



SPARK
Supporting Participation in Academics and Recreation for Kids

Parent/Guardian Handbook
2026-2027

Orland Unified School District
After-School Programs
Victor Perry, Superintendent
Derek Perez, After-School Programs Manager

Program Purpose & Goals

The Orland Unified SPARK Program stands as a cornerstone of educational support and innovation in Glenn County, California. Our dedicated team works tirelessly to enhance the educational landscape for students, educators, and the broader community. With a commitment to excellence and a forward-thinking approach, we strive to create an environment where learning thrives and every student has the opportunity to reach their full potential.

This includes programs which occur outside of the standard school day, such as after school programs and summer or intersession learning programs, the latter known as Expanded Learning Opportunities Programs (ELO-P). Each of these focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. The intention of these programs are to be student-centered, results driven, include community partners, and complement—but do not replicate—learning activities in the regular school day and school year.

These programs are an integral part of young people’s education, engaging them in year round learning opportunities that prepare them for college, career, and life.

Program Requirements

The State of California Department of Education (CDE) provides a standard goal for after school programs:

- 1) one hour of academic support
- 2) one hour of enrichment
- 3) one hour of structured recreation time
- 4) nutrition (afternoon snack), provided

Enrichment time expands students’ learning with activities or clubs in: computer technology, art, theater, science, engineering, and more. These activities are intended to engage students in learning that is active, collaborative, meaningful, relevant, supports skill development, and expands horizons.

Students are encouraged by the California Department of Education (CDE) to attend the entirety of programming (until 6 p.m.) every day, with exceptions made for early release.

Administration

The SPARK After-School Programs are operated by Orland Unified School District (OUSD). The Glenn County Office of Education provides fiscal and administrative support for select grant and reporting requirements. Programs are funded by the California Department of Education’s After School Education & Safety Grant, Expanded Learning Opportunities Program funding, and federal funding from the 21st Century Community Learning Centers Program.

Staffing

In alignment with the CDE Quality Standards for Expanded Learning, our programs recognize that social-emotional well-being is foundational to student success. We intentionally strive to create spaces where students feel safe, seen, and supported, nurturing trusting relationships and a strong sense of community throughout every program day.

In this effort, programs hire trained certificated and classified staff who meet all program requirements, and are Every Student Succeeds Act (ESSA) compliant. Staff are trained to meet student’s holistic health: physical, social, and emotional and follow strict guidelines to ensure safety, as well as to provide a high-quality program.

Hours and Days of Operation

After-school programs run each school day from school release, including on minimum or modified schedule days, until 6:00 p.m. Programs do not run on any days in which their host school is not in session.

Registration and Enrollment

The Orland Unified School District SPARK After-School Program is open to all eligible students grades TK through 8th. The Orland Unified School District prohibits discrimination, intimidation, harassment (*including sexual harassment*) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Enrollment must be completed prior to program participation through the district's online platform.

Program Fees

Currently, there are no program fees due for enrollment in SPARK after-school programs. CDE guidelines ensure that all programs remain accessible to all students.

Early Release/Pick-up Policy

We are pleased to have your child enrolled in the SPARK After-School Program. **To fulfill our program goals and for your student to fully benefit from the program they are encouraged to attend a minimum of 15 hours per week.** Students must be signed out prior to 6:00 p.m. Student safety is a priority, therefore, students will not be released to any individual that is not authorized on their enrollment form.

The SPARK After-School Program operates with an Early Release Policy. This policy outlines approved reasons for early release, as follows: **Medical appointments, sporting events, last available transportation, walkers and bike riders, special campus events under the direction of the Principal, school site closure, and personal or family emergencies.**

Your child must be signed out, when picked up each day, with your signature. Only persons authorized in writing by you (on the enrollment form), the parent(s) and/or guardian(s), may remove your child from the program. Staff members will request photo identification if the person picking up the child is unfamiliar and check the authorization form. Please be aware that we do this for the safety and protection of the children in our programs. Your child will not be released to anyone without prior written notice and/or a telephone call. A SPARK staff member may ask you to identify yourself using a password if no identification is available.

Sign-In/Sign-Out

Monthly attendance records must be kept on all children who attend the program. Students are required to report directly to SPARK upon dismissal of school. Students are required to sign in every day. If students neglect to sign in, their attendance will not be counted and they could be subject to removal from the program as a result of our attendance policy.

Parents/guardians will be informed when students miss an unacceptable number of SPARK days. If unexcused absences continue, the student may be removed from the program to make room for students who might fully benefit from the program.

Reporting Absences

If your child will not be attending school and/or SPARK on an expected day, please call their school office to inform them. If your child is expected to attend and is not present at close of school, staff must locate the child for their own safety. That may mean telephone calls to you at work and to other emergency numbers.

Late Pickup Fee Policies

After school programs end at 6:00 p.m. Parents/guardians whose children remain past 6:00 p.m. will be subject to

the following:

1st Occurrence – Verbal discussion with parent/guardian

2nd Occurrence – Second warning.

3rd Occurrence – Possible suspension or dismissal from program.

“Abandoned Child” at Close of Program

If your child has not been picked up by 6:00 p.m., the following steps will be taken:

1. Parent/Guardian contact numbers will be called.
2. All other authorized individuals listed on the child’s enrollment form will be called.
3. Staff will continually attempt to contact an authorized individual until 6:30 p.m.
4. At 6:30 p.m., the child is considered “abandoned” and the local Police Department, Sheriff’s Office, and/or Child Protective Services will be called.
5. The child will be released to the responding agency and staff will share with them what steps they have taken to locate the parents/guardians.
6. Staff will notify the parent/guardian of the agency the child(ren) were released to.

Medical and Health Information

SPARK is sensitive to the health and physical needs of children, therefore, the following policies have been established:

1. The program must have current emergency information and a Medical Treatment Form on file for each child.
2. It is the parent/guardian’s responsibility to keep the program informed of any change in their child’s emergency, medical, or physical information.
3. In case of serious illness or injury, the staff will follow preestablished instructions on the Medical Treatment Form whenever possible. However, in all cases, staff will deal with serious emergencies in the most expeditious way possible.
4. It is the responsibility of the parents/guardians to ensure the SPARK staff has access to any medications such as inhalers, epi pens, etc. that students may require in emergency situations.
 - a. SPARK staff do not always have access to school medicine cabinets during after school hours.
5. The program will not transport children to a medical treatment facility or physician. If staff is unable to locate the parents/guardians or an emergency contact, staff may secure transportation by local emergency services for appropriate treatment at the nearest medical facility, if warranted.
 - a. If major injury or illness is involved, the child will be transported by ambulance to hospital.
6. In all cases of injury or illness, attempts will be made to contact parents/guardians immediately and to involve them in the decision regarding treatment.
7. Parents/guardians are responsible for all costs incurred when a medical emergency, accident, or student injury arises during SPARK programming.

Health Requirements

It is the parent/guardian’s responsibility to monitor the daily health and physical condition of their child and determine their child’s ability to actively participate in the program.

If a child shows signs of illness or an infectious/contagious condition, the parent/guardian will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent/guardian or other designee can pick up the child.

Site Emergency

In the event of an emergency or natural disaster the following procedures will be in effect: Children will be directly supervised and remain at the site until they can be picked up by the parent/guardian or other authorized person. OR in the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on the site door when appropriate. Efforts will be made to contact parents/guardians AND the program staff will remain with the children until they are picked up by the parent/guardian or authorized person.

Discipline

Discipline will be administered and maintained in a positive manner, which is child-centered and contributes to the child's development. SPARK Expanded Learning students will be required to follow established school rules. Behavior that is disruptive, harmful, disrespectful and/or causes injury to others may result in the following disciplinary actions:

FIRST OCCURRENCE – Conversation and reflection with student and/or parent/guardian.

SECOND OCCURRENCE – Formal documentation.

THIRD OCCURRENCE – A conference will be scheduled with the child, parent/guardian(s), and staff.
Possible three day suspension.

Continued offenses may result in the child's dismissal from the program.

SPARK is required to provide a safe environment for all students, both physical and emotional. Students who are not able to provide a safe environment for other students or themselves may be subject to removal from the program.

Attendance Recovery

As part of our After School/ELOP Program, students who are with a certificated staff member may be able to recover missed school time from absences that occurred during the regular school day. This process allows the district to recover Average Daily Attendance (ADA) funding, which is vital for sustaining programs and services that benefit all students across Orland Unified School District.

If you prefer that your student not participate in Attendance Recovery through the After School Program/ELOP, you may opt out at any time by contacting the After School Program Manager.

Snacks

SPARK will provide an afternoon snack. These snacks meet government nutrition guidelines. It is the responsibility of the parent/guardian to inform the staff if their child has any food allergies and complete a Medical Statement, located on the enrollment form. If the child has other food preferences that cannot regularly be accommodated by the program, the parent/guardian is asked to provide their respective snack.

Transportation

Transportation from the SPARK program sites is the responsibility of the parent/guardian. When transportation is needed for field trips SPARK authorizes insured vehicles, and/or School District or County transportation only. Parents/guardians must sign SPARK field trip permission slips before their child will be allowed to participate in field trips.

Dress Code

The appropriate attire for SPARK is aligned to the school district's dress code policies. Students must wear shoes at all times unless during a special activity, as instructed by staff.

Use of Personal Property or Equipment

Students may not bring non-essential/non-school personal property and equipment to the SPARK Program, unless approved by the site coordinator. **SPARK will monitor the content use of cellphones in accordance with school day policies.** SPARK does not accept responsibility for the loss, theft, repair or misuse of personal property brought to the program.

Use of Computers & Internet

Our programming includes device use and internet access. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in a restriction of those privileges. Before access is

granted, students must receive permission by approval on the enrollment form. Parents/guardians have the option of denying their child individual access to the Internet.

Parent/Guardian and Family Involvement

We believe that a strong partnership with parents/guardians can create a positive learning experience for students. We strongly encourage parent/guardian involvement through volunteering. District volunteer policies and procedures will apply. If you or a guardian are interested in volunteering in our program please contact After School Program Manager 530-865-1200 ext: 8105.

SPARK operates after-school programs at the following schools:

***Mill Street Elementary
Fairview Elementary
C.K. Price Middle School***

Orland Police Department

Business Hours: (530) 865-1616

After Hours: Glenn Co. Sheriff: (530) 934-6431

Glenn County Child Welfare

Business Hours: (530) 934-1429

After Hours: (530) 934-6520