanded Learning Opportunities 9 Hour Day Program district website.

COMMUNICATION

- Most communication from program will come through email and/or social media platforms.
- Program is only able to communicate with the legal guardian regarding any specifics about the student.
- If you have a question/concern regarding program, please call 209-858-0941, or email elop@musd.net.

STUDENT SAFETY

9hr. Day Program is a closed campus/program. No visitors are permitted on campus during program. Adults are not permitted to confront students.

- **Emergency Drills:** Regular emergency drills are conducted during program as well as review of emergency procedures.
- **Emergency Procedures:** Reasonable measures will be taken to safeguard the health and safety of all 9-Hour Day program participants. If, however, an incident does occur, the parent/guardian will be notified immediately. For this reason, it is imperative that program staff always have current emergency contact information. If your contact information changes, you must notify the site lead at your school site.
- **Child Abuse Reporting:** All staff are required by law to report cases of known or suspected child abuse and neglect whenever staff has a reasonable suspicion the child has been the victim of abuse.
- **Student Confidentiality:** In the event of an accident or incident between students, all student information will remain confidential to all parties involved. 9-Hour Day program staff will only answer questions and share information with parents regarding their own student.
- **Verbal/Physical Misconduct:** Verbal/physical misconduct by a parent/guardian will be reported to Manteca Unified School District personnel and school site administration. The school resource officer (SRO) may be contacted when a parent/guardian's behavior puts the safety of others at risk.

SUPPER AND SNACK

Supper is served and snacks are offered during program daily for all students.

- **Food Allergies & Special Dietary Requirements**

Manteca Unified School District provides special meal requests per written documentation signed by a licensed physician or Registered Dietitian. Find more information and medical release forms at www.musdnutrition.net .

- **Nutritional Guidelines for Foods Available at School**

All foods and beverages provided to students during the school day on campus must adhere to the nutritional standards outlined by the USDA Smart Snacks in School program and the competitive foods rules set by the California Department of Education. These guidelines are designed to enhance student health and wellness, promote the consumption of nutritious foods, and foster a supportive environment for developing healthy eating habits. All items offered to students must be free from nuts, commercially purchased, and presented in their original packaging with clearly visible ingredients and nutrition labels. Additionally, all foods and beverages provided to students within the school day must not contain the following synthetic food dyes: (A) Blue 1 (CAS 3844-45-9); (B) Blue 2 (CAS 860-22-0), (C) Green 3 (CAS 2353-45-9), (D) Red 40 (CAS 25956-17-6), (E) Yellow 5 (CAS 1934-21-0), and (F) Yellow 6 (CAS 2783-94-0) It's important to note that the nutrition requirements specified by the USDA and California Department of Education apply solely to foods and beverages provided to students at school and do not extend to items brought from home for personal consumption.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410 Washington, D.C. 20250-9410;*
2. *Fax:202-690-7442; or*
3. *email:Program.Intake@usda.gov*

This institution is an equal opportunity provider.
Questions: Child Nutrition Programs (CNP) Complaints | cnpcomplaints@cde.ca.gov

PBIS: Positive **B**ehavioral **I**nterventions and **S**upports
PBIS supports all students to succeed and brings common expectations for all. 9-Hour Day program staff implements the individual school site's PBIS model/plan to support students. Students are expected to follow the school sites PBIS expectations. Incentives given during the 9-Hour Day program mirror those given during the school day at the school site to support positive behavior.

BEHAVIOR EXPECTATIONS/SCHOOL JURISDICTION
DISTRICT DISCIPLINE RULES (Education Code 35291, 35291.5, 48900. 48915, 48980, and AR 6145) The Board of Education of Manteca Unified School District feels that pupils should be held accountable for their behavior in a positive manner which encourages self-discipline.
All pupils shall comply with the school and district expectations as outlined in the MUSD District Discipline Rules found in the Parent/Guardian Rights and District Informational Guide while at the 9-Hour Day program. Every student shall conform to the regulations of the school/9hr. Day program; obey promptly all the directions of his/her 9hr. Day program staff and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his/her 9-Hour Day program staff and others in authority; be kind and courteous to schoolmates; and refrain from the use of profane and vulgar language.

When a pupil's behavior is such that it keeps others from learning or endangers the well-being of others, that pupil shall be disciplined by 9-Hour Day program staff and may lose his/her 9-Hour Day program privileges. Pupils may be subject to discipline for misconduct during the 9-Hour Day program by school site administration even if such misconduct occurred during non-school hours. (Education Code, § 48900(r))

It is the 9-Hour Day program's responsibility to have expectations and procedures that maintain order, protect the health and safety of all students, protect property, and maintain conditions that provide a safe and positive environment. It is the pupils' responsibility to know and follow all expectations. 9-Hour Day program staff review program expectations, incentives, and consequences throughout the year. Positive redirection and incentives are used to support pupil behavior. 9-Hour Day program staff will assign disciplinary options to pupils and communicate with parent/guardian, when necessary, due to violations of expectations.

Pupil discipline will depend upon the nature of the misconduct as well as the pupil's history. The list below are general disciplinary options and does not serve as a step-by-step model. Pupils may be subject to immediate dismissal from the program due to Education Code violations constituting suspension during the academic school day. Additionally, the 9hr. Day program will make all attempts to incorporate reasonable accommodations based on pupil individual needs.

- Change in pupil group/seating
- Loss of privileges during 9-Hour Day program time
- A parent/student conference
- Temporary or Permanent loss of 9-Hour Day program privileges