



POWAY UNIFIED SCHOOL DISTRICT

**After School  
Education and Safety  
ASES**



**Student and Parent Handbook**

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# Welcome to ASES

## Purpose and Objectives

The After School Education and Safety (ASES) Program is a state-funded grant program designed to provide literacy, academic enrichment, and safe constructive alternatives for students in elementary and middle school. Through school and community resources, broadened support is provided to students during non-school hours, both before and after school.

## Program Elements

The ASES program is aligned with the regular school day. A safe physical and emotional environment, as well as opportunities for relationship building, are provided. The following two elements are incorporated in the program's academic support and enrichment activities:

1. An **educational and literacy element** provides homework assistance and academic support to help students meet state standards in reading/language arts, mathematics, social studies, and science. A broad range of activities are based on student needs and interests.
2. An **education enrichment element** offers a variety of additional programs and activities that reinforce and compliment the school's academic program. This includes positive youth development strategies, recreation, and prevention activities that may utilize visual and performing arts, community service-learning, recreation, physical activity, health/nutritional promotion, career awareness, and work preparation activities based on student needs and interests.



## **Behavior Management & Discipline Policy**

PUSD Rules of Student Discipline are followed in the before-school and after-school programs. Following the Six Pillars of Character and showing respect to one another is an expectation in the ASES program, and student safety is a top priority. Positive behavior techniques support students in problem solving, redirecting behavior, and conflict resolution. Clear expectations, an organized schedule, and engaging activities foster student success. Consequences of inappropriate behavior include reminders, redirection, and a citation form, if the behavior persists.

### **Citation Form**

If a serious and/or persistent undesirable student behavior occurs, a citation form will be completed, signed by the student, and returned with a parent signature. Communication with the Site Coordinator is key. The 4th citation results in removal from the program, as outlined in the Levels below:



*Parent  
signature  
required*

Level 1 1st citation and removal from remainder of program that day

Level 2 2nd citation and suspension from program for 1- 2 days

Level 3 3rd citation and suspension from program for 3 days

Level 4 4th citation and removal from program for remainder of year

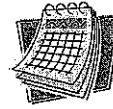
**Any behavior resulting in aggression will immediately proceed to Level 4**

### **Suspension and Expulsion**

School policies are followed regarding suspension and expulsion. **The safety of students is critical.** Suspension from the program results on the 2nd and 3rd citation. Removal from the program results in the 4th citation. In addition, it's important to note that school disciplinary acts may result in immediate removal from the ASES program per Board Policy.



### **Program Structure**



ASES has a four-to-six-week calendar of activities that reflects the interests of students and meets program requirements. Each day students select the areas in which they choose to participate, such as sports and recreation, arts and crafts, food preparation, and more. Academic time is scheduled daily for homework completion and studying. Use of Compass Learning is also a part of the academic program. A nutritious snack is provided in the afternoon, and a breakfast snack is provided during the first half of the before-school program.

### **Voluntary Program**

ASES is a voluntary program. Parent respect toward staff and adherence toward attendance requirements is expected. Suspension from the program, either temporarily or permanently, will be based on the following:

- continuous late pick-up of child /youth
- Inappropriate action toward staff; such as verbal threats, physical aggression, bullying, inappropriate language, or uncooperative attitude.

### **Emergency Procedures**

In the event of an emergency, (i.e. power outage, lockdown), NO students will be released to walk home on their own. They will only be released to parents or authorized individuals.

### **Reasonable Accommodations**

ASES is staffed with an adult/student ratio of 1:20. Within this staffing ratio, reasonable accommodations are made for students to be successful. Staff appreciates input from parents and teachers regarding strategies to support students during the ASES program. Please speak to the Site Coordinator to determine if ASES is an appropriate program for your child.

### **Medications, Illness and Injury**

Medications should be given by the school health attendant during the school day. Students who are absent or sent home from school due to illness are not permitted to attend ASES on the day of their absence. If your child has any signs of illness including a cold, cough, or runny nose, please do not have your child attend ASES. Parents will be contacted if contagious symptoms, severe discomfort, or injuries occur during program time. *All emergency information for your child must be kept current.*



### **Fieldtrips and Special Events**

Parents are informed in advance of all fieldtrips and are required to complete and sign a permission slip for each fieldtrip listed on the form. Safety procedures will be reviewed before each fieldtrip and supervisors will have access to emergency contact information.



### **Spring Break and Summer Session**

Please check with your ASES Site Coordinator regarding ASES information and availability during spring break and summer.

### **Donations**

Donations of money, snacks, cups, and other materials are welcome! Please check with your ASES Site Coordinator for more information.



### **Your Support is Appreciated**

If you have any concerns about the ASES program, you are encouraged to discuss your concern with the Site Coordinator at your child's school. Open communication is vital in creating a strong program for everyone. Please offer suggestions to make the ASES program a valuable part of your child's day.

# Attendance Requirements

## **Establishment of Attendance Requirements**

ASES is a state-funded grant that provides a before-and after-school program at no cost to families. It is mandatory that students meet the minimum daily attendance obligations. Elementary students must attend every day. Students remain in the program based on prioritized registration.



## **Daily Program Time Requirement**

The after-school program operates until 6:00 P M at BMMS, MBMS, and Valley Elementary; and until 6:15 at BHMS, MVMS and TPMS. Students are required to attend half or more of the daily program time. A form must be completed before a student can be released early from ASES.



The before-school program starts 1 1/2 hours prior to the school day. Students are required to arrive early enough to attend at least half or more of the program time. Students who do not meet the minimum daily required time will be notified and dropped from the program.

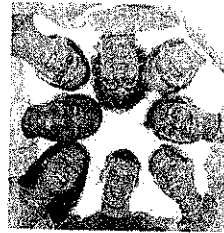
## **Prioritized Registration**

Registration is prioritized with the highest priority given to students who attend 5 days per week for the full program time. Second priority is given to students who attend 4 days per week, followed by students who attend 3 days per week. Due to site wait lists, students who do not meet the prioritized attendance requirements will be notified and dropped from the program so that wait list students may participate. Attendance is checked weekly with students dropped and added throughout the year.

## **Wait List**

Due to a maximum number of students allowed in the program, a wait list is formed when the program is full per state guidelines. As openings occur, students who meet prioritized registration guidelines will be added to the program.

## After School Education and Safety



### Schools with ASES Programs

Bernardo Heights Middle School  
Treye Lund, Site Supervisor

Black Mountain Middle School  
Tracy Williams, Site Supervisor

Meadowbrook Middle School  
Terry Tu, Site Supervisor

Mesa Verde Middle School  
Monica Racicot, Site Supervisor

Twin Peaks Middle School  
Margo Selensky, Site Supervisor

Valley Elementary School  
Itzy haumschilt, Director  
Mary Jo Utterback, TOSA/Site Supervisor

### Student Support Services

Elaine Cofrancesco, Ph.D., Executive Director

Linda Ellett, TOSA/Program Coordinator

Susan Graham, Administrative Assistant



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