

# ASPIRE/OASIS Manager's Handbook

After School Programs providing  
Intervention, Recreation &  
Enrichment



## ASPIRE/OASIS



Oakdale Joint Unified School District  
168 South Third Avenue, Oakdale, CA 95361

August 2011

## **Participating Sites**

Cloverland Elementary School	Larry Bonds, Principal	(209) 847-4276
Fair Oaks Elementary School	Stacey Aprile, Principal	(209) 847-0391
Magnolia Elementary School	Julie Minabe, Principal	(209) 847-3056
Sierra View Elementary School	Kathy Pinol, VP	(209) 848-4200
Oakdale Junior High School	Jon Webb, VP	(209) 847-2294

## **Site Coordinators**

Cloverland Elementary School: Jarom Hofmann (209) 840-8280  
Fair Oaks Elementary School: Matt Dillon (209) 840-4326  
Magnolia Elementary School: Annette Kimball (209) 988-1845  
Sierra View Elementary School: Carla Moore (209) 840-3733  
Oakdale Junior High School: Micki Dias, Teacher in Charge (209) 847-2294

## **District Support**

Kristi Rapinchuk, Director of Categorical Programs (209) 848-4884 ext. 126  
(209) 765-2354  
Kim Leverett, Assistant to Kristi Rapinchuk (209) 848-4884 ext. 128  
Beckie Westfall, Secretary II (209) 848-4884 ext. 101  
Kathy Wyant, Fiscal Services: (209) 848-4884 ext. 114

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# Introduction

The mission statement of the Oakdale Joint Unified School District states:

*“Oakdale Joint Unified School District creates an environment where all students, staff, parents and communities work together to ensure students have the skills and abilities to function productively as contributing members of our society. Oakdale Joint Unified School District encourages the lifelong pursuit of excellence to secure a brighter future.”*

In order to support the learning environment described in our district mission statement, the Oakdale Joint Unified School District has established after school programs to provide academic and literacy support as well as safe, constructive enrichment activities to support potentially at-risk students who have been identified by staff and/or parents. The district plan addresses the following program dimensions:

- I. Involvement:** Parents, staff, students, and community members collaborate to ensure that the after school program is integrated with the regular school day supporting academic excellence and providing engaging enrichment opportunities.
- II. Governance:** Policies, plans, and administration of Oakdale After School Programs meet the statutory Requirements.
- III. Funding:** ASES funds meet statutory requirements for allowable expenditures.
- IV. Standards, Assessment, and Accountability:** The after school program is based on assessed needs of the students and achieves the intended outcomes.
- V. Staffing and Professional Development:** Staff members are recruited, trained, assigned, and assisted to ensure the effectiveness of the program.
- VI. Opportunity and Equal Educational Access:** Students have equitable access to the district after school programs.
- VII. Teaching and Learning:** Students receive academic support and enrichment that meet their assessed needs.

# Involvement

*Parents, staff, students, and community members collaborate to ensure that the after school program is integrated with the regular school day supporting academic excellence and providing engaging enrichment opportunities.*

<b>Entity</b>	<b>Described Activities</b>
<b>Regional Support</b>	<ul style="list-style-type: none"> <li>▪ Lori Ward, Director I (209) 238-1377</li> <li>▪ Sandy Montgomery (209) 238-1369</li> </ul> <p><i>OJUSD Director will attend Regional Support Meeting. Site Manager attendance is optional and should be approved by site administration.</i></p>
<b>District After School Program Collaboration Team</b>	<ul style="list-style-type: none"> <li>▪ DIRECTED BY Kristi Rapinchuk, Director (209) 848-4884 ext. 126</li> </ul> <p><i>Monthly meetings held at the District Technology and Staff Development Center. Pertinent agenda items from Region are brought forward. This committee monitors compliance, fidelity of implementation and provides technical support to site programs. MINUTES SHOULD BE TAKEN.</i></p>
<b>Site Coordination Meetings</b>	<ul style="list-style-type: none"> <li>▪ DIRECTED BY Site Coordinators</li> </ul> <p><i>Monthly meetings with city staff and identified staff to plan upcoming month, provide staff training, and support integration with the regular academic day. MINUTES SHOULD BE TAKEN AND SUBMITTED TO DISTRICT DIRECTOR.</i></p>
<b>Parent/Student Advisory Councils</b>	<ul style="list-style-type: none"> <li>▪ DIRECTED BY Site Coordinators</li> </ul> <p><i>Quarterly meetings intended to gain parent and student input into the site's ASP. Parent/Student council members may be invited to attend identified Site Coordination Meetings to gain this valuable input. MINUTES SHOULD BE TAKEN AND SUBMITTED TO DISTRICT DIRECTOR.</i></p>
<b>Site Staff Meetings</b>	<ul style="list-style-type: none"> <li>▪ DIRECTED BY Site Administration</li> </ul> <p>AT A MINIMUM Site ASP Coordinators will attend identified site staff meetings to:</p> <ul style="list-style-type: none"> <li>- Make teachers aware of the identification/registration process at the beginning of the year.</li> <li>- Present annual program evaluation</li> <li>- Other as directed by District Director and Site Administrator</li> </ul> <p><i>ASP PERTINENT MINUTES SHOULD BE TAKEN AND SUBMITTED TO DISTRICT DIRECTOR.</i></p>
<b>Site Plan</b>	<p><i>After School Program Services should be described in the Single Plan for Student Achievement. It is STRONGLY recommended that the ASP Site Coordinator be on the Site Plan Revision Team at your site. This will strongly support integration between the regular school day and after school programs.</i></p>
<b>Surveys</b>	<p>Each site program will develop PRE student, teacher, and parent surveys to identify program needs AND POST student, teacher, and parent surveys to measure progress toward meeting those needs.</p> <p><i>SURVEYS SHOULD BE REVIEWED WITH SITE AND DISTRICT ADMINISTRATION PRIOR TO CIRCULATION. SURVEY RESULTS SHOULD BE FORWARDED TO DISTRICT DIRECTOR.</i></p>
<b>Brochures</b>	<p>Site ASP Brochures are available in the front office to be provided to new enrolling students. Front office staff should be aware of the process for enrolling new students and/or placing them on a waiting list.</p>
<b>Website</b>	<p><a href="http://www.oakdale.k12.ca.us/curriculum/Categorical/ASP.htm">http://www.oakdale.k12.ca.us/curriculum/Categorical/ASP.htm</a></p>

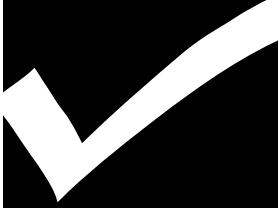
## MEETING DATES

County Meetings 9 am-11 am	

District Meetings 11 am-1pm	
August 16 <sup>th</sup>	January 17 <sup>th</sup>
September 20 <sup>th</sup>	February 14 <sup>th</sup>
October 18 <sup>th</sup>	March 20 <sup>th</sup>
November 22 <sup>nd</sup>	April 18 <sup>th</sup>
December 12 <sup>th</sup> PM Training	May 15 <sup>th</sup>

Kristi Visits Dates and Sites	
September 13 <sup>th</sup>	Cloverland
September 15 <sup>th</sup>	Fair Oaks
September 20 <sup>th</sup>	Magnolia
September 22 <sup>nd</sup>	Sierra View
September 27 <sup>th</sup>	OJHS
November 22 <sup>nd</sup>	Fair Oaks
November 29 <sup>th</sup>	Magnolia
November 30 <sup>th</sup>	Sierra View
December 1 <sup>st</sup>	OJHS
December 6 <sup>th</sup>	Cloverland
January 24 <sup>th</sup>	Magnolia
January 25 <sup>th</sup>	Sierra View
January 30 <sup>th</sup>	OJHS
January 31 <sup>st</sup>	Cloverland
February 7 <sup>th</sup>	Fair Oaks
March 22 <sup>nd</sup>	Sierra View
March 26 <sup>th</sup>	OJHS
March 27 <sup>th</sup>	Cloverland
March 28 <sup>th</sup>	Fair Oaks
April 3 <sup>rd</sup>	Magnolia

# Sample Template for Meeting Minutes



*School Name*

## **After School Programs**

*Date*

*Time of Meeting*

---

**Meeting called by:**

**Type of meeting:**

**Attendees:**

----- **Agenda Topics** -----

### **Follow Up Needed**

**1.**

---

## **Governance and Administration**

*Policies, plans, and administration of Oakdale After School Programs meet the statutory requirements.*

When a school receives ASES funding it must ensure the following:

- All staff members who directly supervise pupils must meet the minimum qualifications, hiring requirements, and procedures for an instructional aide meeting NCLB Highly Qualified status in the school district.
- School site principals approve site supervisors for the after school program and ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. Only staff meeting NCLB HQ status count toward the 20:1 ratio.
- ASES grantees are required to operate programs a minimum of 15 hours per week and at least until 6:00 p.m., beginning immediately upon conclusion of the regular school day. Programs must plan to operate every regular school day during the regular school year.
- It is the intent of the legislation that elementary school pupils participate in the full after school program every day. Middle schools may adopt a flexible schedule to meet student needs and interests to accomplish program goals; students may attend three days totaling nine hours. However, the program must remain operational five days per week and three hours per day on every regular school day.
- Each site ASP has Early Release Procedures that parents and staff are aware of. The Early Release Procedures are enforced. You must maintain evidence of parent and staff notification of these procedures and evidence of procedure enforcement.
- All students on ASES attendance must receive a nutritious snack each day.
- Keep program records for 5 years: attendance, sign-outs, notifications, agendas, minutes, etc.
- Annually, your site determines how to identify eligible students and consistently uses that identification criteria.
- Your site maintains a waiting list, if necessary.
- Your site provides a free snack to each student participant daily.
- Your ASP includes an educational and literacy component that includes tutoring/homework assistance in core subjects.
- Your site ASP includes an educational enrichment component that offers students engaging activities in a variety of areas.

**Students** BP 5148.2(a)

**BEFORE/AFTER SCHOOL PROGRAMS BOARD POLICY**

The Board of Education desires to provide before-school and/or after-school programs that support the regular education program and provide safe, constructive alternatives for students. In order to increase academic achievement of participating students, the content of such programs shall be aligned with the district's vision and goals for student learning, its curriculum, and district and state academic standards and shall be integrated with other learning support activities.

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. 6177 - Summer School)*  
*(cf. 6179 - Supplemental Instruction)*

The district's program shall be planned through a collaborative process that includes parents/guardians, students, representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5)

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*

The establishment of any program shall be approved by the Board and the principal of each participating school. (Education Code 8421, 8482.3)

The program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, the program may include support services that reinforce the educational component and promote student health and well-being, including, but not limited to, drug and violence prevention programs, counseling/guidance services, character education, and programs that promote parent/guardian involvement and family literacy.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 6142.3 - Civic Education)*  
*(cf. 6164.2 - Counseling/Guidance Services)*

## **BEFORE/AFTER SCHOOL PROGRAMS (continued)**

A fee may be charged to participating families based on the actual cost of services. The fee may be waived or subsidized based on economic disadvantage or other critical needs in accordance with Education Code 8263 and 8350.

### **BP 5148.2(b)**

*(cf. 3260 - Fees and Charges)*

The Board and the Superintendent or designee shall monitor student participation rates and shall identify measures that shall be used to determine program effectiveness, such as outcome-based data on academic performance, attendance, and positive behavioral changes.

*(cf. 0500 - Accountability)*

*Legal Reference: (see next page)*

### **BP 5148.2(c)**

*Legal Reference:*

EDUCATION CODE

8263 Eligibility and priorities for subsidized child development services

8350-8359.1 Programs for CalWORKS recipients

8420-8428 21st Century After-School Program for Teens

8460-8480 School-age community child care services

8482-8484.6 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

8488.5-8489.9 Six by Six Before- and After-school Program

17264 New construction; accommodation of before- and after-school programs

35021.3 After-school physical recreation instructors

45125 Criminal record check

49430-49436 Nutrition standards

49553 Free or reduced-price meals

69530-69547.9 Cal Grant program

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide programs

6319 Program improvement

7171-7176 21st Century community learning centers

*Management Resources:*

CSBA ADVISORIES

Proposition 49: New Funding for Before and After School Programs, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

21st Century High School After School Safety and Enrichment for Teens (ASSETS) Program

Evaluation Guidebook 2005-06, July 2006

COUNCIL OF CHIEF STATE SCHOOL OFFICERS (CCSSO) PUBLICATIONS

Using NCLB Funds to Support Extended Learning Time: Opportunities for Afterschool

Programs, August 2005

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Building and Sustaining After-School Programs: Successful Practices in School Board

Leadership, 2005

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

21st Century Community Learning Centers, February 2003

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*After-School Programs: Keeping Children Safe and Smart, June 2000*

WEB SITES

CSBA: <http://www.csba.org>

Academy for Educational Development, *Promising Practices in Afterschool:*

<http://www.afterschool.org>

California Department of Education, *After School Partnerships Office:*

<http://www.cde.ca.gov/ls/ba>

California School-Age Consortium: <http://calsac.org>

Children Now: <http://www.childrennow.org>

Council of Chief State School Officers: <http://www.ccsso.org>

National School Boards Association, *Extended-Day Learning Opportunities Program:*

<http://www.nsba.org/edlo>

Policy **OAKDALE JOINT UNIFIED SCHOOL DISTRICT**

Adopted: April 12, 2010      Oakdale, California

**Students** AR 5148.2(a)

**BEFORE/AFTER SCHOOL PROGRAMS ADMINISTRATIVE REGULATIONS**

**After School Education and Safety (ASES) and 21st Century Community Learning Center (21st CCLC) Programs**

The district's ASES program may serve students in grades K-9. (Education Code 8482.3)

The district's ASES and 21st CCLC program(s) shall be operated in accordance with the following:

1. Program Elements

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3)

*(cf. 6142.91 - Reading/Language Arts Instruction)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6142.93 - Science Instruction)*

*(cf. 6154 - Homework/Makeup Work)*

*(cf. 6163.4 - Student Use of Technology)*

- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. (Education Code 8482.3)

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.62 - Tobacco)*

*(cf. 6142.6 - Visual and Performing Arts)*

*(cf. 6142.7 - Physical Education)*

*(cf. 6178 - Career Technical Education)*

2. Nutrition

- a. If snacks are made available in the program, they shall conform to state nutrition standards specified in Education Code 49430-49436. (Education Code 8482.3)

*(cf. 3554 - Other Food Sales)*

*(cf. 5030 - Student Wellness)*

## **BEFORE/AFTER SCHOOL PROGRAMS (continued)**

- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1)

*(cf. 3550 - Food Service/Child Nutrition Program)*

AR 5148.2(b)

### **3. Location of Program**

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3)
- b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the district may, with the approval of the Superintendent of Public Instruction, provide services at another school site. A significant barrier includes either of the following: (Education Code 8482.8)
  - (1) Fewer than 20 students participating in the program component
  - (2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8)

*(cf. 3540 - Transportation)*

### **4. Staffing**

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4)

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

## **BEFORE/AFTER SCHOOL PROGRAMS (continued)**

- b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4112.5/4312.5 - Criminal Record Check)*

*(cf. 4212.5 - Criminal Record Check)*

- c. The student-to-staff ratio shall be no more than 20 to 1. (Education Code 8483.4)

AR 5148.2(c)

### **5. Hours of Operation**

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483)
- c. A program may be offered during summer, intersession, or vacation days for a minimum of two hours per day for the before-school program or three hours per day for the after-school program. However, when both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2)
- d. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates. However, when necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program.

### **6. Admissions**

- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6)

## **BEFORE/AFTER SCHOOL PROGRAMS (continued)**

- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:
- (1) Priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1)
  - (2) Priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulations.

*(cf. 5149 - At-Risk Students)*

*(cf. 6179 - Supplemental Instruction)*

- (3) Any remaining capacity shall be filled by students selected at random.

AR 5148.2(d)

- (4) A waiting list shall be established to accommodate additional students if space becomes available.

### **Volunteers**

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before- and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. He/she also shall submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

### **Reports**

The Superintendent or designee shall annually submit to the CDE outcome-based data on academic performance, attendance, and positive behavioral changes, including, but not limited to: (Education Code 8427, 8482.3, 8484)

**BEFORE/AFTER SCHOOL PROGRAMS (continued)**

1. Participating students' school day attendance on an annual basis
2. Program attendance
3. One or more of the following measures of program effectiveness based on the individual program's focus:
  - a. Positive behavioral changes, as reported by school day teachers or program staff who directly supervise students
  - b. Standardized Testing and Reporting (STAR) test scores

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

- c. Homework completion rates as reported by school day teachers or program staff who directly supervise students
- d. Skill development as reported by school day teachers or program staff who directly supervise students

AR 5148.2(e)

- e. Any other measures developed by the CDE

Regulation **OAKDALE JOINT UNIFIED SCHOOL DISTRICT**  
Approved: April 12, 2010 Oakdale, California

## Funding

- The District Director and Business Office support sites in completion of the following documents: Initial budgets, Quarterly Expenditure Reports, Budget Revisions, and Closeout Reports.
- 100% of the annual grant award must be spent by June 30 each year.
  - Out of state Purchase Orders must be submitted to the business office by 3/21.
  - In state Purchase Orders must be submitted to the business office by 4/18.
  - Purchase Orders may be obtained in your school site office. They must be signed by your site principal and budget coded by your site secretary prior to submission to the district business office.
- ASES funded sites collaborate with the Director to obtain a local cash or in-kind match of 1/3 or more the total grant amount – with not more than 25 % due to facilities.
- Administrative costs may not exceed 15%. Direct services “directly” benefitting students must be at least 85% of the annual ASES site grants.
- It is the principal’s primary responsibility to maintain a balanced ASES budget. Please meet with your site principal to receive direction regarding your specific budget responsibilities and review budget balances on at least a monthly basis.
- ASES funds must be used to supplement and not supplant. (See page 22-23 of FAQs located at <http://www.cde.ca.gov/ls/ba/cp/documents/faq08.doc>)
- Principals review all purchases and confirm that they are allowable expenditures as well as confirming that ASES funding is used to supplement and not supplant. Allowable expenditures include:
  - Instructional materials
  - Nutritious snacks
  - Salaries and benefits paid to those who provide direct services to students.
  - Cost of providing staff development to after school staff who are fully assigned to provide direct services to students.
  - Proportion of management assignment that provides staff development and coaching to after school staff who are fully assigned to provide direct services to students.
  - Costs of enrichment services that directly benefit students.
  - Direct Administrative costs such as duplicating, collection and maintenance of records, program planning, integration with regular school day, maintenance of student attendance system, public relations, scheduling, supervision of other after school staff, and data collection.

# Fiscal Deadlines

## Quarterly Expenditure Report Deadlines

<u>Quarter</u>	<u>Reporting Period</u>	<u>Report Due</u>
Quarter 1	July 1 - September 30	October 31
Quarter 2	October 1 - December 31	January 31
Quarter 3	January 1 - March 31	April 30
Quarter 4	April 1 - June 30	July 31

- Site Responsibilities:
  - No negative balances by end of reporting period
  - E-mail to Kristi with copy to Kathy if any object code changes by more than 20% of your entire grant amount. E-mail should include the programmatic reason for this change.
- District Responsibilities:
  - Kathy completes quarterly expenditure reports and gets them to Kim or Beckie by the deadlines indicated above.
  - Kim/Beckie submit reports by report due dates on ASSIST at the CDE website. 1<sup>st</sup> and 2<sup>nd</sup> quarter report submission should be directly supervised by Kristi.
  - Kim/Beckie file Kathy's hard copy with back-up and ASSIST confirmation in ASPIRE Fiscal 11-12 binder.

Due Date	ASES Reporting Dates
July 31, 2011	2011-2012 Second Semi-Annual Attendance Report (January 1, 2012 to June 30, 2012) Fourth Quarter Expenditure Report (April 1, 2012 to June 30, 2012) Close-Out Expenditure Report (July 1, 2012 to June 30, 2012)  10 percent payment will be processed after August 15, 2011.
August 15, 2011	2011-2012 Last day to revise all 2010-2011 attendance Last day to revise all 2010-2011 expenditures  10 percent payment will be processed after August 15, 2011.
October 15, 2011	2011-2012 Statewide Evaluation Data Report
October 31, 2011	2011-2012 First Quarter Expenditure Report (July 1, 2011 to September 30, 2011)
January 31, 2012	2011-2012 Second Quarter Expenditure Report (October 1, 2011 to December 31, 2011) 25 percent payment will be processed after February 1, 2012 First Semi-Annual Attendance Report (July 1, 2011 to December 30, 2011)
April 30, 2012	2011-2012 Third Quarter Expenditure Report (January 1, 2012 to March 31, 2012)
July 31, 2012	2011-2012 Second Semi-Annual Attendance Report (January 1, 2012 to June 30, 2012) Fourth Quarter Expenditure Report (April 1, 2012 to June 30, 2012) Close-Out Expenditure Report (July 1, 2011 to June 30, 2012)  10 percent payment will be processed after August 15, 2012.
August 15, 2012	2011-2012 Last day to revise all 2011-2012 attendance Last day to revise all 2011-2012 expenditures  10 percent payment will be processed after August 15, 2012
October 2012	2011-2012 Statewide Evaluation Data Report

# Standards, Assessment, and Accountability

*The after school program is based on assessed needs of the students and achieves the intended outcomes.*

**Each ASP Program has established measurable academic goals. The ASP Program may support goals delineated in the Single Plan for Student Achievement. These goals should be determined no later than November each year.**

ANNUAL MEASURABLE ASP SITE GOALS		
Site	2011-2012 Goals	Goal Met?
Cloverland		
Fair Oaks		
Magnolia		
Oakdale Junior High		

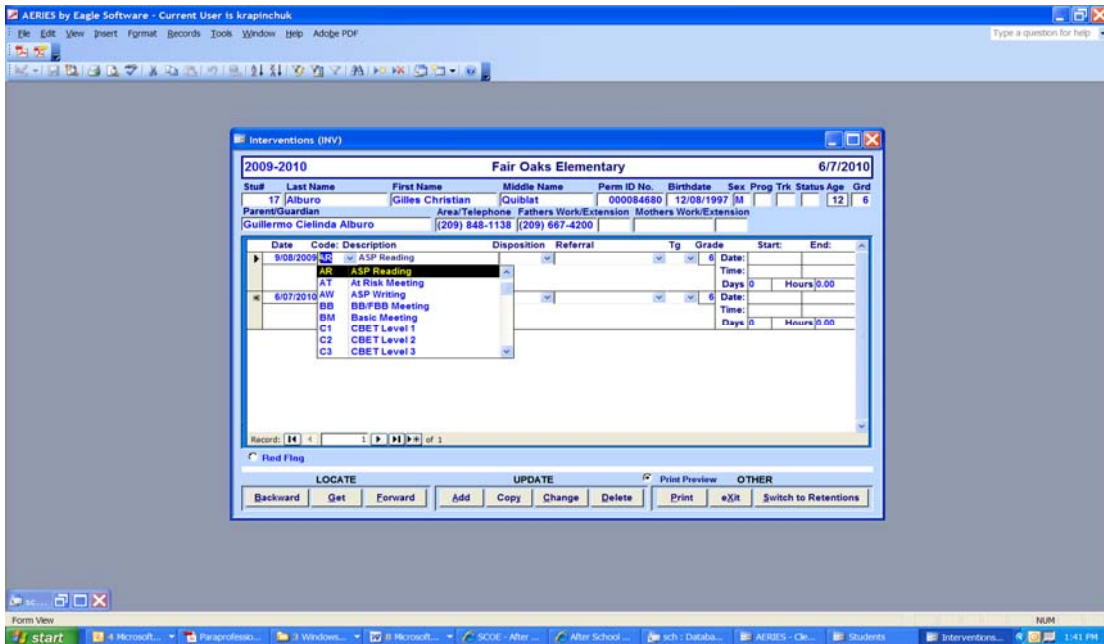
**Each ASP Program has determined a means of identifying students for academic intervention, researched based curriculum to drive that curriculum, and pre/post assessments to measure the effectiveness of intervention participation. The table below should be completed each semester by each site and reviewed at the first District ASP Meeting following the semester’s end.**

ASP INTERVENTION CHART						
Site Name:						
Research Based Curriculum	How are students identified for participation?	GR/# of Students Enrolled	# of Hours	Pre Test	Post Test	Teacher

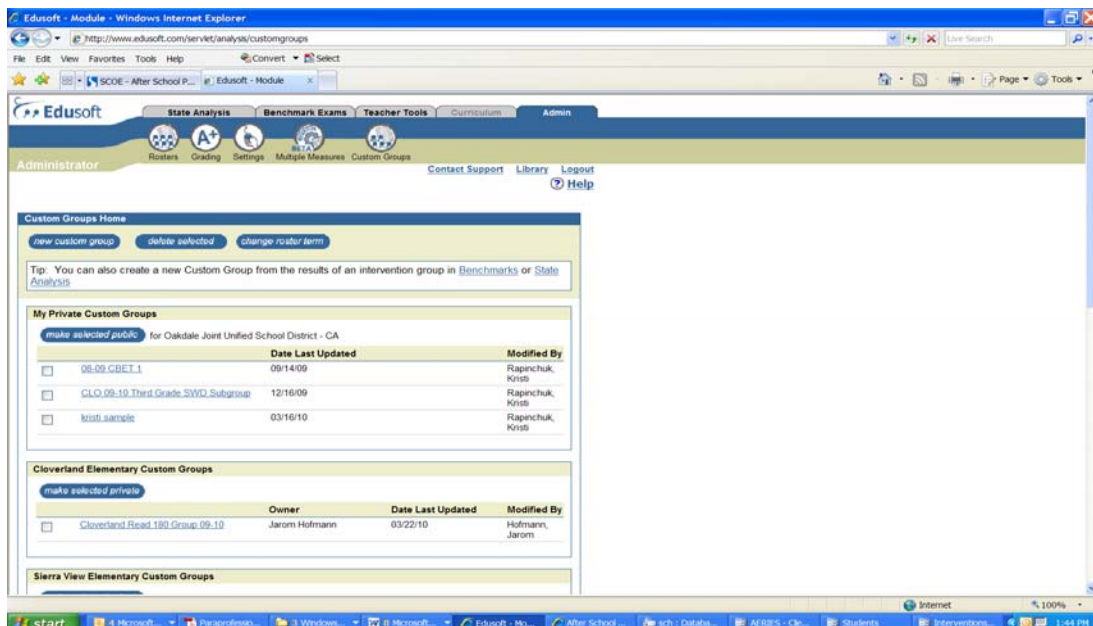
# ASP Site Goals

In order to measure achievement toward each sites annual measurable ASP Site Goals, the Site Coordinator should complete the following no later than 1 week after each quarter/trimester ends:

1. Populate the date, code, and grade for all ASPIRE students in the AERIES Intervention Screen. (See below)



2. Create Custom Groups for all ASPIRE students in EduSoft. The composition of the group should be intervention specific and result in the ability to run benchmark achievement reports aligned to your school site's annual measurable goals. (See below)



# Walking Home

**Bus Transportation for Students is no longer available.**

## **Walking Home**

The parent of any child needing to walk home must sign a Consent to Walk Home. This permission is included in the ASPIRE Registration form.

Students with a Consent to Walk Home on file with the school and city may sign themselves out to walk home from the after school program if they sign out by 4:30 pm.

After 4:30 pm children will not be allowed to walk home. Parents must pick them up and sign them out.

## District Program Evaluation Process

*The first District ASP Coordination Meeting following a semester end will review each site's intervention chart and ask the following questions.*

- Did the site meet its measurable goal? (see page 10)
- Which intervention curriculums were found to be effective as measured by the identified pre/post test?
- Is the intervention curriculum being implemented with fidelity?
- If not, what are the barriers to implementation and how can these barriers be overcome?
- Does the intervention curriculum's implementation need support/monitoring?
- If so, what?
- Should a different intervention curriculum be considered?

*The first District ASP Coordination Meeting following the end of the formal enrichment program will review each site's teacher, parent, and student data and ask the following questions. The Parent/Student Advisory Council should be integrally involved in this discussion.*

- Which enrichment activities were found to be effective as measured by survey input and anecdotal input from the Parent/Student Advisory Council?
- Were the enrichment activities implemented as planned?
- If not, what are the barriers to implementation and how can these barriers be overcome?
- Which enrichment activities should be eliminated?
- Which enrichment activities should be revised? What revisions should be included?
- Which enrichment activities should be added?
- What community or county resources are available to support planned enrichment activities?

*Results of each site's program evaluation should be made available to the public. Examples of public access would include a newsletter, posting on the school website, invitation to a meeting, district ASP Report to the Community. More than one mechanism of communication is suggested in order to reach a wider audience.*

### *Additional Program Evaluation Questions*

- Did attendance increase for ASP participants?
- Did core subject grades improve for ASP participants?
- Did truancy decrease for ASP participants?

**Include ASP Program Evaluation Findings in your school's Site Plan**

**Director should report ASP Program Evaluation Findings to the Board annually.**

## STATE Evaluation DATA

1	2	3	4	5
School Name	CDS Code (XX-XXXXX-XXXXXX)	Statewide Student Identifier (SSID) (XXXXXXXXXX)	Date of Program Intake (MM/DD/YY) DD=01, if unknown	Grade in School (Gr. 0-9)
			Enter Date	

6		7		8		9		10	
Performance Level		Performance Level		English Learner		Days Enrolled at		Days Absent from	
California Standards Test		California Standards Test		(0=No, 1= Yes)		Your School During		Your School During	
English/Language Arts		Mathematics				the School Year		the School Year	
(Levels 1-5)		(Levels 1-5)							
Baseline	2011-2012	Baseline	2011-2012	Baseline	2011-2012	Baseline	2011-2012	Baseline	2011-2012

11	12
Days Attended After School Programs During the School Year	Days Attended the Supplemental Program
Enter/End	

## Staffing

*ASP Staff Members are recruited, trained, assigned, and assisted to ensure the effectiveness of the program. Program staff members that directly supervise students are qualified, according to school district policies, to perform these services and student to staff ratios are appropriate. Training and development opportunities for staff are provided.*

It is the principal's responsibility to maintain a student/staff ratio of 20:1. Only NCLB staff may count toward this ratio. It is the Site ASP Coordinator's responsibility to notify the principal immediately if this ratio is not met.

It is the district's responsibility to provide certificated and classified staff meeting NCLB HQ status. District Board Policy reflects this requirement. Classified staff working at an ASES funded site meet NCLB HQ status by meeting one of the following requirements:

- Has completed at least two years of study at an institution of higher education.
- Has obtained an associate's or higher degree.
- Has passed CODESP.

All staff is subject to health screening, TB, and fingerprint clearance.

### **Position Certification for ASES funded employees**

- Salaried 100% ASES funded positions should complete the Semi-Annual Position Certification
- OJUSD Personnel working extra hours indicate their funding source on their Payroll Vouchers. At the end of each semester the business office will provide a spreadsheet for personnel working in this program showing: Last Name/First Name/Hrs per day/Days per week/Funding Source/HQ (Yes/No/In Training)

## Professional Development

Beginning of the year staff development shall include:

- Harassment Training
- Blood Borne Pathogen Training
- Mandated Reporting
- Overview of the evaluation process
- Dress code/uniform
- Discipline Forms
- Accident Reports
- CPR/First Aid Training

Program Specific Training addressing homework club, enrichment activities, and playground supervisions shall be addressed at the four quarterly district-wide staff trainings.

Monthly staff meetings support the development of the enrichment calendar, safety procedures, and other identified areas of need.

# Oakdale Joint Unified School District Position Certification

## Audit of Categorical Programs

100% of One Program

Semi Annual Certification of Positions funded from a Single Federal Assistance Program

Date: \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Hours/% per day: \_\_\_\_\_ Program Funded: \_\_\_\_\_

I certify that 100% of my job duties were related to activities in compliance with and funded by the above-mentioned program during the periods indicated below:

- July 1 through December 31 of the Current Year
- January 1 through June 30 of the Current Year

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principals are required to maintain these time sheets for a period of five (5) years.**

# ASP Safety Plan

*School Safety Plans must be updated every year and must be available to the public. The Safety Procedures for each ASP should be included in the School Safety Plan. The plan and resources necessary to fulfill all ASP Safety Procedures must be available to all staff working in the ASP.*

## **Elements to include on your ASP Safety Plan**

- A. Emergency Numbers
- B. Fire Drill Procedures
- C. Earthquake Procedures
- D. General Lockdown Procedures
- E. Intruder Lockdown Procedures

## **IMPORTANT THINGS TO REMEMBER:**

1. Fire drills should be completed each month.
2. Earthquake/Lockdown/Intruder Lockdown twice a year
  - Once within the first month of program
  - Again during the second semester
3. A schedule for the dates your site intends to run drills should be developed with the school's principal or vice principal and then submitted to the District ASP Director by August 16, 2011.
4. The Site ASP Safety Plan should be submitted to the District ASP Director prior to the first scheduled site drill.
5. All ASP Staff at your site should receive ASP Safety Procedure Training prior to the first scheduled Safety Drill.
6. Site Coordinator should de-brief ASP staff within 24 hours of drill completion.
7. The Site ASP Coordinator should participate in the annual revision of the Site Safety Plan.
8. Site ASP staff should have access to Emergency Buckets and First Aid or other resources needed in case of extended lockdown.
9. ASP Emergency Procedures should be posted in all rooms utilized by the site ASP Emergency.
10. Site ASP Staff should have access to information indicating specific medications for students enrolled in ASP and a plan to access those medications in case of fire, earthquake or lockdown.

**CDE's Safe School Website is <http://www.cde.ca.gov/ls/ss>**

# **Accidents and Injuries**

## **ASPIRE Monthly Injury Report**

Any accident or injury requiring any intervention by staff will be recorded in the Monthly Injury Report. The staff member providing the intervention (band-aid, ice pack, etc.) should make the entry into the Monthly Injury Report.

It is the Site Manager's Responsibility to:

- Keep all Monthly Injury Reports for the year
- Insure a new Monthly Injury Report is started at the beginning of each month
- Make sure all staff knows where the "shared" report is kept

## **Student Accident Report**

The Student Accident Report is completed for any injury that might require additional intervention. Examples might be a skinned knee, bump on the head requiring ice, etc.

Student Accident Reports should be completed by either the ASPL 2 or the ASP Manager. For all Student Accident Reports, the ASP Manager should:

- Sign on the Nurse/Health Clerk Signature Line
- Review and secure the principal's signature no later than the next day
- Make sure the parents are informed of the incident on the day it occurred

This form is on NCR paper. The three copies should be filed accordingly:

- Original goes in the student health file within the student cum folder
- Yellow goes to District Office (Attention: Human Resources)
- Pink goes to school site Nurse/Health Clerk
- Make a photocopy of the original – ASP Manager should maintain a file of these records with the most recent record in the front of the file

## Oakdale Joint Unified School District Student Accident Report

School \_\_\_\_\_ Site Administrator \_\_\_\_\_

Employee first to know or see injured, please complete items 1, 2, and 3. Nurse/Health Clerk will complete form. Site secretary will assist nurse in completing items required. Site administrator will sign and distribute.

1. \_\_\_\_\_  
                     Pupil's Name                      Birthdate                      Sex                      Grade                      Report Initiated By

2. \_\_\_\_\_  
                                     Place of Accident (Location)                                      Time                      Date

3. Witnesses \_\_\_\_\_

4. \_\_\_\_\_  
                                     Parent's Name                                      Address                                      Phone

5. \_\_\_\_\_  
                                     School Nurse/Health Clerk                                      Date and Time of Parent Notification

6. Approximate Nature and Extent of Injury \_\_\_\_\_  
 \_\_\_\_\_

7. Care of Injured:     Retained by Nurse/Health Clerk                       Return to Class  Home                       Other (Explain)  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Cause of Injury \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Statement of Injured \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Nurse/Health Clerk Signature                      Date                      Principal Signature                      Date

Original – Student Health File                      Yellow - District Office                      Pink – Nurse  
 Revised: 06/30/05 Pupil Services



# Attendance

Your sites ASES Grant funding is awarded in three year increments. If sites meet the required attendance, fiscal, and outcome measures and eligibility criteria remain current, award funding continues. Maintaining accurate attendance data is crucial and is the responsibility of the Site ASP Coordinator.

## Required Daily Attendance for 2010-2011

SITE	75% Goal	85% GOAL	100% GOAL
Cloverland	13,332	15,110	17,776
Fair Oaks	13,399	15,186	17,865
Magnolia	13,464	15,260	17,952
Junior High	11,525	13,062	15,367

Elementary Students are expected to attend every day.

Junior High School students are expected to attend 3 days (9 hours) per week.

Your site is responsible to provide ASP every scheduled school day – even minimum days.

The Early Release Policy provides some flexibility families may need.

Site Coordinators are responsible to complete AERIES Attendance daily.

Your monthly attendance is due to [kleverett@oakdale.k12.ca.us](mailto:kleverett@oakdale.k12.ca.us) with a copy to [krapinchuk@oakdale.k12.ca.us](mailto:krapinchuk@oakdale.k12.ca.us) by the 10<sup>th</sup> of every month. A hard copy of this document with the AERIES back-up report should be brought to the District Collaboration Meeting each month.

Site progress in making the annual goal of 100% will be discussed at each annual District ASP Coordination Meeting.

CDE is authorized to adjust the grant amount of any school that is under its targeted attendance level, by 15 percent or more, in two consecutive years, or if pupil attendance drops below 75 percent, in any year, of the targets designated in the application for funding.

# Early Release Procedure

Each after school program must develop an early release procedure. The procedure should address at least the following:

1. Attendance expectations and requirements.
2. Consequences for unauthorized instances or unacceptable pattern of unauthorized early program departures.
3. Individuals authorized to request early release and sign out pupils.
4. List of authorized/unauthorized reasons for early release.
5. Sign out procedures for early release. (It is recommended that the sign out sheet for all students include a "TIME" column.

## **Important things to remember:**

- All staff, students, and parents should be aware of the early release policy.
- It is the Site ASP Coordinator's responsibility to support the enforcement of the early release policy and consistent use of the sign-out sheet.
- Copies of all signed Early Release Procedures should be maintained at the school site.

# ASPIRE



Oakdale Joint Unified School District  
168 S. 3<sup>rd</sup> Avenue • Oakdale, CA 95361 • 209-848-4884

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## EARLY RELEASE PROCEDURE

A child may be released early from the After School Program prior to the end of program time at 6:00 p.m. based on the following conditions:

1. Attending a parallel program (programs in the school, community or private lessons) such as sports, music, academic assistance, church related classes, etc., as long as an agreement exists thus making this parallel program the child's enrichment component.
2. Family Emergencies (such as death in the family, catastrophic incidents, etc.).
3. Medical appointments.
4. Weather conditions, especially if the child walks home.
5. Accidents that occur during program time (program staff shall notify parent or guardian).
6. Other conditions (safety, etc.) as prescribed by the school.
7. By 4:30 during winter months if the child is walking home.

**Parent or guardian shall sign the child out and record the time of release daily.**

**Program staff shall record the daily time of the early release only if the parents fail to do so.**

In accordance with the approved conditions above I request early release for:

\_\_\_\_\_  
(Student's Name)

I will sign and record the time of early release from the ASPIRE Program.

\_\_\_\_\_  
(Signature of Parent/Guardian)

# District AERIES ASP

## **To log onto AERIES ASP**

1. Click on the AERIES CS icon on your desktop
2. Your password is: \_\_\_\_\_
3. If your school number is 4 – your ASP # is 104
4. Select 2011-2012
5. Click Log-In

**All students will be copied into your ASP by the district and will be tagged with an “N”.**

## **To enroll a student:**

1. The “N” has to be removed to activate the student
2. Once activated, click on the “Attendance” button
3. Click “No” on the next dialog box
4. Click within the Enters/Leaves/Program Change box (right side top) to highlight in blue
5. Click “Add”
6. Type in correct enter date
7. Student has been added to Attendance
8. Click Exit on the Attendance screen
9. Go back to the Student screen
10. Change the “Enter Date” to the same date entered on the Attendance screen (dates have to match)

## **To inactivate a student:**

1. Enter a “Leave Date”
2. Tag the student with an “I”
3. Click on the Update button
4. Type in the same “Leave Date”
5. Type in a Reason (use Leave Code 160)
6. Click OK
7. Click OK
8. Student has been inactivated in Attendance
9. Go back to the student screen and check the “Leave Date” (dates have to match)

## Program Fees

Before School Childcare Program fee is \$35 per month per child for the first child and each sibling thereafter is \$20 per month per child.

The fee for ASPIRE providing after school tutoring, homework support, recreation, and enrichment is \$85 per month for the first child and each sibling thereafter is \$55 per month.

A discount is also available for families whose children are on the Free and Reduced Lunch Program through the school district. Before School Recreation Program fee is \$20 per month for the first child and each sibling thereafter is \$10 per month per child. After School Recreation Program fee is \$55 per month for the first child and each sibling thereafter is \$31 per month.

There is no extra charge for minimum days.

Students identified for specific academic intervention programs may attend at no charge. Principals will notify these families. If you have questions about the potential identification of your child, please contact your child's school site principal.

The ASPIRE program ends at 6:00pm daily. If you pick you child(ren) up after 6:00pm you will receive a late pick up fee, per child, on your next invoice.

## Payment

Bills for ASPIRE and Before School Childcare will be available at each site by the 25<sup>th</sup> of each month. Bills not picked up at the ASPIRE student sign-out location on the 25<sup>th</sup> will be mailed the following day. Payment is due by the 1<sup>st</sup> of the following month. Payments not received by the 5<sup>th</sup> are subject to a \$10 late fee.

Checks or Money Orders should be made out to: OJUSD

On the memo line print: Student's name and student's school

There are options for making your monthly payments:

1. Mail or hand deliver your check or money order to:  
Oakdale Joint Unified School District Office  
168 S 3rd Avenue  
Oakdale, CA 95361
2. Pay online at the district website listed below.

## Registration

A parent/guardian, prior to participation in ASPIRE, must deliver the ASPIRE Registration Packet to the district office. You may pick up a packet at your school site, the district office, or the district website listed below.

## Program Drop Policy

In order to withdraw your child/children from the Before/After School Program, a completed **DROP FORM** must be submitted for each child to the district office prior to the 1st of the month in order to avoid being charged for that month. You may pick up a Drop Form at your school site, the district office, or the district website listed below.

## For More Information Call

Oakdale Joint Unified School District: (209) 848-4884  
<http://www.oakdale.k12.ca.us/curriculum/Categorical/ASP.htm>

# Employee Attendance/Substitutes

Classified staff working in after school programs are paid on payroll vouchers. There is no paid sick leave for these positions.

In order to maintain the 20:1 ratio, employees must secure a substitute when they are unable to attend work due to sickness or personal reasons.

When a sub will be needed due to reasons other than sickness, employees will complete an ASPIRE Employee Leave Form and submit it to their Site Manager at least 3 days prior to the scheduled absence. It is then the employee's responsibility to secure the substitute.

## Securing a Substitute

Use the Subfinder System to secure a substitute.

Employees exceeding 10 absences due to sickness or personal necessity will be asked to provide doctors notes substantiating illness to avoid negative comments upon this aspect of their evaluation.



The screenshot shows the homepage of the Oakdale Joint Unified School District website. The page features a navigation menu on the left, a central banner with a graduation photo, and several content sections. A white arrow points to the 'Subfinder System' link in the 'Quick Links' section. The website is viewed in Internet Explorer, and the taskbar at the bottom shows several open applications.

**OAKDALE JOINT UNIFIED SCHOOL DISTRICT**

Current ALERT  
Table of Contents  
Search Website  
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School Board  
Educational Foundation  
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For Parents & Students

Superintendent's Message  
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Quick Links

CONGRATULATIONS Class of 2010  
2010-2011 School Start Date August 11, 2010  
Calendars and Schedules  
Have a Great Summer!

Subfinder System  
ABE Grubik Teacher Access  
ABE Parent Portal Access  
Check Email from Home (Staff)  
District Web Store  
On-line High School Courses  
Teacher SubFinder Access  
Tech Center Rm Reservations  
Board Approved Budget Reductions 2010-2011  
Where do I find HELP...  
- on the H1N1 Virus  
- to assist my child with math  
- to assist my child with writing  
- Youth Resource Directory

## Voluntary Exit from Program

### When parents choose to withdraw their child from the program:

- Provide the Drop Form to parents (available on District ASPIRE website)
- **Drop Form is completed by parents**
- Inactivate the exiting student in AERIES that day
- Keep a copy of the Drop Form on file at site (most recent at front of file)
- Send copy of the Drop Form to District Office (Beckie) to ensure the parents will not be charged for following months.

## Involuntary Removal from Program

The principal overseeing the ASPIRE Program may remove a student temporarily or for the duration of the school year. Potential reasons for removal from the program are listed on the following “Involuntary Removal Form”. Upon completing the Involuntary Removal Form, the principal will:

- Provide a copy to the parent
- Provide a copy to the ASP Site Manager
- Provide a copy to the District Director
- Inform
- **Get files copy in intervention cum**
- End Date recorded in AERIES



Oakdale Joint Unified School District
168 S. 3rd Avenue • Oakdale, CA 95361 • 209-848-4884

DROP FORM

In order to withdraw you child/children form the Before School Child Care or ASPIRE (After School Program) a completed DROP FORM must be submitted for each child to the Oakdale Joint Unified School District and must be received by the 1st of the month in order to avoid the next monthly charge.

If completed DROP FORM is not received prior to the 1st of the month, you will be responsible for all charges through the end of the month.



Oakdale Joint Unified School District
Before School Child Care/ASPIRE (After School Program)
DROP FORM

I \_\_\_\_\_ am withdrawing \_\_\_\_\_
Parent(s) Name Child Name

from the Before School Child Care and /or ASPIRE (After School Program)
circle one or both

from \_\_\_\_\_ effective date \_\_\_\_\_
School Date

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE ONLY
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ASPIRE Program Involuntary Removal Form

School Site: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

The principal overseeing the ASPIRE Program may withdraw a student temporarily or for the duration of the school year.

**Reason for temporary withdrawal: (check one below)**

- Suspension from program due to inappropriate behavior (1-5 days)
- Number of days: \_\_\_\_\_
  - Student broke the established rules of conduct for the school and/or site ASPIRE Program
  - Student was verbally warned  
Date: \_\_\_\_\_
  - Parent(s) was/were made aware of the unacceptable behavior  
Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

(Date the student may return to the ASPIRE Program)

Documentation attached  YES  NO

**Reason for withdrawal for the duration of the school year: (check one below)**

- Inadequate attendance
- Academic intervention does not match or no longer matches the academic profile of the student
- Expulsion from program
  - Fighting, misuse of facilities, illegal or sexual activities, possession of drugs or firearms (Disciplinary Action Taken)
  - Excessive disobedience
  - Extreme disruptive behaviorDate:/Description of behavior: \_\_\_\_\_
- Documentation attached  YES  NO

End Date: \_\_\_\_\_ (next school day following the last day of attendance)

\_\_\_\_\_  
**Signature of Parent/date**

\_\_\_\_\_  
**Signature of Principal/date**

- Copy to parent/teacher/principal/ASP Manager files copy in intervention cum
- End Date recorded in AERIES