

2023/2024



EDISON BETHUNE CHARTER ACADEMY
EXPANDED LEARNING PROGRAM

PARENT HANDBOOK

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Our Mission Statement

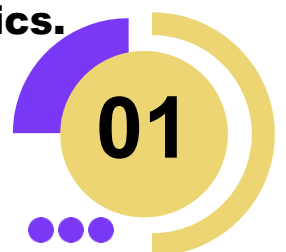
The Edison Bethune Charter Expanded Learning Program seeks to offer and implement excellent care, respect, and courtesy towards our students, parents, community, and each other.

The E.B.C.A Expanded Learning Program will maintain and continue to communicate and collaborate with the daytime teachers and Administration to be in accordance with teaching techniques, discipline, and school expectations.

Our Purpose

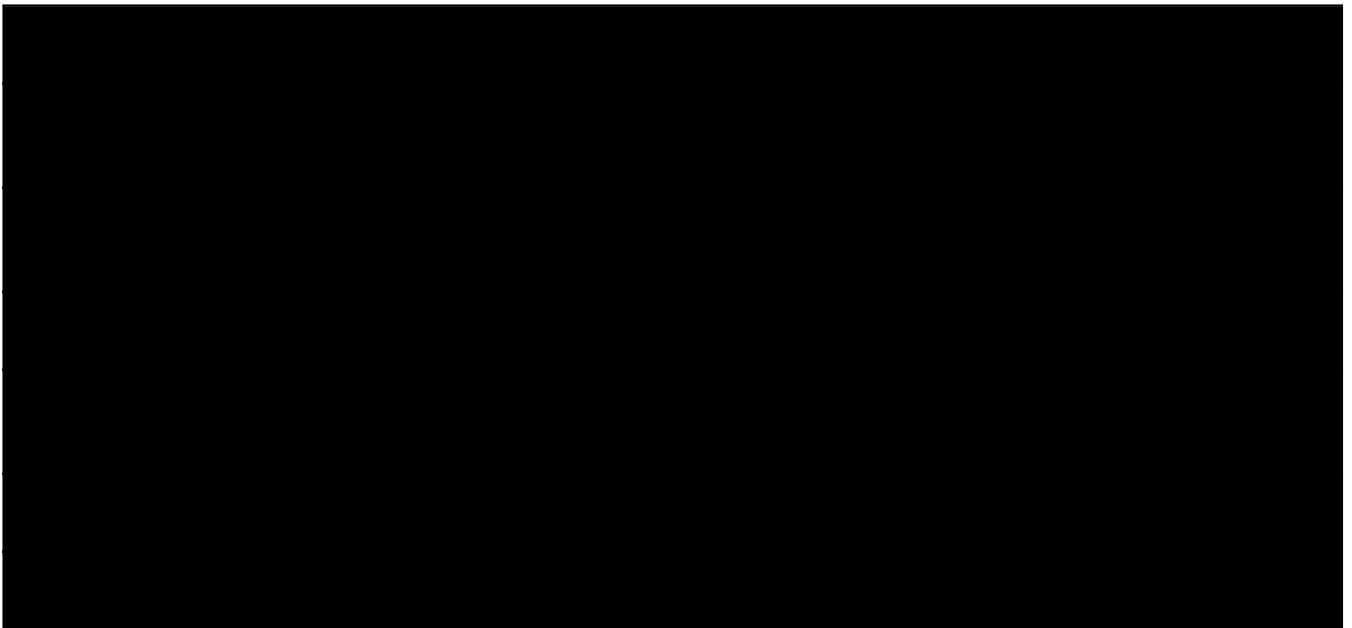
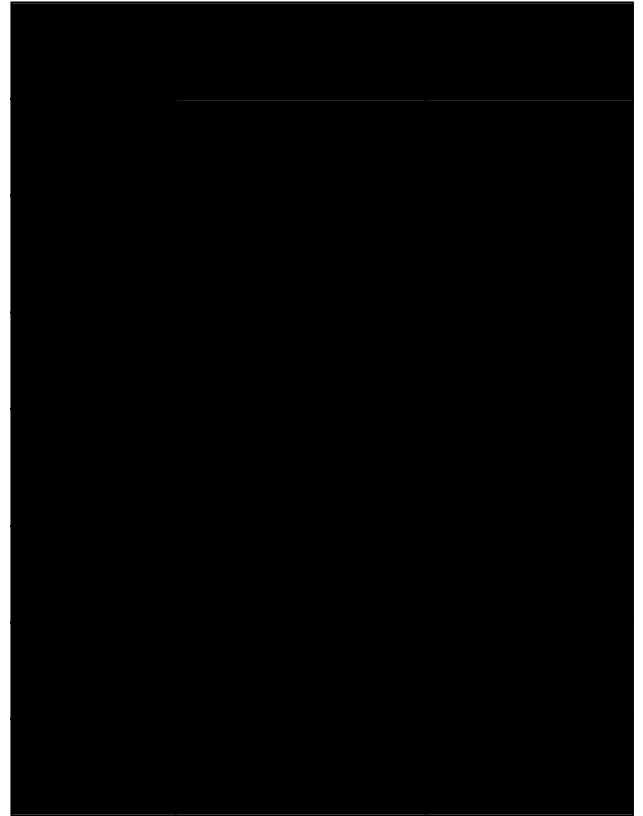
The purpose of the E.B.C.A. Learning Program (ELP) is to provide students with free homework assistance, academic support, enrichment activities, and free healthy snacks, while enjoying a safe and healthy learning environment.

- A. Snack: A free nutritious snack will be available each day of the program.**
- B. Homework: Homework time is an integral component of the Expanded Learning Program. Tutors provide students with homework assistance and do their best to encourage students to complete homework during program. We cannot guarantee homework completion for all students.**
- C. Enrichment: Activities may include arts and crafts, cooking & nutrition, STEM, physical education, technology, visual and performing arts, etc.**
- D. Physical Education: Activities consist of a 20 minute session of physical activity on Mondays and physical education enrichment clubs throughout the week.**
- E. Academics: Activities include reading and mathematics.**



Our Program Schedule

E.B.C.A. Expanded Learning Program operates from the end of the instructional day to 6:15 PM every school day.



Behavior & Discipline

At E.B.C.A. Expanded Learning Program we enforce positive school-wide behavior by providing students with expectations in order to create a safe learning environment for all of our students.

Our ELP expectations are the following:

- 1. Be Respectful - Respect all staff and peers, no bullying, no teasing, and no inappropriate language, racial slurs, bullying etc.**
- 2. Be Responsible - Follow directions, clean up after yourself, come to program prepared to participate in activities and homework time, etc.**
- 3. Keep Your Hands & Feet to Yourself- No hitting, slapping, or kicking, etc.**

*** In addition to the above expectations, all regular daytime school rules apply.**

*** Same expectations apply while students ride the bus home.**

Staff work with students to provide consistent, clear instruction throughout the day.

Staff remind students of the Expanded Learning Program expectations everyday.



Consequences



Disruptive, disrespectful or negative behavior toward other students or ELP staff may result in a Warning or Referral.

Students who are physically aggressive toward another student or staff will be receiving an automatic Referral.

Students who receive 3 Referrals for any type of behavior, will be removed from the Expanded Learning Program. They will have the opportunity to return to program the following year.

***Physical Fighting will result in suspension from the program.**

***Written Warnings and Referrals will reset at the end of each year.**

 Expanded Learning Program 
Discipline Referral Form

Student _____ Grade _____ Date _____ Time _____	
Location: <input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Playground <input type="checkbox"/> Library <input type="checkbox"/> Hallway/Pavilion <input type="checkbox"/> Bus Loading/On bus <input type="checkbox"/> Bathroom <input type="checkbox"/> Other _____	
Problem Behaviors:	
MINOR <input type="checkbox"/> Inappropriate Lang. <input type="checkbox"/> Physical Contact <input type="checkbox"/> Defiance/Disrespect/Non-compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Leaving Tutor w/o permission <input type="checkbox"/> Technology Violation <input type="checkbox"/> Property Misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Other _____	MAJOR <input type="checkbox"/> Abusive lang./Inapprop. lang <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Defiance/Insubordination <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Vandalism <input type="checkbox"/> Property Damage <input type="checkbox"/> Leaving Campus
Step Process- Your Child has received: <input type="checkbox"/> Warning #1 <input type="checkbox"/> Warning #2 <input type="checkbox"/> Warning #3 <input type="checkbox"/> Suspension <input type="checkbox"/> Dismissal	
Program Manager Decision: <input type="checkbox"/> Time In Office _____ <input type="checkbox"/> In-Program Suspension _____ «Return Date: _____ <input type="checkbox"/> Parent Contact _____ <input type="checkbox"/> Off Campus Suspension _____	
Comments: 	
Program Manager Signature: _____ Date: _____	
Parent Signature: _____ Student Signature: _____	

Statement Form

Student Name: _____
Student Name: _____
Student Name: _____
Student Name: _____

Safety & Program Access

E.B.C.A. ELP staff are easily identifiable by their visible ID badges.

-Formal/informal safety drills are conducted in coordination with the instructional day.

-Student concerns and school safety threats can be reported to administration or ELP staff.

-Sign-outs will be inside the ELP Office (located on Hawes St.)

Health

Your child's safety is important to our program. The Expanded Learning Program staff will do its best to ensure your student's safety during after school hours. At least one staff member is CPR certified.

A. Medication: E.B.C.A. ELP staff are not allowed to administer medications to any child. Any medication brought to ELP will be confiscated and secured for parent pick-up. Parents will be notified of confiscations. Asthma inhalers: students with doctor instructions on file may carry inhalers during program hours. E.B.C.A. ELP DOES NOT hold on to inhalers.

B. Student gets ill: If your student becomes ill, staff will contact a parent or authorized person to pick up the student from the program. Illnesses include: fever exceeding 100°F, vomiting, sore throat, body rash, severe coughing, pink eye, or any health condition that may hinder the student's capacity to participate in activities.

C. Other reasons for being sent home: Staff will contact a parent or authorized person to pick up a student who has lice or nits or has been hurt or injured.

***Program staff will administer first aid to small cuts, bruises, scrapes, etc. Parents will be notified of any accidents when the student is picked up. If a serious accident occurs and medical treatment is required, staff will follow the program emergency procedure. Parents will immediately be contacted, and 911-Emergency Assistance will be called if necessary.**



Attendance & Absence Policy

Regular attendance is important. We are a publicly funded, attendance based program. The ASES grant requires that after school programs operate 15 hours a week, starting immediately at the end of the instructional day.

Students are expected to be able to attend program daily, and the grant will be at risk of a reduction if we do not meet the required average daily attendance. However, we understand things happen and your student might need to miss one or more days of the program. Parents should notify the Site Lead of absences in advance or as soon as possible. If it's suspected that a family is taking advantage of the attendance or early release policy, the student may be dropped from the program. Parents will always be notified prior to a student's drop.

****Exceptions may be made for special circumstances .**

Examples of Excused Absences If student is absent from school

- **Appointment with documentation given to the Site Lead**
- **If student went home sick from school**

Examples of Unexcused Absences

- **Student attends school but misses program without a documented appointment or approved reason.**
- **Student misses program due to a family trip without prior notification to the Site Lead.**

Documentation (such as doctor's note) will be required for appointments.

Students with more than 3 unexcused absences in a month will be removed from program, until the beginning of the next trimester.

Please communicate all absences to the Site Lead prior to the date of the absence, as soon as reasonably possible.

It is the parent's responsibility to provide notification and/or documentation to the Site Lead in a timely manner.

Students cannot attend the Expanded Learning Program if they did not attend school.



Early Release

Students are expected to attend for the full duration of program; however, we understand that family commitments, health related appointments, other outside activities, or safety issues will occur during program hours. For the reasons listed below you may request an early release time so your student(s) can be picked up from the program before 6:00 PM.

Students are allowed up to 3 unexcused absences per month. All absences fall under one of the following codes:

EARLY RELEASE CODES
REASONS STUDENTS CAN LEAVE BEFORE 6PM

EDDCODE: 0483(a)(2) It is the intent of the Legislature that elementary school and middle school or junior high school pupils participate in the full day of the program every day during which pupils participate, except as allowed by the early release policy

ONGOING CODES CODE IS SELECTED BY PARENT AS PART OF THE ENROLLMENT APPLICATION	SITUATIONAL CODES CODE IS DETERMINED BY PROGRAM AS NEEDED
1. WALKER STUDENTS WHO WALK HOME AT PROGRAM WALK DISSMAL TIME.	5. APPOINTMENT STUDENTS WHO MUST ATTEND A DOCTOR'S APPOINTMENT OR OTHER
2. TRANSPORTATION STUDENTS WHO TAKE THE BUS OR PUBLIC TRANSPORTATION AT PROGRAM TRANSPORTATION DISSMAL TIME.	6. SENT HOME BY ELP STUDENTS FOR WHATEVER REASON WERE SENT HOME BY THE ELP
3. OFF-SITE EDUCATION STUDENTS WHO ARE ENGAGED IN OTHER ACTIVITIES OR SERVICES.	7. FAMILY EMERGENCY STUDENTS WHO MUST LEAVE PROGRAM IMMEDIATELY DUE TO EMERGENCY
4. FAMILY OBLIGATION FAMILY OBLIGATION SHOULD BE THE EXCEPTION NOT THE RULE	8. SAFETY CONCERNS WHOLE PROGRAM IS SHUT DOWN DUE TO SAFETY CONCERNS
ONGOING CODES MUST BE WATERMARKED ON ATTENDANCE ROSTERS	9. UNEXCUSED STUDENT PICKED UP/OR LEAVES EARLY WITHOUT DISTINGUISHABLE CODE, AND SHOULD NOT BE MARKED ON ERC

RESOURCES: [CLICK TO LEARN MORE](#)

**HOW TO ENTER ATTENDANCE ON ERC
CREATING A WATERMARK ON ERC**



Pick-up Policy

LATE PICK UP - Parents are asked to pick up their students no later than 6:15 pm each day after the program. We understand there may be times when you may be late due to circumstances beyond your control, but we ask that you notify the Expanded Learning Program Site Staff as soon as you become aware of your tardiness, or call in advance when you will be late in picking up your student. More than three late pick ups within the trimester may result in your student being dropped from program.

STUDENT PICK UP - Students attending the Expanded Learning Program must be signed out daily by their parent (or other authorized person as listed on the Application).

IMPORTANT NOTE: For safety reasons, please park in a parking space or across the street to avoid blocking the parking lot entrance.

Sign-Out Policy

PARENT PICK UP - Authorized adults picking up their students must sign-out students each day on the form provided by the staff. Students will also be released to an older sibling, friend or relative with written permission from the guardian. Authorized individuals are those listed on the application as those authorized for emergency contact and/or student pick up from the Expanded Learning Program. If you wish to add/change names on the list, you must contact the ELP Office.

For safety reasons, your student will ONLY be released to the authorized pickup & emergency contacts listed on the application. Those picking up students will be asked to present a photo ID to verify.



Other Policies

TRANSPORTATION POLICY - All transportation changes must be made via phone call to the school office before 11:00 AM. However, in an **emergency** situation where it is impossible for you to pick up your student on time after school and need them to get on the bus, or to be home when the child arrives from school and need to pick up your student instead, please call the ELP Office as soon as possible.

PERSONAL PROPERTY POLICY - The Expanded Learning Program staff is not responsible for lost or damaged personal property a student may bring to the program. This also includes money that may be lost during program hours.

HOMEWORK POLICY - Homework should be brought to the program every day. Although we provide homework time and support, parents are still ultimately responsible for ensuring that their student's homework is correct and complete and returned to school the following day. Homework logs for each grade are recorded daily and shared weekly with teachers to ensure accountability from our staff and students. Our staff highly encourages students to get their homework done during the time provided.

CELL PHONE USAGE POLICY - Students are allowed to have cellphones. However, students should not be scrolling through their phone, texting, or using the phone during program hours. Few exceptions include: contacting parent/guardian or researching for homework assignment with staff's permission.

TERMINATION OF SERVICE - A parent may withdraw his/her student from the program at any time. Parents are asked to notify the staff of the student's last program date. Enrollment in the E.B.C.A. ELP is a privilege; therefore, adherence to the regulations stated in this contract is mandatory.

A student's participation in the E.B.C.A. Expanded Learning Program may be terminated for the following reasons:

- A. 3 unexcused absences within 1 month
- B. 4 unexcused early pick ups or late pickups
- C. Three referrals



Edison Bethune Charter Academy

EXPANDED LEARNING PROGRAM

PARENT HANDBOOK ACKNOWLEDGEMENT

Please read and initial the following statements. Your initial represents your understanding and agreement with the statement.

___ By initializing here, I agree to remind my student to be Respectful, be Responsible and Keep Their Hands and Feet to Themselves.

___ By initializing here, I understand that disruptive, disrespectful or negative behavior toward other students or ELP staff may result in a Written Warning or Referral.

___ By initializing here, I understand that if my student receives 3 referrals for any type of behavior, he/she will be removed from the Expanded Learning Program.

___ By initializing here, I understand that Physical Fighting will result in suspension from the program.

___ By initializing here, I understand that if my student has more than 3 unexcused absences in a month, he/she will be removed from the program, until the beginning of next year.

___ By initializing here, I understand that it is my responsibility to provide notification and/or documentation to the Site Lead in a timely manner if my student is absent.

___ By initializing here, I understand that my student must be picked up no later than 6:00PM. If picked up late more than 4 times, my student will be dropped from the Expanded Learning Program.

___ By initializing here, I understand my student must be signed out by a parent, guardian or any authorized individuals.

___ By initializing here, I understand that I must make a Phone call to the school office before 11:00 AM to make transportation changes. If there is an emergency, I will call the ELP Office directly as soon as possible.

___ By initializing here, I understand that the Expanded Learning Program staff is not responsible for lost or damaged personal property or money that my student may bring to the Expanded Learning Program.

___ By initializing here, I understand my student must be signed out by a parent or guardian or any person who is authorized.

___ By initializing here, I understand my student should keep his/her cell phone put away unless he/she is using it to contact parent/guardian or researching for homework assignment with staff's permission.

___ By initializing here, I understand that my student may be removed from the Expanded Learning for any of the following reasons:

- a. 3 unexcused absences within 1 month
- b. 4 unexcused early pick ups or late pickups
- c. Three referrals

I have read and understand the Expanded Learning Program Guidelines above.

Thank you in advance for your cooperation with making the E.B.C.A. Expanded Learning Program a safe, supportive, and structured program for your student.

