

THE TABLE COMMUNITY FOUNDATION

Like Minds Coming Together to Create Change by Loving, Serving, Uniting

2701 Del Paso Rd #130-221
Sacramento, CA 95835
(209) 951-1753

Village Elementary
Site Phone (916) 889-6771

PARENT HANDBOOK



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EXPANDED LEARNING PROGRAM

The Table Community Foundation Expanded Learning Program

MISSION:

The mission of The Table Expanded Learning Program is to create a better world by providing a safe and fun environment for children in the Expanded Learning Program. The Table Expanded Learning Program will support each school's core curriculum as well as State and District adopted content standards by providing intellectual, physical and psycho-social enrichment as well as engage students in learning programs/curriculum to support student achievement and prepare them for college, career and life.

FUNDING:

The Expanded Learning Program is funded by the Expanded Learning Education & Safety (ASES) Grant and free to all participating students in TRUSD. The program is reviewed each year by the California Department of Education to ensure grant guidelines and criteria are met. Future funding for the Expanded Learning Program is determined in yearly reviews targeting Student Attendance, Program Policies, and Fiscal Oversight

LEVELS OF MISBEHAVIOR:

Level 1: A student consequences in this level will generate a student- incident report that will result in 1-Removal Point (if applies to your student's school site).

- Disobedience
- Defiance
- Profanity
- Disrespect
- Physical Contact
- Disruptive Activities
- Other School Violations

Level 2: A student consequences in this level will generate a student- incident report that will result in 2-Removal Points (if applies).

- Bullying/Threats
- Leaving without permission
- Program Disruptions
- Other School/Ed. Code Violation in EC 48900
- Vandalism
- Racism
- Harassment
- Fighting

Level 3: A student consequences in this level will generate a student- incident report that will result in 3-Removal Points (if applies) & Recommendation for Student Removal from the Expanded Learning program and regular school suspension.

- Controlled or illegal drugs/substance
- Weapons or dangerous objects
- Sexual Harassment
- Other ED. Code violation included in EC 48900

PROGRAM REMOVAL CAUSES:

Accruing **(3pts.)-Removal Points** from any of the following areas may result in student removal from the Expanded Learning Program.

PARENT SIGN OUT, LATE PICK UP, UNEXCUSED ABSENCE:

See page 3

MISBEHAVIOR POINT SYSTEM: See "Levels of Misbehavior" above.

EARLY-RELEASE POLICY:

Student who are picked up prior to 6:00 p.m. must adhere to the “Early Release Policy” – reasons for early pick up are listed below.

Parents/Guardians must indicate the appropriate sign-out code when signing-out their child.

- Code T: Transportation
- Code W: Safety for Walkers (written permission required)
- Code M: Medical Reason; Health Appointment; Illness; Injury; Etc.
- Code PP: Parallel Program (sports, dancing, counseling, etc) A parallel Program – Special Activities Form needs to be in file.

STUDENT CONDUCT POLICY:

It is the intent of TCF Expanded Learning Program to provide all students with an after-school environment where optimum learning and safe participation can take place. Students who engage in violations of the Student Conduct Policy will be subject to appropriate consequences which may apply to both regular and Expanded Learning program participation. TCF recommends that parents review and recognize the importance of school regulations by discussing them with their children.

Removal Points will be accrued throughout the year for on-going incidents in violation of TCF Expanded Learning Policy.

A total of Three – Removal Points issued to one student may result in removal from the TCF Expanded Learning Program. *See “Program Removal Causes” at the bottom of page 5.

Expanded Learning Program Goals

“No child is a product of their environment, but rather a product of the opportunities made available to them.” —Tyronne Gross Jr.

Participating students in the program will experience...

- Increased academic achievement
- Increased student engagement in school and community
- Increased student physical fitness
- Safe, positive and fun environment for children during after school hours
- Increased respect for diversity
- Build trusting relationships
- Common core program design with expanded learning opportunities
- Project based learning activities in Science, Technology, Engineering and Math (STEM)
- Academic homework assistance that supports mastery by a credential teacher
- Enrichment and recreation opportunities
- Career explorations

HOURS OF OPERATION

- Every - Regular & Minimum School Day
- From School Day Dismissal to 6pm Daily

STAFFING

TCF Expanded Learning Program adheres to high quality staffing standards by ensuring that employees meet the same federal, state and district minimum requirements to work with students as regular day program instructional aides.

DAILY SCHEDULE *Required Grant Components*

ATTENDANCE – NUTRITIOUS MEAL BLOCK:

- All students are offered at least 1 nutritious meal at the start of the program.

ACADEMIC BLOCK:

- Academic homework assistance that supports mastery by a credential teacher
- Common core program design with expanded learning opportunities
- Project based learning activities in Science, Technology, Engineering and Math (STEM)
- Student tailored intervention

ENRICHMENT BLOCK:

- Enrichment guided lessons
- Student centered activities
- Citizenship and leadership building
- Community service learning opportunities
- Career explorations

RECREATION BLOCK:

- Last block of the program allows students to participate in a variety of physical activities in a fun and safe learning environment.

Expanded Learning Program Policies

ATTENDANCE POLICY:

- ATTEND EVERY REGULAR & MINIMUM SCHOOL DAY
- Students must attend the Academic hour block to be considered present. If your child is picked up prior to this time – their absence will be considered unexcused
- After (3) unexcused absences, students may be removed from the Expanded Learning Program and will need to reapply

Each unexcused absence = 1pt.

SIGN-OUT POLICY:

Safety is top priority in The Expanded Learning Program; therefore, no child enrolled in the Expanded Learning Program will be released from the program without a parent/guardian signature or individuals 16 years or older, listed on the registration form. Each student must have his or her own registration form.

Parent/Guardian failure to sign child out from the program = 1pt.

LATE PICK-UP POLICY:

Law enforcement will be contacted if a designated person for pick up is more than **15** minutes late. If the child is picked up late three (3) times, the child will be released from the program for the remainder of the school year.

6:01-6:15 = 1 pt. 6:16-6:29 = 2pt. 6:30+ = 3pt.