

**Expanded Learning Program / Play Station
Parent Handbook
2015-2016**



**Sponsored by
St. Paul School
21st Century Community Learning Center
*East Bay Collaborative for Underserved Children (EBCUC)
University of California at Berkeley
Alameda County Office of Education
California Department of Education***

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www.st-paulschool.org
School Office 510-233-3080
ELP Office 510-619-9517
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OFFICE DIRECTORY

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Principal	Mrs. Natalie Lenz-Acuna
Vice-Principal	Mrs. Erin Tucker
Office Manager	Mrs. Zuleyma Guardado
Office Assistant	Mrs. Rosalia McMaster
Office Assistant	Ms. Chelsea Ruiz
Expanded Learning Program On-Site Coordinator	Ms. Victoria Cooper
Expanded Learning Program Academic Liaison	Mrs. Erin Tucker

EXPANDED LEARNING PROGRAM STAFF

Milani Alexander	Program Leader
Ian Fagalar	Program Leader
Karen Henriquez	Program Leader
Kristen Mason	Program Leader
Bill Phongvichit	Program Leader
Eva Shoenrock	Program Leader
Adriana Vasquez	Program Leader

After School Program Philosophy

The St. Paul ELP program includes Academic Assistance, Enrichment, and Family Literacy activities that are integrated with school day activities and California Common Core State Standards, but occur in the transformational out-of-school time space. Programs offer a wide range of STEEAAM activities that include tutoring, mentoring, internships, literacy, homework assistance, recreation, student clubs, and a wide array of other enrichment activities provided by partner organizations. St. Paul's ELP goal is to offer a safe, caring, enriching, and wholesome environment to all St. Paul students seeking services afterschool. The Expanded Learning Program (ELP) like the day program of St. Paul School is a place where friendship is developed, guidance is offered, and the ambiance of a warm Christian atmosphere is appreciated by all.

EXPANDED LEARNING PROGRAM

The Expanded Learning Program (ELP) is funded by a 21st Century grant. It will offer 1-hour homework assistance and academic support. This time is not to be intended as a **HOMEWORK COMPLETION PROGRAM**. It is important that the child's homework is reviewed each night by the parent. The program also offers enrichment in the areas of Science, Technology, Engineering, Executive functioning, Arts, Athletics, and Math (STEEAAM) on regular school days before and after school, some non-school days, and scheduled vacation time.

The program will be offered at no cost to families who qualify, yet a suggested donation of \$25 per month will be suggested to each family whose student that is attending. Students who enroll must commit to attend the entire time the program is running (i.e. all day and on non-school days). A healthy snack and light supper will be provided. Criteria and details of the program can be found in the ELP Program and ELP Parent handbooks.

Play Station Extended Care

Play Station is available, for those families who want flexibility in an afterschool program. All aspects of the program designed for ELP will be offered to these families at a minimal cost per hour. We encourage that all students whose family may use after care Register for Play Station as a precaution by the deadline in early September. If you choose to use the Play Station service at any time during the year and are not registered the hourly cost is doubled. You will be billed separately each month for your Play Station use. On average, your invoice must be paid by the 10th of the month to avoid any late fees.

All students if staying after school for any reason must sign into Play Station before engaging in any activity performed after school, i.e. tutoring or enrichment. By law, students remaining on the school premises must be under adult supervision after the school day ends. Parents and guardians who are over the age of 18 years old must sign out their student from Play Station.

Faculty and Staff BELIEF STATEMENT

As the Expanded Learning Program and recipient of the 21st Century Grant we believe:
Student learning is the chief priority of this program.

1. Student learning needs should be the primary focus of all decisions impacting the work of the school.
2. All students can learn.
3. Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
4. Students need to apply their learning to meaningful contexts.
5. Curriculum and instructional practices should incorporate a variety of learning activities so to actively engage students and our commitment to the STEEAAM model and to accommodate differences in learning styles.
6. Each student is a valued individual with unique physical, social, emotional and intellectual needs.

7. Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement and continuous improvement imperative to their learning.
8. A student's self esteem is enhanced by positive relationships and mutual respect among and between students and staff.
9. A safe and physically comfortable environment promotes student learning.
10. Teachers, administrators, program leaders, parents, and the community share the responsibility for advancing the school's mission.

ORGANIZATION STRUCTURE

Both the Expanded Learning Program and Play Station Afterschool Programs are part of the total school program and under the direct supervision of the school principal. The purpose of the program is a two fold: To provide tutoring help and a venue to complete homework with assistance and support from classmates and adults and to experience a multitude of opportunities to explore subjects including Science, Technology, Emotional/Social, Engineering, the Arts and Math.

Enrichment Rotation schedule – 5 week Rotation

ELP Enrichment activities for grades TK- 8th will focus on the **S**cience, **T**echnology, **E**ngineering, **E**xecutive functioning, **A**rts, **A**thletics, and **M**ath (**STEEAAM**). Students in grades TK-4 will experience each aspect of the STEEAAM wheel in 5-week intervals. The aspects of **STEEAAM** will be incorporated into each and all aspects of students' learning experiences in grades 5-8. Programs such as Mouse Squad, College and Career club, space2cre8, Junior Achievement, online science and Art in Action will be used to enhance their experiences.

Academics: Enrichment

One of the main purposes of the Program is to enhance and extend the learning that goes on during the school day. Program Leaders will work with the Site Coordinator and Academic Liaison to create lesson plans that meet students' needs and make learning fun. Program Leaders will be given materials to prepare for use in teaching students. The emphasis in the Program is on hands-on activities that help students learn in new ways.

Pre and Post-Assessment

As part of the evaluation process, 21st CCLC program success is interested in analyzing the degree our students are being affected by the academic and enrichment opportunities offered at each site. Each tutor will be responsible for administering assessments. If you need assistance developing or administering assessments, please let the Site Coordinator know. Students' grades will be monitored in reading and math at the end of each grading period as well.

ENRICHMENT SPONSORED BY OUTSIDE PROFESSIONALS IN THEIR CRAFT

These programs are offered at an additional cost to the parents. Play Station contracts professional teachers to come in and hold small group classes for those students who wish to sign up for them. We offer a variety of programs including but not limited to ballet, art, drama, chess, choir, kungfu, Jr. Achievement, and cooking. These classes normally start on the third Monday after school begins. Program suggestions are welcomed. Enrichment class opportunities will be posted on the Play Station bulletin board, on the school's website, in the weekly Panther's Tale newsletter, and via notifications.

Note: We will not charge a Play Station fee while your children are participating in the paid enrichment or afterschool sports program. Once the activity ends, your child will be escorted back to Play Station where he/she

will be released to you. If your child stays in Play Station beyond the time he/she returns from the paid enrichment class, you will be charged.

For students participating in an afterschool sports program, a written note authorizing the named coach and sport in which your child is participating shall be on file in Play Station.

JOB DESCRIPTIONS

ON-SITE COORDINATOR

The On-site Coordinator under the direction of the University of California Berkeley and the California Department of Education and with the collaboration of the Principal will monitor and coordinate day-to-day operations of the program including discipline, state/school requirements, and student activities. She/he will lead the organized learning activities for students to develop and strengthen their academic, physical, and social skills. She/he is also responsible for providing orientations to UC Berkeley undergraduate tutors/mentors and facilitates their work at our school site. She/he is also responsible for communicating with parents with regular program information and on a need-by basis.

ACADEMIC LIAISON

Under the direction of Principal and in collaboration with the ELP Site Coordinator, the AL serves as the liaison between school site teaching staff and the ELP staff. He/She is responsible for providing support, technical assistance and coaching on instructional strategies for the ELP instructors. This may include providing consultation related to teaching strategies, classroom management, homework assistance, age/grade appropriate learning activities, and changes in student academic performance. To be effective in establishing relationships with ELP staff, the AL should be a regular school day staff member with positive relationships in the school community.

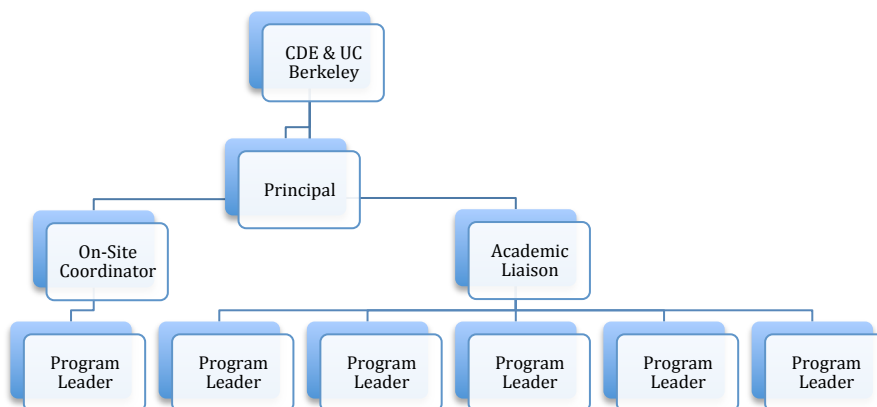
PROGRAM LEADER

The ELP Program Leader is a part-time position providing academic intervention, homework support and STEEAAM project based learning and other enrichment activities to students as part of a high- quality, personalized ELP. The ELP Program Leader is responsible for independently supervising groups of up to 20 students, delivering high-quality instruction, upholding the mission and values of the ECUC partnership and working with other members of the ELP team.

ELP TEACHERS

As an integral part of this strategy, the (School Day) ELP teacher is responsible for working with the 21st Century Academic Liaison, ELP Program Leaders, and participating students to facilitate homework assistance and academic instruction that supports and enhances students' learning and is aligned with school day instruction.

The ELP Teacher reports directly to the ELP Site Coordinator (ELPSC) and works in either the Before School Program Monday-Friday, 6:30-7:40 a.m. or the afternoon Expanded Learning Program between the hours of 3:00-6:00 p.m.



STAFF

On-site coordinator (the boss): Victoria Cooper

Email Address: vcooper@csdo.org

Phone Number: 510-619-9517

Academic Liaison: Erin Tucker

Email Address: etucker@csdo.org

SCHEDULE

Regular Schedule:

Morning Daily Schedule:

6:30 to 7:00: Breakfast is served

7:00 to 7:45: Activity and/or homework time

Monday, Tuesday, Thursday, Friday Afternoon Schedule:

3:00 to 3:15: School Dismissal

3:15 to 3:30: Supper/ Check In

3:30 to 4:40: Academics

4:40-4:45: Transition

4:30 to 5:45: Enrichment activity according to STEEAAM Wheel

5:45 to 6:00: Snack/Pick-Up

Wednesday Schedule

2:00-2:15: School Dismissal

2:15-2:45: Supper

2:45-4:30-Academics

4:30-4:35: Transition

4:35-5:45-Enrichment

5:45-6:00-Dismissal /Snack

Noon dismissal

12:00 -12:15: School Dismissal

12:15 -12:45: Lunch for Grades TK-4th / Group Activity for Grades 5th -8th

12:45- 1:15: Lunch for Grades 5th-8th/ Group Activity for Grades TK-4th

1:15-2:15: Organized Physical Activity TK-4 / Academics 5th-8th

2:15-3:15: Enrichment Activity #1/Vendor

3:15-3:45: Supper

3:45-5:00- Academics for Grades K-4th / Organized Physical Activity Grades 5th -8th

5:00-5:45- Enrichment Activity #2

5:45-6:00: Dismissal/ Supper

Rainy day schedule will be modified and all activities will be experienced inside.

Students will participate in a physical activity or movement class that requires exertion but a contained, dry and safe place.

CHECK IN PROCEDURES

Mornings:

The ELP Before School program opens at 6:30 in the morning to all ELP students. Students dropped off at school before 7:20 am, will be fed breakfast. The child (ren) will sign into the ELP program with a staff member. For the

safety and wellbeing of your children, they must be supervised at all times. If your child is found unattended, you will be contacted and receive a warning. Three warnings within a trimester will add one parent participation hour to your yearly PPH requirements. There is an early fee of \$1 per minute per child brought before 6:30 a.m. and \$3.00 per minute after 6:30 p.m. and must be paid upon arrival to Victoria Cooper or ELP Program Leader. All participating students will be checked out by the Program Leader and walked to their proper class line or in the case of rainy days, location in the hallway.

Afternoons:

Immediately after school dismissal, the assigned program leader will pick up students who are to attend ELP from their classroom. The program leader will check them into the program and have the student sign in. From 3:00 to 3:30 they will be checked in and fed supper. After 5:45pm students will be provided with a snack.

Note: Students must check into the program or our parallel extended care program, Play Station prior to attending the following activities:

- Supper
- Homework Club
- Tutoring with their teacher
- Team practices
- Paid or free enrichment activities for any other reason.
- The program leader will sign the student in and out of the program once the child returns from the activity.

If the student is participating in a paid afterschool enrichment class and you are not available, your child will be signed into ELP/PlayStation and fed a snack (between the time school is dismissed and the beginning of the enrichment class). A staff member will check your child into the paid enrichment class. Once the activity ends, if you are not available to pick up and sign out your child, they will be escorted back to ELP and/or signed into PlayStation.

CHECKOUT PROCEDURES

Parents or guardians with permission for pick up must come into the program's central location to sign out and pick up their children. All parents/guardians of students attending ELP or Play Station will sign out their children prior to their release. Children will only be released to those who are on the emergency contact form with prior, written authorization by a parent or guardian. No Exceptions.

Parents and guardians are responsible to check out their children from the ELP program. Those who forget to sign out their children from the program will be checked out by the staff and you will be notified that you have not followed the rules put in place for your child's safety. There is a late fee of \$1.00 for every minute a child remains in the program after the 6:00 p.m. closing time (per child), and \$3.00 per minute after 6:30 p.m. These additional fees are to be paid to St. Paul School per the notification of the coordinator. These additional fees are to be paid to the ELP coordinator/Program Leader at time of pick up.

EMERGENCY/SAFETY PROCEDURES

School insurance covers all students while on the premises.

The ELP Program leaders and other adult supervisors will also follow St. Paul School's Emergency Preparedness plan.

MEDICATION

Medication shall not be administered without written authorization from a parent AND attending physician. This includes inhalers. All medication should be kept in the school's office along with physician's note listing the amount, method, time, and schedule for taking medication. The ELP Site Coordinator will have access to students' medication.

EMERGENCIES

Fire and earthquake procedures are the same as during the regular school day. All supplies and a brief description of emergency plans are in the ELP backpack. Please familiarize yourself with all evacuation routes and emergency fire, earthquake and intruder procedures found in the St. Paul School Emergency Preparedness Plan in the coordinator's office.

SECURITY/SAFETY

To provide for the safety and well being of the faculty, staff, students, and school property, please keep the following in mind at all times:

- All personnel exercise caution for personal safety at all times especially during early morning and late evening hours and/or when an individual employee is the sole occupant in either of the school buildings.
- Students are supervised at all times. Students are not left unattended in halls, classrooms, other schoolrooms, at study hall, in the Church, or on the yard at any time. Empty classrooms are kept closed and locked. Students are instructed not to enter any unsupervised room or area at anytime. A program leader or an adult accompany any student who enters an unsupervised room.
- Should it be necessary for the program leader to leave their supervised area/ room during the while the program is in session, the School Office is notified so an adult can be sent to supervise the students.
- Students in grades K – 5 are not to travel on campus alone. We use the buddy system – two at a time.
- Students in grades 6 – 8 travel on campus alone at the program leader's discretion. Program leaders and other ELP personnel will contact the student's destination via walkie to notify the other program leaders that the student is leaving the designated room.
- Students will use restrooms during program switching only. In case of an emergency, students must have a restroom pass. Parish Hall restrooms may only be used when the students are attending the ELP program.
- If not enrolled in the ELP program, students remaining on the schoolyard after 3:15 p.m. (12:15 p.m. on Minimum School Days) will report and be signed into Play Station Extended Care. No student may remain unsupervised.
- All Program leaders will wear a first aid fanny pack, carry a walkie-talkie and whistle, and actively circulate throughout the school premises to watch students.
- All visitors/volunteers must obtain a visitor's badge at the School Office and must sign in. No visitors/volunteers will be in the building or on the yard without proper identification. The Office will notify the coordinator if a visitor is expected.

If the student has permission to walk home, the parent must have a signed walking permission slip on file in the office and with the ELP Coordinator. No student is permitted to leave campus and return unsupervised for any reason what so ever unless they have a "Walking Home from School" form on file in the Office.

CHILD ABUSE OR NEGLECT

ELP personnel are considered mandatory reporters. School personnel are mandated by Section 11166 of the Penal Code to report knowledge of actual or suspected child abuse or neglect to the Contra Costa County Children and Family Services (formerly Child Protective Services) at (925) 646-1680. School personnel are also required to notify the Principal immediately. The following is an excerpt from the Diocese of Oakland Administrative Handbook with respect to this issue:

Diocesan Policy and Procedure

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuses or corporal punishment
2. Emotional abuses or deprivation
3. Physical neglect and/or inadequate supervision
4. Sexual abuse and/or exploitation

The major responsibilities of school personnel are:

1. To identify incidents of suspected child abuse
2. To comply with laws requiring reporting of suspected child abuse to proper authorities

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

School Report of Suspected Abuse or Neglect

Any teacher or other school employee who suspects or has reason to believe that a student:

- a) Has a physical injury or injuries inflicted other than by accidental means by any person;
- b) Has been sexually molested;
- c) Is suffering from neglect: i.e., deprivation of necessary food, care, clothing, shelter or medical attention) from infliction of physical and mental suffering, is mandated to report the fact to the Principal.

A report must be made to the proper county agency in writing within thirty-six (36) hours of knowledge of the incident. This should be followed by a written report (Form #SS8572 Rev. 1/93).

It is the responsibility of the county agency and not the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

It is imperative that all school personnel recognize their duty to report to the proper agency and to the Principal any suspected abuse within thirty-six (36) hours of awareness of the incident. Failure to do so may result in a misdemeanor charge punishable by fine and/or imprisonment. In case of doubt consult Children & Family Services for advice regarding filing a report.

Report of suspected child abuse or neglect may be made by a teacher, a Principal, a staff member or other school administrator without incurring any civil or criminal liability (Penal Code Section 11172). If the suspected abuse is not sexual or does not involve physical injury inflicted by other than accidental means on a child it may not constitute child abuse. The obligation to report and the absolute immunity against civil or criminal liability applies only in cases of conduct constituting "child abuse". In case of doubt consult Children and Family Services for advice on whether to make the report.

All student use of the computer network in the classroom is to be supervised by the Program leader. Program leaders must not allow students to use non-educational websites during school Program leaders are not responsible for what happens during school or extended learning day hours. Program leaders are directly responsible for their students' conduct when using the school's network resources. This includes watching where students visit on the Internet and how they handle the school's computers and peripherals. Use of the school's network is a privilege, not a right. Any student who abuses the network resources must be barred from using the network.

Program leaders are responsible to prohibit students who have been barred from using the school's technology resources during the day from accessing those resources in during the ELP program hours.

FACILITIES

The ELP program is located in several rooms including the parish hall, Klauer House, middle school and the main school buildings. We use the parish hall for serving supper and snack, physical activities on rainy days and the yard and field for outside activities.

PLAYGROUND RULES

Playground rules and regulations are posted in the ELP room. Program Leaders instruct students that they are to respect all adults and yard supervisors. Students are to stay in their assigned play areas per adult directives.

Equipment is to be treated carefully and if lost or broken, a report is to be made to Program Leaders. Spitting, fighting, abusive conduct, profanity, and rough play are not allowed at any time. If a student is injured, the Program Leader will care for him/her. The Program Leader will alert the on-site coordinator who will contact the parent. If the injury is deemed severe, the parent will be notified immediately and a plan will be discussed with the parent. An Incident report will be completed within the hour after the student is cared for.

FOOD PROGRAM

Both Supper and Snack will be served to both ELP and Play station attendees' daily. The menu for that month will be posted outside the ELP office for your reference. If your child is a picky eater, you may want to pack additional snack that he/she can enjoy at the two designated serving times.

- Children need to take all of the food items that are offered and then decide what they want and put what they do not want in the share crates.
- Any food left in the share crates will be put on the sign out table for parents and students to take from at the end of the night.
- Menus will be posted at the beginning of each month

HOMEWORK/TUTORING UPDATE:

Please know that this is not a homework completion Program.

By offering assistance and resources such as technology and personal interaction, it is the hope that students can get a solid start on work to be done after the school day. Based on age and curriculum, work subscribed each day will vary. All students are expected to review their understanding of what has been taught and/or go over material in preparation to learn the next day. Homework may also include on-going research and evidence gathering for long-term projects.

If students finish work assigned by the teacher, they will be asked to read or improve their skills using online programs in math and reading. It is very important that you make time each day at home to review what they

have accomplished during the program and determine what still needs to be finished to fulfill the teacher's expectation the next day.

Students will be required to fill out their planner at the end of each class period in middle school or at the end of the day in Elementary. Grades TK thru 2nd will have a homework folder containing instructions as to what the students are expected to work on after school in preparation for the next day. During the academic hour of the program, students will be asked by their program leader to show their planner with homework expectations written out for the day including long-term projects.

Based on the planner and the communication between the Academic Liaison and teachers, the program leaders and tutors will know what, when and how to provide assistance. If homework is not finished during the academic portion of the afternoon program, students will complete a "What do I do next" sheet that records work still needing to finish at home for the evening. This protocol has been put in place so the program leader and parents can monitor what students do in an hour. It will also serve as data that the Academic Liaison can use to collaborate with each child's teacher. Please ask your child to show you this sheet when they get home.

Some days, older students may have the option to continue time focusing on homework, yet we will encourage them to participate in the planned enrichment activities created to reflect the STEAM wheel.

Note: Students or parents are not permitted to return to the classroom after school has ended to get books or assignments. It is the students' responsibility to make sure they have all materials needed before leaving the classroom for dismissal.

MOVIES/VIDEOS (COMMERCIAL)

Although movies are rarely if ever shown in the Expanded Learning Day Program, commercial movies/videos shown to students must be rated "G", "general audience", previewed by the coordinator, and approved by the Principal. Permission may be obtained in person or by e-mail. Movies/videos must be related to the curriculum and their viewing must incorporate a discussion on the connection to lesson/subject being taught.

Movies/videos may not be used for rainy days unless the previous relationship to the curriculum is observed. If a Program leader elects to show a movie not rated "G" the following must be observed:

- "PG" Needs Principal approval and written parent/guardian approval and must have been previewed by the teacher
- "R" WILL NEVER BE SHOWN

STUDENT CELL PHONE USE

Student emergency telephone calls must be made from the telephone in the ELP Office. Students may not use cell phones, pagers, and other electronic devices during school hours, Expanded Learning Program hours, or at school supervised events except in an emergency. The phone is required to be turned off and may not be used during school and after school hours. Failure to comply with Teachers must enforce these regulations. Students who break these rules will have their cell phones confiscated and only parents may retrieve them from the administration.

ELECTRONIC DEVICES / TOYS

Radios, CD players, iPod/mp3 player, sports equipment, electronic devices, trading cards, or toys of any kind are not allowed in the ELP program. These items and any others the Program coordinator/leader or Principal deem inappropriate shall not be brought to the ELP program unless requested. These items will be confiscated and returned to the child and the parent upon pick up.

BEHAVIOR EXPECTATIONS

Students are expected to follow the directions of the ELP staff at all times. Students enrolled in ELP are to follow the same behavioral expectations outlined in the St. Paul Family handbook. Students are expected to be courteous and respectful to one another and to all ELP staff.

1. All school rules extend to the ELP Program
2. Children must remain in SCHOOL UNIFORM. Except on free dress days?
3. Children are only allowed in unsupervised areas of ELP.
4. No toys or electronics may be brought from home. No electronics?
5. No student is permitted to leave the school after 3:15 p.m. without supervision or a note on file authorizing them to walk home from school.

DISCIPLINARY ACTIONS AND PARENT NOTIFICATION

Faculty, staff and students of St. Paul School and the Expanded Learning Program have created a Peacemaker Pledge that is recited by all students at the beginning of each day.

I am a peacemaker.

I will keep Jesus in my heart in all that I do.

I will speak up for fairness.

I will inspire and encourage others.

I will show compassion and forgiveness.

I will show respect for others and their belongings.

I will build peace at home, at school and in my community each day.

Our school is committed to providing a quality Catholic education for all students in a Christian atmosphere conducive to learning and teaching. Our expectations are based on a cooperative approach to discipline. It emphasizes building self-esteem through encouragement and implementing strategies for positive classroom environments.

Our discipline plan is designed to:

- Set the expectation that ALL students will be held accountable for ALL of their behavior ALL of the time.
- Create safe, orderly and positive classrooms and school.
- Show students how to monitor their behavior and evaluate their choices.
- Achieve consistency in behavioral standards and expectations throughout the school.

This plan is implemented through school-wide expectations and Individualized Classroom Codes.

These Codes are based on four desired outcomes:

- Students will be respectful.
- Students will be responsible.
- Students will be prepared.
- Students will be safe

Each student will be expected to comply with this policy that has been implemented during the school day in the after school programs. If conflict arises, they will expect to engage our St. Paul School Conflict Resolution process with age-appropriate steps. The St. Paul School PeaceMaker Program is designed to create a school

environment free from discrimination, intimidation, and harassment. If your child is involved in a conflict, you will be notified by the ELP on-site coordinator.

Individual Student Contracts

An Individual Student Contract may be employed to help the student address specific areas for growth. This contract may be between student and teacher or between student, teacher, and Principal and ELP Coordinator. Contracts may be based on the student guidelines and agreement is necessary by all parties. These guidelines will be reviewed and discussed with students and parents before they are implemented.

Major Conduct Referrals

Major Conduct Referrals may be given (but are not restricted) to any St. Paul student for the following reasons: stealing, cheating, fighting, destruction of property, disrespect to authority, threatening others, endangering the safety of others, possession of any type of drugs, (over the counter medications or prescription) and graffiti. Three referrals will result in an in-school suspension. The Principal and Site Coordinator must review all disciplinary referrals before distribution.

Note that all Disciplinary Referrals or issues that may occur during the school day will be reported and honored during the ELP and Play Station Extended Care Program.

Rule Violation Policy

This policy is in effect year-round. Five (5) Conduct notices equal a Rule Violation.

Consequences for Rule Violations:

- 1st rule violation: Program leader reports to coordinator who calls home to report violation.
- 2nd rule violation: conference with parents/one month probation (loss of privileges during enrichment portion of the program). Notification to day school teacher.
- 3rd rule violation: one-day suspension from program/notification to parents/ one-month probation In-program suspension. If a student is absent he/she will serve the suspension on the day of his/her return. Notification to day school teacher.
- 4th rule violation: 2 day suspension from the program/parent conference with teacher, student, Principal before student is allowed back into the program/ one month probation/final warning letter to parents/guardians. Notification to day school teacher.
- 5th rule violation: expulsion from the program and report to day school teacher and principal.

BI-MONTHLY INFORMATION FOR FAMILIES

ELP Staff will inform parents and families of weekly goings on in the program either via bi-monthly newsletter sent via email to the participants and posted on the school Website at www.st-paulschool.org.

PARENTAL RESPONSIBILITIES

1. Read and become familiar with the policies and procedures of the program via the handbook as well as the bi-monthly newsletter.
2. Complete and submit emergency forms.
3. Authorize who may pick up your children from the program. Please call or write notifying the Program coordinating immediately of any changes.
4. Sign out your children and notify staff before taking your children from the premises. If you do not indicate a sign out time we will have no choice but to report you for non-compliance to our safety procedures.

5. Notify the Site Coordinator (Victoria Cooper) if your child(ren) will be absent from the program or if your child will be leaving early from program. You will need to email Victoria Cooper @vcooper@csdo.org.

GRIEVANCE PROCEDURE

Parents are encouraged to direct their concerns about ELP to the ELP Site Coordinator. If satisfaction is not obtained, only then should contact be made with the Principal.

We encourage our ELP students to approach ELP staff at any time and ask for assistance in resolving a conflict, allowing us to act as "conflict managers." Should disciplinary action become necessary, a note will be sent home. Discipline notes or detention forms must be signed by the parents/guardian and returned to the Site Coordinator.

Note that this handbook is a living document and the administration has the right to amend it. If there are any changes and/or additions to be made during the year, they will be documented and provided to each teacher. Before the beginning of the following year, the noted changes and/or additions will be added to the handbook.

You are asked to sign the agreement that you have read the handbook and will abide by its requests. A copy of the agreement will be placed in your personnel file with your contract.

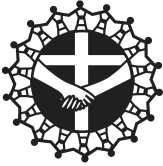
ACKNOWLEDGMENT & RECEIPT OF the Parent ELP/Play station HANDBOOK
ST. PAUL SCHOOL
ELP/PLAY STATION HANDBOOK AGREEMENT

The administration has prepared the Parent Handbook for you. It will not answer all questions but should direct you to the best informational sources. Please keep this information for your personal use only. It is important that YOU are familiar with the contents of this handbook. We ask you to read the Handbook thoroughly, then sign and return this form to the Office within the first week of school.

Student Name _____ Grade _____

Parent Name _____ Parent Signature _____

I have read and I understand the contents of St. Paul School Family-Student Handbook.
I agree to abide by the guidelines as set forth in the handbook.



St. Paul School

1825 Church Lane
San Pablo, CA 94806

510.233.3080
www.st-paulschool.org

To avoid paying the Play Station drop-in rate, it is recommended you register your child for Play Station even if you do not currently plan to use this service.

Play Station Registration Form

PLEASE FILL OUT INFORMATION COMPLETELY (One form per child)

Student Name	
Teacher	Grade
Print Parent / Guardian Name:	
<input type="checkbox"/> I plan to use Play Station for before school care: 6:30 to 7:40 am <i>Indicate which days if appropriate: M T W TH F</i>	
<input type="checkbox"/> I plan to use Play Station for after School: 3:00 to 6:00 pm (2:00 to 6:00pm on minimum days) <i>Indicate which days if appropriate: M T W TH F</i>	
<p>By registering and paying the Registration Fee, I understand that I will be charged \$5.00/per hour for Play Station. You will be charged the \$5/per hour rate if you use Play Station August 20th through 28th. Play Station Registration Fee deadlines and rates:</p> <ul style="list-style-type: none"> - \$30 if paid by August 28, 2015 - \$45 if paid by September 11, 2015 - \$75 if paid by October 1, 2015 - If I do NOT register by October 1, 2015, I will be charged the drop-in rate of \$10.00/per hour for Play Station care. I understand that this applies even if my child is accepted into ELP then, for whatever reason, is no longer part of that program and requires before/after school care. <p>See Expanded Learning Program/ Play Station Handbook on for more information and a description of how Play Station care hours are calculated.</p>	
<input type="checkbox"/> \$_____ Registration Fee for the Year is included with this form (make payable to St. Paul School)	
Signing this form confirms that I have read the 2015-2016 Expanding Learning Program/Play Station Handbook and I agree to its terms (except registration fee which is outlined above).	
Parent / Guardian Signature:	Date: