

# Kenwood School District

## EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE



This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)

## Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

<b>Name of Local Educational Agency or Equivalent:</b>	Kenwood School District
<b>Contact Name:</b>	Nathan Myers
<b>Contact Email:</b>	nmyers@kenwoodschool.org
<b>Contact Phone:</b>	707-833-2500

**Instructions:** Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Kenwood School

### Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

### Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

### Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it

may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

## 1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The Kenwood School District's Expanded Learning Opportunity Program will be offered at the one school district school in the 2023-24 school year. This program will be offered after school hours and will take place on campus (in classrooms, multi-purpose rooms, Cougar Club, etc.).

Kenwood School will work closely with Cathy Hatcher, a local educational leader versed in the development and implementation of engaging enrichments for elementary aged students, to establish the Expanded Learning programs over the summer inter-session. Kenwood staff members will all follow health and safety procedures that are aligned with those of the regular instructional day. The program staff will:

- Comply with the requirements of Educational Code 4512.1 with respect to fingerprinting requirements of employees.

- Complete site emergency plans and related staff training in regards to safety and first aid.

- Provide communication to school staff and parents regarding student needs and progress.

- Maintain sign-in/sign-out procedures for students and maintain an attendance list.

- Have access to and utilize emergency contact information for students as needed.

- Promote and acknowledge positive behaviors and student accomplishments.

- Be trained to calmly intervene if students engage in unsafe behavior or behavior that impacts the physical/emotional wellbeing of other students.

## 2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The Kenwood School Expanded Learning Opportunity Program will provide a combination of academic support, enrichment activities, and outdoor play and provide a rich, supportive environment for our students both as we extend the school day and provide extra learning opportunities during intersessions. As the programming expands, students will be given the opportunity to provide input regarding their interests so that site programs can be tailored to meet students' needs.

Staff will utilize the curriculum that was designed by teachers to encourage collaboration between students while encouraging students to think critically. They will also provide ample opportunities for students to explore their creativity through visual arts using a variety of materials and supplies. The goal will be for students to be exposed to activities that they might not otherwise have access to, and giving them more opportunities to engage in school, find their passion, and be prepared to learn/work in a 21st Century environment.

## 3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

Students will experience skill building and increased confidence in academic learning in various ways. They will be provided with adult support with homework during daily "homework time." They will have access to district

Chromebooks and the skill-building applications that are available through school such as IXL, Lexia, and Accelerated Reader. Through our social-emotional development program they will experience social skill growth through focused lessons, intentional community building, and cooperative or collaborative learning. They will also be exposed to enrichment activities that support expanded learning in the areas of STEAM, and the arts. As we learn more about what interest's students have, we will continue to look for ways to expand by bringing in outside classes such as Sports/Games, Dance, Chess and others. As structures and routines become solidified, staff will develop clear learning goals and objectives for each activity with the focus of developing students; 21st Century Skills.

#### **4—Youth Voice and Leadership**

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

Kenwood School's ELOP will provide students with opportunities to develop their interests, advocate for themselves and expand their leadership skills. Our students will be surveyed to determine interests in order to help determine what enrichment classes will be offered, with the goal of providing them with access to activities that interest them. Staff will also encourage students to share their perspectives regarding program design in order to have a voice in the continuous improvement of their expanded learning program.

#### **5—Healthy Choices and Behaviors**

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programing.

ELOP students will be provided with an afternoon snack that is prepared in accordance with School Nutrition Services Department and meets current nutritional guidelines. Staff will promote a healthy environment by maintaining a culture that focuses on health and wellness through the food that is served/prepared as well as the physical activities that are provided. Lunch and snacks will also be provided during the intersession days during the summer months.

#### **6—Diversity, Access, and Equity**

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

Kenwood School's ELOP will invite and enroll students from diverse backgrounds and abilities. Our unduplicated students will be invited to participate in the ELOP Program in August of each year. The program will support a culture of inclusion and practice positive behavior supports, just as is seen on campus during the regular school day. These students will be invited to participate in both the after school program as well as during the intersession programs that will be offered during the school year and during summer break.

#### **7—Quality Staff**

Describe how the program will provide opportunities for students to engage with quality staff.

Kenwood School is hiring Certificated Teachers, Enrichment Teachers, and Instructional Aides to support the ELOP program. This staff will be trained through a collaborative process involving site administration. The partnerships with local Enrichment Programs will also provide additional resources for training and support as we may be able to include Kenwood School staff in some of the training, enhancing our community partnership even further.

## 8—Clear Vision, Mission, and Purpose

Describe the program’s clear vision, mission, and purpose.

Kenwood School District’s Expanded Learning Opportunity Program will focus on developing the academic, social-emotional, and physical needs and interests of our unduplicated students through engaging learning experiences. The program will aim to support the LCAP and KSD Strategic Goals 1 and 2 which focus on “Academic Excellence” and “Whole Child Success and Student Wellness”. ELOP will provide a safe and structured setting for students to extend their school day with high interest activities and learning, as well as provide expanded learning opportunities during our intersessions.

## 9—Collaborative Partnerships

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

Kenwood School District has partnered it’s own Cougar Club after school program, the Cathy Hatcher Enrichment Program and local educators to provide a Summer program to all Kenwood School ELOP school participants. Students will participate in healthy play activities that promote fitness, physical activity, game playing, friendly competition, conflict resolution, appropriate interaction behaviors, and other enrichment opportunities, including science, arts, and mathematics.

## 10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.

KSD will assess the quality of its Expanded Opportunities Learning Program in a variety of ways. Students may be coded as ELOP participants in Schoolwise, and LCAP metrics (attendance, proficiency, grades, etc.) can be tracked for ELOP and non-ELOP participants.

Our team will meet at various times throughout the year with our Kenwood ELOP Team Members which will include the Principal, Teachers, Office Assistants, Aides, Parents and Students.

## 11—Program Management

Describe the plan for program management.

ELOP is overseen by the Superintendent/Principal, ELOP Teacher(s), Chief Business Official, and Office Assistant. The Superintendent/Principal will develop plans, manage budgets, and ensure that the program is compliant at the federal, state, and local level. The Superintendent/Principal will work closely with the ELOP Staff to make sure that the program is being implemented with fidelity. The Superintendent/Principal will also collaborate with the ELOP partner, local educators, and outside programs, to ensure that program needs are being met and that students are receiving the highest quality Summer Inter-session program. Expanded Learning staff at the site level will work with the site staff to ensure that the program’s goals are being met and that any site-specific needs are addressed.

## General Questions

### Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

### Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

### Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

#### TK/K-6 KSD Sample School Day Schedule (9 hours per day ELOP offering)

8:30am - 3:05 pm Regular Instructional Day (class work time/recess/lunch, class work time)  
3:05 pm - 3:20pm ELOP Check-In Huddle (Program Plan and Student Station Review)  
3:20pm - 4:15pm Homework Club, Chess for Kids, Art Club, Lego Robotics (varies depending on weekday)  
4:15pm – 5:30pm Snack in MPR Outdoor Brain Breaks and Exploration  
5:30pm Dismissal

#### TK-6th Grade Sample Summer Session Schedule (9 hours per day @ 30 days) 6-week summer-intersession (June 5 – July 21)

8:00am – 8:30am Welcome  
8:30am – 10:00am TK/K-2 Enrichment  
3-6 Check-in, Social Emotional Activities, free play outside  
10:00am-10:30am Snack  
10:30am-12:00pm TK/K-2 Check-in, Social Emotional Activities, free play outside  
3-6 Enrichment

12:00pm-1:00pm Lunch and Clean Up  
1:00pm - 2:30pm Enrichment Lesson/Activity and Clean Up  
2:30pm – 4:30pm Play, Read, Creativity Time  
4:30pm - 5:00pm Clean Up and Dismissal



**Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:**

**EC Section 46120(b)(2):**

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

**EC Section 46120(b)(1)(A):**

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

**EC Section 46120(b)(1)(B):**

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

**EC Section 46120(b)(3):**

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

**EC Section 46120(b)(4):**

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

**EC Section 46120(b)(6):**

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

**EC Section 46120(c):**

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

**EC Section 8482.3(d):**

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

**EC Section 8482.6:**

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

**EC sections 8483.4 and 46120(b)(2)(D):**

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

**EC Section 8482.3(c)(1)(A–B):**

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.