

Anaheim Achieves Expanded Learning Program



Parent Handbook Anaheim Elementary School District

Program Overview

Anaheim Achieves After-school Program and Collaborative History

The Anaheim Achieves after-school program began in 1999 as a community-wide collaboration, which currently includes the City of Anaheim, Anaheim Elementary School District, Anaheim Union High School District, Magnolia School District, Savanna School District, Anaheim Family YMCA, Boys & Girls Clubs of Anaheim and many others. This collaboration is dedicated to serving the children of Anaheim, providing quality after-school learning programs to over 7,000 children in 36 elementary, 6 junior high, and 5 high school sites each day.

Anaheim Achieves provides a safe learning environment from school dismissal until 6:00 p.m.; the hours when studies show kids are most susceptible to negative influences. The program provides children with a balanced curriculum in which they have an opportunity to do their homework (one hour per day), healthy recreation, character development and different enrichment clubs and activities. Family involvement is also an essential and significant part of the program. There are opportunities for parents to volunteer, participate in events and utilize parent education resources.

Anaheim Achieves is an award-winning collaboration, having received several honors, including: **California Gold Community (2001)** - first place of 92 State entrants in all collaboration categories - Best Collaborative in the State from the California Cities, Counties & Schools Partnership; California Regional Learning Center (2002) through the California After School Partnership; **ACSA 17 Partner in Educational Excellence (2003)**; Award of Educational Excellence (2003) from the Association of California School Administrators; the 2003 Golden Bell Award from the California School Boards Association, and was nominated in 2004 for national recognition as an exemplary program from the National Partnership for Quality Afterschool Learning: **Nomination – SEDL - Mathematics (2004)**; **Promising Practice – AED/CYD (2009) - Programs: Career Academy Program and Kids Challenge**; **21st Century Community Learning Center**.

Who to Contact

A full-time Program Supervisor is assigned to each site. Please contact the school office for the Program Supervisor's name and office number or contact the Anaheim Family YMCA Anaheim Achieves department at (714) 635-9622.

Days and Hours of Operation

The schedule for Anaheim Achieves is Monday through Friday from when school gets out until 6:00 p.m.

Holidays

Program is closed on school holidays

Anaheim Achieves Mission

Anaheim Achieves is a citywide collaboration initiative aimed at ensuring that all Anaheim's children maximize their learning potential, develop healthy lifestyles, practice responsible citizenship, and envision meaningful and productive futures.

Program Goals

Here are the nine program goals, which include the involvement of *children, parents and the community*:

Goal 1: . STUDENTS WILL BE SAFE, BOTH PHYSICALLY AND EMOTIONALLY

Goal 2: STUDENTS WILL HAVE A GREATER LOVE FOR LEARNING BOTH IN AND OUT OF THE CLASSROOM

Goal 3: STUDENTS WILL LEARN AND MODEL POSITIVE VALUES

Goal 4: STUDENTS WILL GAIN 21ST CENTURY SKILLS FOR FUTURE SUCCESS

Goal 5: STUDENTS AND THEIR FAMILIES WILL FEEL INVOLVED AND INFORMED

Goal 6: STUDENTS WILL STRENGTHEN THEIR HEALTH AND WELL-BEING

Goal 7: SURROUNDING NEIGHBORHOODS WILL BE STRENGTHENED THROUGH COMMUNITY INVOLVEMENT

Goal 8: . STAFF AND PARTNERS WILL BE GUIDED THROUGH PROGRAM EXCELLENCE AND CONTINUOUS IMPROVEMENT

Goal 9: THE AAS COLLABORATIVE, TO ENSURE THAT COMMUNITY NEEDS AND CDE REQUIREMENTS ARE REFLECTED IN THE SHARED VISION, PROGRAM GOALS, ADMINISTRATIVE PRACTICES AND PROGRAM CONTENT, WILL ANNUALLY CONDUCT A COMPREHENSIVE PROGRAM REVIEW.

Child Safety Statement

At the YMCA, we place extreme value on children's emotional well-being and physical safety. We are rigorous in our employee screening and selection process. Interviews, reference checks, fingerprinting, and our Staff Code of Conduct are all proven-practices to ensure proper staffing.

Once hired, all staff attend a YMCA of the USA Child Abuse Prevention Training Program, and our management staff receive additional training in this area. Additionally, policy disallows any contact between children and staff outside of YMCA programs or facilities.

We ensure proper staffing and knowledge through YMCA policies and guidelines that include:

- Staff/Child relationships
- Staff recruitment, training and supervision
- Parent's Rights and Responsibilities
- All YMCA staff are mandated reporters of suspected child abuse and are trained in proper reporting procedures to Child Protective Services.

Quality of Staff

The strength of our program is the experience, expertise and dedication of our staff. The Anaheim Achieves staff is supported with training, resources and the freedom to create a unique learning environment for the benefit of your children. Many opportunities are provided for the staff to share ideas and grow professionally. Our staff creates a caring and nurturing atmosphere that fosters each child's creativity, positive self-image, and love of learning.

Staffing at each site consists of:

Group Leaders: responsible for providing a safe and nurturing environment for children while implementing age-appropriate academic and enrichment activities

Lead Group Leader: responsible for providing a safe and nurturing environment for children while implementing age-appropriate academic and enrichment activities. The site lead assumes Program Supervisor’s responsibilities in their absence.

Program Liaison: collaborates with the Program Supervisor to ensure effectiveness of the after-school program components and is the liaison between the school and the Anaheim Achieves Program.

Program Supervisor: responsible for assuring a high-quality and professional implementation of the after-school program.

Program Director (located at the YMCA Office): responsible for implementing, monitoring, training and evaluating the Anaheim Achieves program and staff members

Supervisors can be reached at the following numbers:

School	Cell Phone
Lord Baden-Powell	714-722-4403
Walt Disney School	714-904-2436
Juliette Low School	904-2456
Dr. Peter Marshall School	714-722-4399
Mattie Lou Maxwell	714-722-4401
Robert M. Pyles School	714-722-4405
Dr. Jonas Salk School	714-722-4408
Dr. Albert Schweitzer	714-335-7269
Esther L. Walter School	714-722-4410
Program Director	714-310-1321

Group Leader Proficiency Assessment

Group Leaders who work with your children take a test to demonstrate their basic skills in reading, mathematics, writing, and spelling. In addition, staff have ongoing training every month, including training by daytime teachers, so they understand the basic curriculum and strategies used in the regular classroom. The YMCA also wants to make sure interactions with child and parents are successful. In the exam, therefore, the Group Leader must demonstrate his or her ability to analyze different situations, and

respond to them in a safe, polite, and proper manner. This testing assures that standards for Group Leaders are high. Many of them are furthering their studies in college programs.

Enrollment and Attendance Requirements

- All children participating in the Anaheim Achieves program must attend that school during the regular school day. The program is for qualified students in transitional kindergarten through sixth grade.
- Students are enrolled in the program on a space availability basis. The Program Supervisor maintains a waiting list, and parents of children on the list will be notified if a space becomes available according to their status on the list.
- All parents of Anaheim Achieves students **must agree** to and attend a parent orientation and two workshops.
- Students are **REQUIRED** to attend the entire program each day. Exceptions are made on a case by case basis. Students leaving the program early on a regular basis are at risk of losing their spot to a student on the waiting list. This will be done at the discretion of the program supervisor.

Regular attendance is very important! In order for your child to get the most out of Anaheim Achieves, it is very important that he or she attend every day for the full program. Anaheim Achieves staff does not supervise children until they are signed in by after-school program staff at the beginning of the program. Students going to other programs after school such as tutoring, detention, play practice, etc., are not our responsibility until they come to the program and are signed in.

Your Anaheim Achieves staff plans exciting activities for your children daily. They are given one hour of time to work on homework. In addition, special curriculum and enrichment activities are planned towards the end of the day (often between 5:00 and 6:00 p.m.). If students are picked up early (before the program has finished), they will miss these important activities on topics such as cultures, careers, college information, and the great outdoors.

We ask that you do not pick up your children before the end of the program. Students who do not attend regularly and for the full program may be dropped from Anaheim Achieves in order to make room for other students who want to attend. By working together, we can help your child excel in school—and in life! Feel free to check with the Program Supervisor if you have questions.

The Anaheim Achieves program does not discriminate based on sex, race, religion, ethnicity, national origin or handicapping condition. If, however, the nature of a child's handicap requires special therapy or special staffing, the child will not be enrolled until special arrangements can be made.

Health

Because of our concern for the health of your child and all other students in the program, the following guidelines have been created. We appreciate your cooperation and compliance.

Sick Child Policy

Students who are ill will **NOT** be accepted at the site. Students who become ill during the day will be sent home. In all cases, the site reserves the right to send home a student with suspicious or prolonged symptoms.

Illness Chart developed by the U.S. Department of Health that can serve as a guide for you in returning your child to the program.

Illness Chart

ILLNESS	MAY RETURN
Chicken Pox	After all lesions have crusted (usually 6-7 days)
Conjunctivitis (pink eye)	24 hours after start of treatment (if drainage and excessive tearing have stopped)
Diarrhea	24 hours after last loose stool
Fever	24 hours after temperature is normal
Measles (Rubella)	7 days after onset of rash
Lice	Can remain in program
Pin Worm	After treatment is completed
Scabies	Day following treatment
Strep Throat	24 hours after start of treatment
Poison Ivy	Not Contagious
Vomiting	24 hours after last vomit
Impetigo	Until treatment begins, or may be in school if lesions are covered
Ring Worm	Until treatment begins-keep lesions covered at school.

If you have any doubts about your child's health, please keep your child home and contact your doctor.

If Your Child Should Get Sick during the Program

In the event your child becomes ill while at the site, you will be promptly notified. We expect that you will come to the site as quickly as possible to take your child home. Anaheim Achieves staff will discuss with you the tentative date your child will return to the program. The previous page shows an Illness Chart developed by the U.S. Department of Health that can serve as a guide for you in returning your child to the program.

Absences

Anaheim Achieves staff will obtain a list of the students absent from school each day. If your child will be picked up after school but prior to the Anaheim Achieves program, please notify the site as early as possible by calling the Anaheim Achieves site phone number. If there is no answer, please leave a message, giving the name of the student and the cause for absence. **Do not call the school office to notify Anaheim Achieves staff.**

If a student was present at school but does not sign in to the Anaheim Achieves program within 20 minutes of their school release time, and the site has not been notified that the student has been picked up, the site staff will attempt to contact a parent/guardian by phone to ensure the student is accounted for. If a parent or guardian is not reached, those designated as emergency contacts will be called. If the staff member is not able to

reach anyone in person, he or she will leave a message for the parent or guardian. Please call the site back as soon as you receive the message. Please note: Anaheim Achieves is not responsible for your child until they check into the program. We will pick up kindergarteners from their classrooms but we expect all other students to walk over to the program once they are dismissed from school.

Missing Child Policy and Procedure

The safety of all students, families and staff is our number one priority. Once a month all sites conduct a missing child drill. This drill is called the Red Cap drill and its intention is to prepare all staff and students in case of an actual emergency. If a student does go missing, it is our policy to notify the authorities and their parents, while conducting our own search for the student. It is important that we have a current picture of your child on file. Please contact the Program Supervisor at the site if you have any questions in regards to this procedure.

Communicable Diseases

Any type of communicable disease (measles, mumps, chicken pox, strep throat, lice, pin worms) your child may have is considered extremely contagious and must be reported to the site immediately. Please call your Site Supervisor and make them aware of the situation.

Dispensing of Medication

Children are NOT allowed to carry medication. All medication must be turned in to the Program Supervisor and the staff will dispense it according to the directions on the bottle. The Anaheim Achieves program only dispenses medication prescribed by a physician and all over the counter medication must be accompanied by a doctor's note. All medication must be in the original container and labeled according to school district policy. Such medications will be stored according to the instructions on the label, kept beyond the reach of children and returned to the parent when no longer needed. We will not accept any medications with expired labels or with another person's name on the bottle. Staff are not allowed to slit pills, parents must do this at home.

Medication Release Form

A Medication Release form must be completed and signed by a parent/legal guardian before medication is dispensed to the student. The form may be obtained from the Program Supervisor. Medication will NOT be dispensed to students without this completed, signed form in the student's file.

Youth Injury Notice

Minor injuries sustained during the program are reported to the families on a Youth Injury Notice. You will receive a copy of the Youth Injury Notice when you pick up your child. Families are called immediately in the event of a serious or questionable injury.

Picking Up Your Child

Sign-out Authorization Policy

Please go directly to the designated area at check-out time to sign your child out. No persons other than those whose names appear on the sign-out authorization list will be allowed to sign your child out, and no changes to this list will be accepted by phone. If

you need to make edits to the sign-out authorization list you must come and make the changes in person.

Child Custody Changes

Unless we have a copy of a court order or restraining order on file at the site, we cannot legally deny a parent or legal guardian the ability to pick up their child. If such an order has been issued, and a copy has been submitted to the Program Supervisor, the site staff will follow the custody arrangement as specified on the order. The most recent copies of all court orders and restraining orders must be submitted to the Program Supervisor immediately.

Sign-out Procedure

- The authorized person presents a picture ID to the Anaheim Achieves staff member supervising the student. If staff do not know or recognize the person picking up your child, they will ask for ID and the person **MUST** present it in order to sign the child out. If the person refuses, becomes irate, or threatens staff in any way, they will be asked to leave the campus immediately and no longer allowed on school grounds.
- To the right of the student's name on the attendance sheet, the authorized person writes the current time and signs that they have picked up the student. For the student's safety, we will not release students until they are signed out.

Please remember that once your child is signed out they are no longer under Anaheim Achieves supervision. The authorized person must supervise the student while on school grounds.

Early Release Policy

In accordance with the intent of the state legislation that provides funding for the program, students should attend every day and for the entire program time. Early release is allowed if prior arrangements are made with the Program Supervisor. Permission must be secured from the Program Supervisor according to each individual case. It is policy that early releases are kept to a minimum. In the event that the student is continuously signed out early, program staff will contact home to discuss ways to change the situation or the spot be given to another student. Please see early release policy.

Late Sign-out Policy

All students are to be signed out by 6:00 p.m. every night. **Sites are closed at 6:00 p.m.** In the event you are going to be late, notify the Program Supervisor immediately. At 6:15 p.m., the Program Supervisor will call authorized persons to pick up your child. If we are unable to locate anyone to pick up your child, we will notify the authorities at 6:30 p.m. and your child will be taken to the police station or to your home.

We know that emergencies and situations may arise which may prevent you from picking up your child on time. If you will be late, please call the site phone number **before 5:45 p.m.** Please tell the supervisor your estimated time of arrival. This will help to minimize any unnecessary concerns. Please remember that if a pattern of late pick-ups becomes evident, your child may be removed from the program.

Emergency Procedure and Disaster Plan

In the event of an emergency or natural disaster, all students will be kept with the Anaheim Achieves staff until authorized people pick them up. If the program must relocate to another facility, a note in a visible location will be posted for your information.

Program Fees

Anaheim Achieves is partially funded by the State of California; therefore, it is necessary to charge **\$55 per month per student**, a low amount considering the cost of other programs that provide a safe after-school learning environment. The program depends on these fees to provide a complete program for your child; therefore, payment must be made in advance, regardless of whether your child attends each day. The amount may increase due to the changing economy.

All program fees are paid in advance prior to student days of participation. Your timely payment is very much appreciated and necessary to the program's success. Every month the program fee is the same regardless of breaks and does not increase on longer school days. Check with your Program Supervisor if you have any questions regarding fees.

Collection of Program Fees

At the beginning of every month, you will be given an invoice for the program fee(s) for the student(s) in your household. Please place a check payable to **Anaheim Family YMCA**, money order or cash into an envelope and return it to the Program Supervisor or appropriate staff member immediately, by the fifth of the month.

Returned Checks

There will be a \$25.00 service charge for all checks returned by the bank for incurred cost. The original amount of the check and the returned check fee are due in cash or by money order within forty-eight hours of notification. In the event we receive two returned checks from the bank, you will be required to pay by cash in the future.

Invoices and Receipts

You will receive an invoice at the beginning of each month. Please make your payment soon after receiving it. Hand-written receipts will be provided for cash and money order payments, and printed receipts for all payments are distributed the following day. We do not provide a yearend total of expenses. Please keep all receipts for your records.

Refunds & Credits

There will be no refunds or credits given for days your child is absent from the program, or if your child's participation in the program ends prior to the end of the month. Also there will be no refunds or credits given if your child is terminated from the program.

Parent Participation

The Anaheim Achieves program is committed to working with families. To that end, the program will offer parents/guardians parent-oriented workshops and opportunities to volunteer at the site. You will receive a copy of the scheduled family events and workshop topics, times and locations.

Visiting the Program

Families are welcome to visit the site any time and should feel free to come and spend time with your child. We operate an “open door” policy and strongly encourage you to participate in every aspect of your child's program. Volunteering in the program is a great way to be with your child and ensure the program's success.

Communication

It is vitally important that you, as a parent or guardian, communicate your needs and desires regarding your child's development openly and honestly with your child's program staff. Families are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parent involvement is valued and encouraged.

Parent/Guardian Concerns

If you have any problem or concern about our operation or your child's progress, please contact the Program Supervisor at the site phone number or call the Program Director at the YMCA office at (714) 635-9622. Your concern is our concern.

Program Activities

The Anaheim Achieves program is designed to enhance the regular school day program with activities that emphasize academics and enrichment. Students learn academic concepts through fun and exciting activities which enhance academic performance. In addition, enrichment activities expose students to new experiences and cultural knowledge, build character, promote physical education, and teach life skills. Please review your site's calendar and newsletter for the monthly content.

Homework Guidelines

Anaheim Achieves staff members supervise a homework period that lasts **one hour**. While the staff will make sure your child is doing the correct assignment and will help answer questions, **homework is the student's responsibility to complete**. It is NOT the staff's responsibility to make sure the homework is completed each day or to correct it, parents are expected to review it at home. Homework is designed to expand on what students have already learned in the classroom and should take no more than one hour to complete. Please ask your child about his/her homework each day and determine if it is completed. It is important for parents to share the child's homework responsibility. If you believe assignments are too difficult for your child to complete in the time allowed, please check with their regular daytime teacher.

Mentors/Tutors

Volunteer mentors/tutors will be working with students in the Anaheim Achieves program, assisting some students on a one-on-one basis. If you are interested in this program for your child, please notify your Program Supervisor and complete the appropriate paperwork. Mentors and tutors are volunteers and are not always available.

Physical Education

The Physical Education program offers state standards-based physical activities with grade-appropriate and culturally appropriate curriculum. Staff members teach life-long healthy lifestyle habits through physical activity (at least 30 minutes, five days per week) and regular nutrition and character education learning experiences.

Field Trips

There may be opportunities through the Anaheim Achieves program for your child to participate in educational and recreational field trips. You will be notified in advance of the trip details and will be asked to complete a permission slip so that your child may attend. Students who do not return a signed permission slip will not be allowed on the field trip.

Snacks and Supper

The Anaheim Achieves program serves one afternoon snack per day. Each snack is prepared in compliance with governing federal and state guidelines to ensure nutritional value. A monthly menu is posted for inspection and comment. Any variation in diet is permitted only in accordance with a physician's written order or for religious purposes. Please notify us in writing if your child has any food allergies. Supper is also served free of charge to program participants but it must be eaten at school. Supper is served two hours after snack

Discrimination Clause:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disabilities, or political beliefs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's at (800)877-8339 (voice and TDD). USDA is an equal opportunity provider and employer.

To file a complaint of discrimination or Civil Rights, write USDA, Director, Office of Adjudication 1400 Independence Avenue, Southwest Washington, DC 20250-9410 OR call (866) 632-9992. OR Child Nutrition Program, Civil Rights and Program Complaint Coordinator, California of Education/ Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 OR call (916)323-8521

Prohibition Against Religious Instruction or Worship:

The program does not discriminate in determining which children are served. Regarding children with disabilities, as defined by the American with Disabilities Act (ADA) there is evidence that the program:

1. Welcomes the enrollment of such children.
2. Understands the requirements of the American with Disabilities Act (ADA) to make reasonable accommodations for such children.
3. Implements those accommodations (public law 101-336, 104 sta.327 ADA of 1990, 42 OSC section 12101 et seq. (2000).

Dress Code

Students must abide by the dress codes of the Anaheim Elementary School District, depending on the school of regular enrollment, by the authority of the state Education

Code (sections 35183, 48900, 48900.5, and 48907). The responsibility for the proper attire of all students attending Anaheim Achieves rests with the parents/guardians.

Personal Property

Cellular Phones and Electronic Devices

Anaheim Achieves follows the rules of the daytime school program with regards to cellular phones, CD players, MP3 players, iPods and other electronic devices. Items brought or used on campus in violation of campus or State Department of Education code are NOT the responsibility of the YMCA, Anaheim Achieves program, employees, or volunteers, and these parties are NOT responsible and will NOT pay for lost, stolen, or broken items. We will not investigate the theft of these items for students who violate this policy.

Valuables

Students should not bring large amounts of money, trading cards, toys, collectibles, expensive clothing or anything of significant value to school. The questions parents and students should ask before bringing valuables to school are, "Will this item attract the attention of others?" and "Will I be overly concerned if this item is lost, stolen or broken?" If the answer is, "Yes," it should not be brought to school.

Confidentiality

Information relating to your child is confidential and will only be released in certain circumstances. As mandated reporters, Anaheim Achieves staff members are required to report suspected child abuse immediately, and may release child and family information to the appropriate authorities. Information will also be released if requested by a subpoena or court order. Otherwise, information will only be released if a parent or legal guardian provides written authorization.

Bathroom Policy

Students must behave respectfully while using the restrooms. We have a zero tolerance policy for students who violate the privacy of others and will be automatically suspended from the program and recommended for dismissal from the Anaheim Achieves program. Students who commit vandalism, unsafe actions, and disrespect the rights of others will be disciplined and are subject to further disciplinary action including suspension and removal from the program.

Discipline

One of our goals is to help your child develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. We encourage children to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build individual esteem and avoid any practices which may shame children into submission. Children are provided close supervision, gentle guidance and redirection. When all else fails, we will have the child think about the situation in a "Reflection Time." We DO NOT condone or employ corporal punishment as a means of discipline. Please review with your child the following *Student Code of Behavior* adapted from the Districts' codes for students.

Student Code of Behavior

As a student in the Anaheim City, Magnolia, or Savanna School District, I realize that I have the responsibility to exercise self-discipline so that a good learning environment can be maintained and the rights of all individuals are respected. *Duties of Pupils (C.C.R.300)*

I understand that I will be held responsible for understanding and complying with the *Student Code of Behavior*. I also understand that, should I violate any part of this code, I will be subject to disciplinary action, which can include suspension and termination from the Anaheim Achieves program.

I further understand and agree that I will:

1. Demonstrate acceptable behavior in the classroom, on the school grounds and on the way to and from school.
2. Follow all directions of the Anaheim Family YMCA staff, obey the rules and regulations of each classroom and avoid disturbing others.
3. Comply with the school dress code.
4. Make every possible effort to complete work assigned.
5. Attend the program on time and every day.
6. At no time make any threat to commit, attempt to commit, or commit any physical violence against school personnel or other students.
7. At no time bring any knife, toy or real gun or any other weapon on to the school campus.
8. At no time deface, damage, destroy, steal or litter school district property or the property of other persons.
9. At no time use profane or vulgar language or make obscene or suggestive gestures.
10. At no time loiter on or near school grounds when the program or school is not in session.
11. At no time use, possess or distribute tobacco, alcohol, narcotics, intoxicants or any controlled substance on a school campus or at times when I am under the jurisdiction of the school.
12. At no time possess or distribute "look-alike" drug substances or drug paraphernalia.
13. At no time commit sexual harassment such as unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature.
14. At no time cause, attempt to cause, threaten to cause or participate in an act of hate or violence.
15. At no time disrespect or violate the rights of others.

Suspension from the daytime school program shall carry over into the after-school program. Students who have been suspended from regular school will not be permitted to attend Anaheim Achieves during the period of suspension.

All students are reminded that they are subject to comply with the *Student Code of Behavior* at all times while under the jurisdiction of the school. This includes attendance at school functions (whether on or off campus) and while going to and from school.

Disciplinary Process

If the above *Student Code of Behavior* is not adhered to, the following process will be implemented:

- First step:** Verbal warning.
- Second step:** *Student Behavior Incident Report* to be completed by program staff, then to be reviewed and signed by parent/ legal guardian.
- Third step:** Suspension from the program. Length of suspension will vary depending on the severity of incident. Parent/ legal guardian and program staff conference must occur prior to student returning to the program. (The school principal is notified.)
- Fourth step:** Termination from the program.

Termination from the Program

The decision to terminate services for a child is made by the Anaheim Achieves Leadership Team. All decisions are made after careful review of the signed Student Behavior Incident Reports regarding the child, the time frame of the incidents that occurred, and any other supporting documents regarding a child's behavior.

Dismissal from the Program with Same Day Notice

The Anaheim Family YMCA reserves the right to dismiss a child from the Anaheim Achieves after-school program for the following reasons:

1. Parent or legal guardian or child has abusive conduct (including sexual harassment) toward staff member(s), other children, other families, or property.
2. Parent or legal guardian or child jeopardizes the health or safety of the other children.
3. Parent or legal guardian is uncooperative with staff and/or with operating policies.
4. Child flees or runs away from program staff while on site or away on a field trip.
5. Child violates the privacy of others or commits unsafe actions in the bathroom.

Bullying

Bullying is a dangerous behavior that can have potentially damaging effects on both bullies and victims for many years. In order to stop it, a concerted effort is made afterschool to offer a safe space for participants to voice their concerns and develop healthy behaviors and relationships with other students. The Anaheim Achieves program aligns with each of its partnering Districts to promote a bully-free environment in which all students can learn and grow.

Sexual Harassment Policy

Staff may suspend or terminate a child's enrollment in the program if it is determined that he/she has committed sexual harassment (Education Code 48900.2). Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by a child or children to

another child, which has the purpose or effect of having a negative impact upon the child's academic performance, or of creating a hostile or offensive educational environment. (Education Code 212.5)

Behavior Agreement

All children and parents of the Anaheim Achieves program must sign the Behavior Agreement in order for the child to participate. By signing the form, the child and parent agree to the terms of the program as outlined in the Parent Handbook. The form can be found on the last page of this Parent Handbook.

Please note:

If your child flees from the program and runs off campus, staff will not chase after them. We will call you and then notify the police.

Adjustments or additions to our policies rarely occur. In the event that there are additions, we will notify you in writing. This handbook is revised annually.

ANAHEIM ACHIEVES
Student & Parent/Guardian Behavior Agreement
(Please return this page to the Program Supervisor.)

As a student in the Anaheim Achieves after-school program, I realize that I have the responsibility to exercise self-discipline so that the rights of all individuals are respected.

I understand that I must comply with the *Student Code of Behavior*. Also, I understand I will be subject to the following disciplinary action(s) should I violate any part of this code.

First step: Verbal warning.

Second step: *Student Behavior Incident Report* to be completed by program staff, then to be reviewed and signed by parent/ legal guardian.

Third step: Suspension from the program. Length of suspension will vary depending on the severity of incident. Parent/ legal guardian and program staff conference must occur prior to student returning to the program (principal notified).

Fourth step: Termination from the program.

Termination from the Program The decision to terminate services for a child is made by the Anaheim Achieves Leadership Team. All decisions are made after careful review of the signed Student Behavior Incident Reports regarding the child, the time frame of the incidents that occurred, and any other supporting documents regarding a child's behavior.

Dismissal from the Program with Same Day Notice

The Anaheim Family YMCA reserves the right to dismiss a child from the Anaheim Achieves after-school program for the following reasons:

1. Parent or legal guardian or child has abusive conduct (including sexual harassment) toward staff members, other children, other families, or property.
2. Parent or legal guardian or child jeopardizes the health or safety of the other children.
3. Parent or legal guardian is uncooperative with staff and/or with operating policies.
4. Child flees or runs away from program staff while on site or away on a field trip.
5. Child violates the privacy of others or commits unsafe actions in the restroom.

Please note:

If your child flees from the program and runs off campus, staff will not chase after them. We will first inform you and then notify the police.

Student Agreement & Acknowledgement

I have read and understand the above. I further agree to follow the rules and guidelines of the Anaheim Achieves program.

Student Signature: _____ Date: _____

Parent Agreement & Acknowledgement

I understand that a copy of the [Anaheim Achieves Parent Handbook](#) is on the anaheimymca.org website and agree that it is my responsibility to read and adhere to the policies and procedures to the best of my ability. I also acknowledge that my child may be immediately dismissed from the program for any or all of the above stated reasons.

Parent/Legal Guardian Signature: _____ Date: _____