



Baypoint Preparatory Academy-SD (BPA-SD)

Extended Learning Opportunities Program (ELOP) Handbook 2023-24

The Extended Learning Opportunities Program (ELOP) is after-school academic tutoring and summer session program. The ELOP will provide individualized and small group sessions (English Language Arts and Mathematics (MAT)) in a high-quality learning environment outside of the classroom, infused with STEAM (Science, Technology, Art, Engineering, and MAT), and physical activities (part of the school-wide wellness program).

This approach will support and strengthen the students' knowledge/skill set by closing the “achievement gap” among student subgroups and lessening the learning loss. The foundational instruction will be taught with a holistic approach to building students’ comprehension by reaching deeper layers of understanding and processing information. This approach will develop transferable learning foundational skills that will enhance students’ academic success and ability to excel in all subjects.

The program is offered to students in grades TK-8, Monday-Friday, immediately following dismissal until 5:30 PM.

We strongly recommend that your student be picked up no earlier than 5:30 pm to receive the full benefit of the tutoring and homework support sessions. We also offer the ELOP on early release days.

There is no ELOP offered on school holidays or on full in-service days.

The ELOP is offered on a first-come/first-served basis, contingent upon available ratios and available space.

Enrollment is optional.

BPA-SD procedures and expected student conduct listed in the BPA-SD Student/Parent Handbook will apply to the ELOP program.

ADMISSION

ELOP Enrollment, based on space available, is open to any currently enrolled Baypoint student.

Enrollment shall be granted without discrimination with regard to sex, race, color, creed, religion, disability, or national origin. All applications are accepted on a first-come, first-served basis. A waiting list will determine new admissions when the program is full.

STAFFING

All staff and substitutes are employees of BPA-SD. Trained staff provide an organized, well-supervised, and caring environment that is both educational and enjoyable. Please know that we value the trust you have placed in us and take our responsibility seriously. Your child’s safety, development, and character are our top priorities.

REGISTRATION FORMS

Prior to attending the ELOP, your registration form, which includes at least two local emergency contacts, is required. Students must be registered **each** school year. Please keep telephone numbers current by informing BPA-SD staff in writing (email) of any changes. Your child's safety could depend on having the correct information in your student's file.

HOURS

ELOP Summer Session	8:30 AM - 5:30 PM
ELOP (after school)	Dismissal - 5:30 PM
Early Release Day ELOP (after school)	Dismissal - 5:30 PM

SIGNING IN AND OUT

Parent(s)/authorized person(s) must sign the child(ren) out of the ELOP each day.

NO STUDENT MAY SIGN HIMSELF OR HERSELF IN OR OUT OF THE ELOP.

LATE PICK UP

If your child is not picked up by 5:45 pm, your child will be considered abandoned and emergency contacts will be called. If unsuccessful, the appropriate authorities will be informed. On any one occurrence of a late pick-up of 30 minutes or more, your child is subject to being dropped from the program.

ILLNESS/INJURIES

Students who are ill will be refused admission. If a student becomes ill while in the ELOP, parents will be immediately notified to come and pick up their child. When a student's temperature reaches 100 degrees, parents will be contacted and must pick up their child within the hour. If the parent/guardian(s) cannot be reached, staff will telephone the emergency contacts in the order they are written. Prior to returning to school, students must have been fever-free for at least 24 hours without the use of fever-reducing medication.

The After School staff is trained in basic first aid procedures. Parent(s)/Guardian(s) contacted by telephone regarding an illness or injury will be responsible for deciding if medical attention is needed. If parent(s)/guardian(s) cannot be reached, emergency personnel will be contacted. If a student is seriously ill or injured, the following steps will be taken:

- Give basic first aid
- Call parent(s)/guardian(s)
- Call paramedics
- Notify the Baypoint Preparatory Academy Office

MEDICATION

If your child requires any medication, whether prescribed by a physician or over-the-counter, while attending the ELOP, a “Medication Authorization Form,” signed by the physician, **MUST** be on file at the ELOP site. This form is available through the School Office. All medication must be in the original container, and the directions **MUST** be legible. At no time may student(s) carry any medication on his/her person or in his/her possession. Please notify the ELOP staff in writing if your child requires an EpiPen, inhaler, or has a 504 plan so precautions can be taken.

ATTENDANCE/ABSENCES

Parents/guardians whose child(ren) participates in an outside activity (tutoring, scouts, sports practice, helping a teacher, etc.) during scheduled ELOP hours must notify the ELOP in writing (email). The written notice must contain the name of the person picking up the child and the effective dates and times. The person picking up the child must be added to the authorized pickup list. The authorized person is required to sign the child out of the ELOP facility. When you enroll, you reserve time, space, and staff for your child(ren), whether they are in attendance or not. Low attendance and excessive early pick-ups will result in student-parent-staff meetings and possible suspension or withdrawal from the ELOP.

BEHAVIOR/DISCIPLINE

All students will be subject to the behavioral expectations and disciplinary measures found in the BPA Parent/Student Handbook:

Warning, verbal and/or written

Self-Reflection Time

Loss of privileges

Individual conferences with the ELOP Staff

Teacher/Parent/Student conference

Teacher/Parent/Student conference with the Site Administrator

Failure to adhere to these rules will result in a suspension or withdrawal from ELOP services.

CLOTHING

Students in the ELOP are required to be clothed in accordance with the BPA Dress Code. Failure to adhere to the BPA dress code may result in the loss of ELOP services.

CELL PHONES/MOBILE DEVICES

In an effort to provide a learning environment free of distractions, and maximize valuable time toward instruction and student learning, the school is authorized to regulate the possession or use of cell phones and mobile devices, including smart watches. State law allows students to have cell phones on campus. In addition, State law allows schools to regulate their use.

At the beginning of each school day, all students in possession of a cell phone and/or other “smart” mobile device are required to place the device in a pre-assigned designated device compartment at the school that is accessible to pupils in the case of an emergency or danger. Likewise, students will not be permitted to keep their devices in their backpacks. Consequently, no student will be allowed to have a phone in their possession on campus or at school sponsored events except in the case of an emergency or other exception permitted by law. All students have been informed of this policy and the assigned device compartments. **Please, recognize that the best security for the cell phone is to leave it at home.**

Parents/Guardians are urged to utilize the school phone number to relay any urgent messages. The office phone is available for student use in case of emergencies. The use of cell phones and mobile devices is prohibited on campus during the school day.

Students who engage in inappropriate use and/or “sexting” during school activities and/or on school grounds either in picture or word form, will face significant discipline (including and up to suspension or expulsion) and violations may be reported to legal authorities. Please refer to the “Sexual Harassment” section in this handbook for further information related to this topic.

Should a student refuse to give their cell phone and/or mobile device to the teacher or staff member upon request, the parents will be called and the student may be disciplined in accordance with the school’s discipline procedures. Mobile devices may be confiscated and returned at the discretion of the school administration. The school will not be responsible for theft or damage to cell phones or any other electronic devices.

If a student is found in possession of a cell phone after being asked to place it into a designated compartment, the following consequences will be administered.

1st offense:

Cell phone taken away, parent/guardian notified, cell phone MUST be picked up in the office by parent/guardian only.

2nd offense:

Cell phone taken away, Parent/GuardianTeacher conference with Site Administrator, cell phone MUST be picked up in the office by parent/guardian only.

3rd offense:

Cell phone taken away, parent/guardian notified, cell phone MUST be picked up in the office by parent/guardian only, **student(s) is no longer allowed to bring the phone to school for the remainder of the academic year.**

4th offense:

Consistent with Baypoint policies and applicable law, the student may be suspended or expelled for further offenses.

My signature on the student/parent handbook acknowledges that I agree to this policy and disciplinary action related to any infraction of this policy.

Parents/guardians and students have agreed upon the contents of the Student/Parent Handbook by signing

electronically during the school registration process.

COMMUNICATION

We encourage open communication between the family and our staff. Informal written notes are always welcome, and staff is always available for a brief chat with parents, although parents should expect that staff will place supervision of children before parent inquires. Email communication is encouraged. If you have a concern that warrants additional time, please contact the School Office for an appointment so that full attention may be given to you. Issues or concerns regarding another child in the program must be addressed to the ELOP lead (Lead Staff: Lisl Budfuloski). Enrollment may be discontinued for a child(ren) whose parent/guardian approaches other students regarding their actions and/or behavior.

A message can be left for the ELOP Staff at any time by calling the school office:

Office: 8:00 am-4:00 pm (760) 203-4383

Lisl Budfuloski: 4:00 pm-6:00 pm (760) 410-8474

Please remember that the ELOP telephone is a business number. We are happy to give messages to your child if your plans or those for your child have changed. However, we do not allow children to use their cell phones to make social plans or chat with parents/guardians, siblings, or friends.

SAFETY/DISASTER

In the ELOP, all students will be kept until a parent(s)/guardian(s) or another authorized person picks them up. **An adult authorized by the parent(s)/guardian(s) to pick up a child(ren)/student(s) will be required to present photo identification before the child(ren) is released to them. Anyone who is not on the authorized pick-up list will be turned away. Please keep your pick-up list current and make any additions or deletions in writing.**

In the event of an emergency or natural disaster, such as an earthquake or flood, staff will follow the school site disaster plan.

PERSONAL BELONGINGS

Students may not bring personal belongings to the ELOP sites unless the ELOP Staff has given permission. A Complete list is included in the Student/Parent Handbook:

- No iPods
- No electronic games or devices
- No smartphones/devices
- No large sums of money
- No valuable items
- No toys

The ELOP and BPA-SD **are not liable for any lost, stolen, or damaged items** brought to the ELOP whether permission has been given or not.

PICK UP

Only those who have been authorized by parent(s)/guardian(s) on the ELOP enrollment forms may pick up student(s) attending the ELOP. **Staff will question those with whom they are unfamiliar and check their photo identification. Child(ren) will not be released to anyone without proper identification.** If someone who is not listed on your student’s ELOP enrollment forms is coming to pick up your child, **PLEASE NOTIFY THE STAFF, IN WRITING, and IN ADVANCE.** In the case of a “true emergency,” you may telephone the ELOP staff with the needed information. You will receive a call back confirming this information.

SNACKS

ELOP students are provided with a snack each day. If your child has any dietary restrictions, it is important to include this information on the ELOP enrollment forms. If your child(ren) requires more than a small snack in the afternoon, please be sure to pack some extra food items. If there are children in the program with severe food allergies, the ELOP reserves the right to prohibit those items from being brought by any child.

Students are not allowed to bring candy, gum, soda, or caffeinated beverages to the ELOP.

WITHDRAWAL FROM THE PROGRAM

If you decide to withdraw your child(ren) from the ELOP, we require written notice by filling out the “Change Request Form.” This allows us time to make needed changes in the staff and program. The withdrawal form can be found at the end of this handbook.

BPA-SD reserves the right to make changes to the handbook without prior notice. By registering a student in the ELOP, the student and parent/guardian acknowledge their understanding and acceptance of this ELOP Handbook.

School Office (760) 203-4383
Website: www.baypointprep.org

ELOP Lead Staff Contact: **Lisl Budfuloski**

ELOP Phone Number:

8:00 am-4:00 pm (760) 203-4383

4:00 pm-6:00 pm (760) 410-8474

lbudfuloski@baypointprep.org

Baypoint Preparatory Academy-SD

Change to Authorized Pick Up Persons

Child's Name: _____

Grade: _____

Phone # (_____) _____

Add or Remove

Name: _____

Relationship to child: _____

Parent/Guardian Signature: _____ Date: _____

Child's Name: _____ Grade: _____

Baypoint Preparatory Academy-SD

Withdrawing from the ELOP

Child's Name: _____ Grade: _____

Reason for dropping:

Parent/Guardian Signature: _____ Date: _____