

**ORANGE UNIFIED SCHOOL DISTRICT
AFTER SCHOOL EDUCATION & SAFETY S.T.A.R. PROGRAM**



SOCIAL DEVELOPMENT * TEAMWORK * ACADEMIC ACHIEVEMENT * RESPONSIBLE YOUTH

Powered By:



Revised November 2015

Grantee:

Orange Unified School District Board of Education
Michael Christensen, M.B.A, Superintendent

Program Administrators:

Elena Rodriguez, Administrative Director of Accountability and Special Programs
Sandy Schaffer, Coordinator of Learning Support Services
Lucia Perales, Ed.D, Teacher on Special Assignment- Student and Family Engagement Specialist

CBO Program Administrators:

Sandra Rutherford, Executive Director of Council Services
Jimmy Ozaeta, Director of YMCA of Orange
Ed Carlson, THINK Together Director of Regional Operations

All information in this Program Plan contains general standard plans and requirements for all community based agencies providing ASES S.T.A.R Program s in collaboration with the Orange Unified School District (OUSD). In addition to this Program Plan, each community-based organization, which subcontracts with OUSD has created individual Program Plans that detail specific program operations/descriptions. All program plans are annually reviewed by OUSD.

Names of ASES Sites:

Site Name	Responsible CBO
California Elementary	THINK Together
Cambridge Elementary	THINK Together
Esplanade Elementary	YMCA of Orange
Fairhaven Elementary	THINK Together
Handy Elementary	THINK Together
Jordan Elementary	YMCA of Orange
Lampson Elementary	THINK Together
Portola Middle School	THINK Together
Prospect Elementary	YMCA of Orange
Sycamore Elementary	YMCA of Orange
Taft Elementary	THINK Together
West Orange Elementary	YMCA of Orange
Yorba Middle School	Camp Fire Orange County

OUSD ASES Background Information

The After School Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California *Education Code 8482* to expand and rename the former *Before and After School Learning and Safe Neighborhood Partnerships Program (BASLNP)*. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade.

OUSD first became involved with before and after school programs with the receipt of an ASES grant award in 2007 for *California, Esplanade, Jordan, Prospect, Sycamore, and West Orange Elementary schools*, and *Portola and Yorba Middle Schools*. Application was submitted in 2010-11 for additional ASES Program grants at four elementary schools in OUSD. The ASES grant was awarded to the remaining four schools with 50% or more of the students eligible for free and reduced-cost meals and other multiple measures such as Academic Performance Index (API) and Annual Yearly Progress (AYP). These four recipients were *Fairhaven, Handy, Lampson, and Taft Elementary schools*. As of 2015, we have 13 OUSD School Sites participating in the After School Education and Safety Program.

Mission Statement

"The Orange Unified School District, being committed to planning for continual improvement, will offer a learning environment of excellence, with high expectations, to provide each student with the opportunity to be able to compete in the global economy."

OUSD TOP TEN CORE VALUES

THIS WE BELIEVE ABOVE ALL ELSE ...

1. That all students will learn.
2. That all available resources will be utilized to ensure student success.
3. That everyone needs to model servant leadership.
4. That creating a shared vision will empower others.
5. That communicating our shared vision requires honesty and consistency.
6. That all people should be treated with respect and dignity.
7. That we demonstrate trustworthiness by all we say and do.
8. That we need to listen empathically and respectfully to understand the message beyond the words.
9. That everyone is our customer and, therefore, we will always follow-up and follow-through.
10. That what's best for our students comes first and foremost.

ASES S.T.A.R Program Dimensions

The OUSD ASES S.T.A.R Program is a collaborative effort between several stakeholders to provide a safe and flourishing academic after school experience. The program is offered free of charge to families as costs are made available by the California Department of Education's *After School Education and Safety Grant*. It is the intent of the ASES S.T.A.R Program legislation to encourage school districts to provide safe and educationally enriching alternatives for children and youth during non-school hours. Specifically, school sites are funded to provide an after school program for at-risk and low performing students at Title I schools.

OUSD operates the ASES S.T.A.R Program in partnership with *Camp Fire USA*, *YMCA of Orange*, and *THINK Together*. The ASES S.T.A.R Program are open to all students enrolled at each participating school during the regular school day subject to program capacity. For the base program, each site serves between 70 - 120 students per day. ASES operates every day that school is in session. ASES begins immediately upon regular school-day dismissal and operates until 6:00 p.m. every day. Student-teacher lead ratios are a maximum of 20 to 1.

Students are served a nutritious snack that conforms to the Nutritional Standards established by the standards identified in *Education Code Section 49430*. The snacks are supplied by OUSD's Nutrition Services.

The ASES S.T.A.R Program provides participants with academic enrichment including homework assistance, hands on learning, and recreational activities. Students are also exposed to the worlds of music, theater, art, science, and life skills.

Involvement

The ASES S.T.A.R Program involves collaboration amongst parents, youth, representatives from schools and governmental agencies, such as local law enforcement and local parks and recreation departments, and individuals from community-based organizations and the private sector. The program was developed and is facilitated to foster direct collaboration and integration between the regular school day and the identified extended learning opportunities and outcomes. The ASES S.T.A.R Program meet these targeted outcomes by providing a safe physical and emotional, nurturing environment that evokes the development of 21st century skills for all students.

Governance and Administration:

OUSD ASES S.T.A.R Program serve students in Kindergarten through eighth grade at participating schools. The ASES S.T.A.R Program in OUSD operate immediately upon the conclusion of the regular school day and a minimum of 15 hours per week until 6 p.m. on every regular school day. Students sign in each day and are signed out by their parents or guardian.

Attendance is tracked through OUSD's Aeries supplemental attendance screen, as well as each subcontractor's attendance software. OUSD has established policies for early release and late arrival of students participating in the ASES S.T.A.R Program, which all subcontractors adhere to. The program provides a daily nutritious snack for students attending the ASES S.T.A.R Program.

The OUSD program administration submits data and reports as required. Quarterly fiscal expenditure reports and semi-annual attendance reports are submitted on ASSIT. Each October the OUSD submits the evaluation data report to CDE. OUSD maintains an inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit that is purchased with state or Federal funds. OUSD conducts a physical check of the inventory of equipment and reconciles the result with inventory records every two years. OUSD maintains documentation of the ASES S.T.A.R Program for a minimum of five years. All records and documentation can be found at the OUSD District Office located at 1401 N. Handy, Orange CA 92867.

Funding:

After reserving funds for transportation at Portola and Fairhaven (the only bussing schools), OUSD allocates the rest of the grant amount to the contracted agencies, of which no less than 85 percent of their contracted amount must be used for direct services to students. OUSD follows all fiscal and auditing standards required by the California Department of Education (CDE) including annual fiscal audits, and submits annual budget reports and quarterly expenditure reports as required. OUSD obtains a local contribution of in-kind local funds equal to not less than one-third of the total grant amount. These contributions come from our subcontractor community organizations and nonprofit organizations they work with, as well as schools and district contributions. Facilities and space usage fulfills not more than 25 percent of the 33 percent match. Annually, the match documentation is submitted to the district auditors. The ASES categorical funds are used only to supplement, and not supplant, state and local funds.

Standards, Assessment, and Accountability:

OUSD submits required annual outcome-based data for evaluation as required by CDE; after school program attendance, instructional day attendance of program participants, Benchmark assessments, and other performance measures selected by district partners. The program's effectiveness is evaluated using the recently noted factors, as well as student, parent, teacher, principal and staff surveys to measure program satisfaction and a variety of program outcomes such as homework completion and changes in student behavior. Modifications to the subcontractor's programs are made based on examination of all the data.

Staffing and Professional Development:

OUSD does not directly hire ASES S.T.A.R Program staff. However, ensures that all staff members who directly supervise students meet the qualifications for an instructional aide according to the No Child Left Behind, High Quality Teacher (HQT) minimal requirements. The

contracted organizations provide evidence of qualifications to OUSD. The criteria to meet OUSD's minimum requirements for an HQT instructional aide are:

1. Complete at least two years of study at an institution of higher (defined as 48 college units transferable to a 4 year Institution of Higher Learning as verified by a college transcript from an accredited institution of higher education) **OR**
2. Obtain an associate (or higher) AA degree, or Bachelor's degree from an accredited institution of higher education **OR**
3. Graduation from High School post 2004, passing the CAHSEE **OR**
4. Meet a rigorous standard of quality and demonstrate through an academic assessment developed by OUSD, which included knowledge of, and the ability to assist in instructing reading, writing and mathematics.

Staff Support and Professional Development:

All ASES staff members are expected to receive orientation and additional hours of training during the year, provided by or through their CBO. Some of the topics for training should include: how to recognize and respond to possible child abuse; behavior management and motivation of students; cultural diversity; best practices in after-school programming; techniques for including learning opportunities in all activities; program rules, regulations and administration; emergency preparedness training; medication dispensing training; training in the delivery of specific program curriculum; Common Core State Standards; and 21st Century skills.

School Safety Procedures:

At the beginning of each school year, the school administrator will review the school's safety procedures plan with the ASES Site Supervisor. In addition, the school administrator and Site Supervisor will discuss specific health plans for students with special needs participating in the ASES S.T.A.R Program. The ASES Site Supervisor is expected to communicate all school safety procedures and student health plans to their ASES staff members. During the school year, all ASES staff is to adhere to any safe school announcements that may take place and to limit outdoor instruction, if necessary, due to weather conditions.

Partners/ Participants

- **OUSD District Office Support**- provides overall coordination of services, including programmatic, fiscal and compliance. They are responsible for submission of all required reports and maintenance of records. They ensure that the district will comply with all state and federal statutes, regulations, program plans, and eligibility requirements applicable to the ASES S.T.A.R Program.
- **Site Administration**- provides coordination and facilitation of regular school program with the ASES S.T.A.R Program. Communicates school expectations with ASES Director and facilitate solutions to all issues and concerns.
- **Site Instruction/ Teaching staff**- provides classrooms for the ASES S.T.A.R Program and information concerning regular day instructional activities. Communicates with, and responds to, ASES staff inquiries in a timely manner.

- **Camp Fire USA, YMCA of Orange, and THINK Together** – collaborate and communicate directly with district office staff and site administrators and provide for collaboration/ coordination of regular day and ASES S.T.A.R Program. Ensures the integrity of the program including delivery of educational, literacy and educational enrichment elements. Responsible for collection of data for ASES required reports and information as required in the district/ agency MOU. Purchase instructional and enrichment supplies and equipment, as needed and organize professional development, as well as develop and recommend program design.
- **ASES Instructional staff**- prepares standards-based lessons. Maintains daily records. Provides adequate supervision. Actively participate in professional development. Reports issues and concerns to the school/district personnel in a timely manner.
- **Parents**- keep ASES staff informed about issues that may affect student academics and/or behavior. Must be available for contact during the program hours and pick up student at the appropriate time. Provides feedback and assistance to the ASES S.T.A.R Program through the return of telephone calls, completion of surveys, volunteering or participation in family events and serving in leadership roles.
- **Students**- attend the program on a regular basis. Bring all materials and come with a positive attitude towards staff and fellow students. Be open to new experiences and activities. Provide input into the program design
- **Community partners**- provide expertise and guidance in youth development and programmatic delivery. Provide matches (in-kind, services, or monetary). Assist in enrichment activities.

Program Design

OUSD, Camp Fire USA, YMCA of Orange, and THINK Together share the common vision that all students will achieve academic success through the participation of high-quality after-school programs that are safe and nurturing.

The Program goals of the OUSD ASES S.T.A.R Program include:

- ✚ Presentation of an educational and literacy element designed to provide tutoring and homework assistance in core content subject areas including: language arts, mathematics, history and social science, science, and computer access.
- ✚ Presentation of educational enrichment elements including fine arts, recreation, physical fitness, and prevention activities are incorporated in ASES S.T.A.R Program design. These activities will include visual and performing arts, music, physical activity, health promotion, general recreation, career awareness and work preparation activities, community service-learning, and other youth development activities based on students' needs and interests.

Recruitment and retention of students for the program include flyers, letters, signage, phone, and email contacts. Teachers and school personnel may also contact parents to encourage participation.

The site principals of the ASES S.T.A.R Program are actively involved, supportive, and committed to the success of the program. Each principal presents information to their staff and maintains support. Principals attend ASES startup trainings, provide input on hiring, and may sit in on staff selection process. Site principals are responsible for identifying spaces available for use by the ASES S.T.A.R Program. Materials and storage space to support the program is provided by the sites as well as purchased through the grant. The principal and the ASES Site Supervisor, along with parents, have set regular meetings to discuss program implementation, successes, and issues.

Site Principals, agency providers, community members meet quarterly with district program coordinators to discuss the successes and area of concern(s) for each ASES S.T.A.R Program. These meetings allow for collaboration amongst the school sites, as well as the opportunity for the agency providers to discuss best practices.

OUSD program design is sensitive to the needs of student populations and is personalized for the individual site. Staffing, hours, and partnerships are based upon the site's needs as determined in collaboration with administration, staff, parents and students.

Instruction in the OUSD ASES S.T.A.R Program is standards based and is driven by the California Content Standards and frameworks. The ASES S.T.A.R Program supports and reinforces the regular day curriculum by using and extending access to district wide programs and uses effective supplementary materials. For the **2015-2016**, the OUSD Curriculum Department will assist with providing the ASES S.T.A.R Program support in understanding the *Common Core State Standards* and looking at possible instructional programs that will assist students with becoming 21st century critical thinkers, collaborators, and communicators.

Each student in the ASES S.T.A.R Program is supported with homework help and tutoring assistance. A variety of enrichment activities are provided. Students and parents are given additional opportunities to provide input into program offerings through a variety of strategies including surveys, individual conferences, open houses, and student involvement in after school student councils. Students and parents complete a survey at least one time per year. Suggestions are carefully considered in the program design. Staff is encouraged to explore student interests and talents and plan appropriate activities.

Information about and from the ASES S.T.A.R Program is provided to parents and students in both English and Spanish, the two dominant languages in our district. Additionally, the Lampson site translates ASES information in Vietnamese. All handouts are translated. Interpreters are also available. Every effort will be made to have ASES S.T.A.R Program participants reflect the demographics of the student populations at the site. Active recruitment of staff members will be made to reflect the demographics of the ASES participants whenever possible.

The OUSD ASES S.T.A.R Program is planned through a collaborative process that includes parents, youth, OUSD School Age Care (SAC) programs, Cities of Orange, Santa Ana, and Garden Grove, local law enforcement, community organizations, and the private sector. Bi-yearly all subcontractors, OUSD principals, and district administration meet to discuss modifications for the ASES S.T.A.R Program.

These partnerships will work together to:

- maximize current resources
- work closely with those who can provide additional resources
- jointly manage the work at the site
- advocate for and implement necessary changes
- determine means to continuously improve the decision-making process
- share accountability among partners
- explore how the partnership can serve as an advocate for parents and children.

Partnership Contracts

A Memorandum of Understanding (MOU) and Contracts are created on a yearly basis to define roles and expectations, organization, and financial structures between Orange Unified School District and the community based organizations (Camp Fire Orange County, YMCA of Orange and THINK Together) involved in the ASES S.T.A.R Program. The MOU/Contract is reviewed by legal counsel, and presented to both the OUSD Board of Education and the any other involved board for approval on a yearly basis.

Attendance/ Dismissal

1. All after school program staff may begin checking students in after the regular school day dismissal.
2. All after school program staff may begin checking and signing students out 15 minutes prior to the close of the program. However, students must remain on site until the end of the program. For example, a program that ends at 6pm may begin to sign-out students at 5:45pm, but students must remain on site until 6pm.
3. All students and parents or authorized individual must sign-out of the After School program and document the time of program departure.

Late Arrival/ Early Release Policy Procedures for ASES

Orange Unified School District along with its collaborating After School Education and Safety Program (ASES) partners: *Think together, YMCA of Orange, and Camp Fire USA* have developed and adopted the following Early Release Policy. This policy is pursuant to California Education code Section 8483. (a) (1) of Section 22.5, Chapter 2, Part VI which stipulates all ASES Programs are funded by the California Department of Education must establish an early release policy for students.

A child may be released early from the ASES S.T.A.R Program due to the following reasons:

1. Parallel Program
2. Family Emergency
3. Medical Appointment/ Emergency
4. Weather Conditions
5. Transportation
6. Child accident/illness
7. "Dark 30" (Pacific Standard Time-November through mid- March students Walking home may be released earlier)
8. Other (Reason must be specified)

There are two different types of early release for students- Occasional Early Release and Recurring Early Release.

Occasional Early Release: On occasion, students may need to be released early from the After School Program before 6:00pm due to a medical appointment, a family emergency or other circumstance. When this occurs parents must notify the Site Supervisor in advance if possible.

Only the parent or authorized individual listed on the emergency card will be allowed to sign the student out early (note: photo identification will be required before a student will be released to any individual). He/she will be asked to complete the *district Early Release Form* prior to the student leaving the program and identify the reason(s) for the early release. Staff will document on the attendance roster that the required paperwork was completed by the parent or authorized individual. The parent or authorized adult must sign the student out.

Recurring Early Release: A parent or guardian who wants a student released early on a regularly recurring basis must submit a signed *district Early Release Form* indicating the reason and the period of time (hours and range of dates) for which the early release is being requested. In consultation with the principal, the Site Supervisor will determine if the request meets district guidelines and can be granted. The Site Supervisor will indicate any recurring early release information on the daily attendance sheet, so that all staff will know when the student will be leaving early.

Early Release Policy (After School)

4. All students who depart from the After School program on a regular basis before the end of the program must submit a district ***Early Release Form***.
5. For any student who regularly attends a parallel program while enrolled in the after school program a district ***Early Release Form*** is required. For example, a student needs to leave before 6:00pm on Monday and Wednesday for baseball practice from March 1-May 31.
6. All students who have an approved district ***Early Release Form*** must adhere to the indicated hours and range of dates specified on the form or attendance will not be counted for that student.

* **Reminder:** *All Early Release Forms need to be signed and submitted by the parent and approved by the Site Personnel.*

Late Arrival Policy (After School)

1. All students attending the After School Program must be signed into the program within 30 minutes of the end of the regular school day.
2. Any student that arrives after the 30-minute timeframe will be counted as tardy for the program that day. All tardy students must be accompanied with appropriate documentation issued by school staff (e.g. teacher, nurse, principal) in order to be counted as excused/approved tardy.

In order for Orange Unified School District to qualify for state funding and for students to receive a well-rounded extended learning experience, students are expected to attend the full program. Orange USD and its collaborating partners firmly believe that a well-rounded Extended Learning Program experience occurs when students are highly engaged in literacy and enrichment activities that extend from the end of the school day until program closure at 6:00pm.

In order for these activities to be meaningful and impact academic success, daily attendance is required. The ASES grant requires the extended day program stay open until 6:00pm, and the child must attend the full extent of the program. Students may however leave the program early or arrive late for reasons outlined by the Early Release/Late Arrival policy. Please note that priority for enrollment is given to students who consistently attend the extended day program on a daily basis, and take advantage of the full extent of the service. If the student accumulates three unexcused absences, the student maybe subject to an immediate withdrawal from the extended day program. This policy ensures that this valuable service is maximized by our students throughout the academic year.

There are many students who would like to participate in the ASES S.T.A.R Program offered throughout Orange USD thus, it is imperative that “early releases” be kept to a minimum. Think Together, Camp Fire USA, and YMCA of Orange staff, along with the site principal, are always available to discuss any issues and/ or concerns with the *OUSD District Early Release Policy*.

ASES Technology Plan

Students that attend the ASES S.T.A.R Program, are not only considered at-risk and low performing students, but often include a high percentage of students that are considered disadvantaged, English Learners and some foster youth students. The ASES S.T.A.R Program strives to provide students with technology. The use of technology is to serve as an expanded learning program that reinforces the regular school day curriculum and aligns with the learning expectations and goals established in the regular school day.

Each school has at least one iTeach (Technology) teacher that will be utilized to support the devices. School Sites provide additional ERCA’s to support student and technology in the ASES S.T.A.R Program.

Currently, the students in the ASES S.T.A.R Program are provided an opportunity to utilize technology based on availability and accessibility; however limited. Thus, the purchased of technology in the form of iPads, Chromebooks and Hewlett-Packard devices have been purchase.

Technology Rationale

Studies show that disadvantaged children and adolescents use computers, web-based programs, applications, internet etc. at a lower rate than non-disadvantaged students. Therefore, the afterschool program can provide an increase to access and an opportunity to help OUSD students prepare and work successfully in an information-rich society.

Furthermore, each ASES site will develop a Technology ASES Plan for the 2015-2016 year. The plan will be implemented and monitored by the ASES provider.

ASES Branding

The development of the branding for the Orange Unified School District Afterschool program came out of the need to provide an opportunity to bring uniformity and consistency that would strengthen the quality of the overall program. All thirteen schools were strongly encouraged to participate in the branding of the program. The ASES staff facilitated and supported the development and the completion of the students' task while sharing the students' process with site administrators. The branding of the ASES S.T.A.R Program encompassed a word and an acronym that best reflects the students' view of the Afterschool Program, while keeping in mind the key components of the Afterschool Program.

The **S.T.A.R** Program aims high to promote learning in a safe and fun environment.

The **S** in STAR stands for Social Development. The OUSD ASES S.T.A.R Program focuses on building social communities, collaboration, making and keeping friends, as well as encouraging students to try new things.

The **T** in STAR stands for Teamwork. Team work means to work together and solve problems within a team to reach a common goal. The OUSD ASES S.T.A.R Program allows students to develop team building skills through different activities. Whether it is working on projects and participating in outdoor games, students get the opportunity to work in teams by planning and using many strategies.

The **A** stands for the Academic Achievement means reaching one's potential and academic goals through the additional support that students gain through the OUSD ASES S.T.A.R Program.

The **R** stands for Responsible Youth. In the ASES S.T.A.R Program, students learn how to take responsibility for their actions and take ownership and pride of their school extended a program.