



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Beyond the Bell Branch: Youth Services  
Operational Information

**NUMBER:** MEM-076309

**ISSUER:** Hilda Maldonado, Associate Superintendent  
Leadership Development and Partnerships

Alvaro Cortés, Senior Executive Director  
Beyond the Bell Branch

**ROUTING**  
Local District  
Superintendents  
Local District Directors  
Administrators, Elem.  
and Middle School  
Principals  
School Administrative  
Assistants

**DATE:** August 16, 2019

**PURPOSE:** The purpose of this Memorandum is to inform school administrators about the Beyond the Bell – Youth Services After School Program operation and procedures for processing new unclassified assignments. Information is to be included in a parent bulletin or school-to-home communication at the beginning of the school year and, thereafter, as often as deemed necessary.

**MAJOR CHANGES:** This Memorandum replaces MEM-05551.0 titled “Beyond the Bell Branch: Youth Services Operational Information” dated August 29, 2018. Dates for the 2019-20 fiscal year have been updated, as well as the optional costs for additional staff on Attachment A. Due to the conversion of School Supervision Aides from unclassified to classified, schools will need to contact their Classified Assignment Technician to initiate the hiring process for these assignments.

**INSTRUCTIONS:** OPERATIONAL INFORMATION

A. Hours of Operation and Additional Staff Time Funding Option  
(Attachment A)

B. Student Participation Guidelines

The Los Angeles Unified School District’s Beyond the Bell - Youth Services Section provides supervised enrichment, fitness, sport, and educational activities each day after school at no charge to students in grades 2 through 8. This is not a child care program. It is a “permissive” program in accordance with the Before and After School Program Application/Agreement (Attachment B). In order to participate in any Beyond the Bell After School Program, students must be in attendance during the regular school day. Participation is a privilege.

Parents must sign an agreement with the Youth Services After School Program prior to their child being eligible to participate (Attachment B).



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Students must also conduct themselves in a manner that is consistent with the rules and regulations of the school and playground.

The Youth Services After School Program requires students to sign-in each time they come to the program.

Further, a daily “homework time” is included in the Youth Services After School Program during the last hour. Students will be provided a designated area to work on their homework. Staff will help students to stay on task and ensure the homework is available for parents and guardians to check and review with their children.

The Beyond the Bell – Youth Services After School Program is open only to LAUSD students who attend the school where the program is located or live in the residential area and attend another LAUSD school, e.g. magnet students, etc. (Note: Independent charter and private school students are not eligible). The elementary program is for students in elementary grades (grades 2 through 5/6) and the middle school program is for students in middle school grades (grades 6 through 8). Please note that the Beyond the Bell – Youth Services After School Program closes promptly at 6:00 p.m. It is the responsibility of the parent/guardian to provide appropriate supervision for his/her child(ren) at the close of the program to ensure their safety and well-being.

### C. Unattended/Late Children

The following procedures ensure continuous supervision of children left unattended when the playground closes:

- The Beyond the Bell offices remain open until the last child leaves the playground to support staff. Playground staff attempt to contact individuals listed on the school emergency card and emergency contact/release information section.
- At the conclusion of one hour of unsuccessful attempts to contact and reunite the child with the parent or designee, a child protective agency (Sheriff, LAPD, etc.) is contacted to assume responsibility for the supervision and safety of the child.
- The school administrator and School Police are notified of any child taken into protective custody.

### D. Parent/Guardian Responsibilities

It is the responsibility of the parent/guardian to:

- Ensure that all emergency contact information (school emergency card and emergency contact/release information section) is current and accurate.



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- Complete the Before and After School Program Application/Agreement (Attachment B).
- List the names of several responsible adults that are authorized to pick-up their child(ren) from school.
- Provide direction to their child(ren) as to when they should leave the program and how they are to proceed. (e.g. walk home, pick up by parent, etc.).
- If they are unable to do so themselves, and their child(ren) do not leave the program prior to the closing time of the Youth Services Program, parents need to make arrangements with one of the adults listed on the school emergency card and/or the emergency contact/release information to pick-up their child(ren). Note: Students remaining after the closing time will only be released to authorized adults with appropriate photo identification.

E. Beyond the Bell Information

Beyond the Bell provides direct support to the Youth Services After School Program. Schools may purchase additional staff (Attachment A - Costs for Additional Staff section).

Beyond the Bell (BTB) Units are aligned as follows:

<b><u>BTB UNIT</u></b>	<b><u>ADDRESS</u></b>	<b><u>CONTACT INFO</u></b>
<b>Elementary School Unit</b>	2060 West 156 <sup>th</sup> St., Gardena, CA 90249 (Near Redondo Beach Blvd. and Crenshaw Blvd.)	Ph (310) 515-3010 Fax (310) 527-7147
<b>Middle School Unit</b>	611 Jackson St., Los Angeles, CA 90012 (Near Temple St. and Alameda St.)	Ph (213) 633-3500 Fax (213) 633-3565
<b>Youth Development Program (YDP) Unit</b>	5607 Capistrano Ave., Woodland Hills, CA 91367 (Near Burbank Blvd. and Shoup Ave.)	Ph (818) 587-4300 Fax (818)713-8554

Field Coordinators (Certificated Administrators) or their designees at each of the Beyond the Bell Units listed above may be contacted for all matters related to out-of-school programs including weekend tournaments, special events, and field trips. In addition to overseeing Youth Services, other Beyond the Bell programs include:

- Ready-Set-Go! Before School Learning and Enrichment Program
- Comprehensive After School Programs (Operated by Community Based Organizations, such as LA’s BEST, Woodcraft Rangers, etc. or District programs – YDP and YS PLUS (Attachment C).



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### F. Facility (School) Access

- Beyond the Bell - Youth Services playground staff must have direct access to an on-site telephone during all program hours. Lack of access will result in rescheduling an earlier closing of the program to 15 minutes prior to the closing of the school's main office.
- Beyond the Bell - Youth Services playground staff must have access to an indoor room during periods of inclement weather, emergency situations (e.g. lockdown), etc.
- Beyond the Bell - Youth Services playground staff must have access to school emergency supplies in the event that a major emergency impacts the school.

Keys assigned to any Beyond the Bell staff member should be the most restrictive available (e.g. key that only opens auditorium, specific classroom(s), gymnasium, and/or bathrooms, etc.). At no time, should Beyond the Bell staff be given a school's master key. (BUL-2374.2, "School Site Key Control" dated December 23, 2009).

The site administrator (or designee) is the "key administrator." As such, Beyond the Bell is not responsible for lost, stolen, misplaced keys or the rekeying of any facilities. Beyond the Bell employees are LAUSD employees. They are trained by Beyond the Bell to follow the site and key administrator's instructions. Beyond the Bell reinforces this guidance:

- No "A" key or master key
- No school identifying information on the keys
- Do not give the keys to any other person/student
- Carry keys at all times
- Return/store keys daily as instructed by key administrator

### G. Procedure for Processing New Employees

#### **Lifeguards (Unclassified Assignments)**

Beyond the Bell Regional Offices process unclassified school personnel assignments, such as Lifeguards. Schools may make appointments at any location that is convenient to the applicant. Generally, however, the schools in the Valley go to the Hughes MS site, the schools in downtown and east go to the Jackson Street and Garey Street sites, and schools in the west and south area go to the 156<sup>th</sup> Street Elementary.



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<b><u>BTB OFFICE</u></b>	<b><u>ADDRESS</u></b>	<b><u>CONTACT INFO</u></b>
<b>156<sup>th</sup> Street Elementary Site</b>	2060 West 156 <sup>th</sup> St., Gardena, CA 90249 (Near Redondo Beach Blvd. and Crenshaw Blvd.)	Ph (310) 515-3010 Fax (310) 527-7147
<b>Garey Street Site</b>	312 North Garey St., Los Angeles, CA 90012 (Near Temple St. and Alameda St.)	Ph (213) 346-2160 Fax (213) 346-9978
<b>Hughes MS Site</b>	5607 Capistrano Ave., Woodland Hills, CA 91367 (Near Burbank Blvd. and Shoup Ave.)	Ph (818) 587-4300 Fax (818)713-8554
<b>Jackson Street Site</b>	611 Jackson St., Los Angeles, CA 90012 (Near Temple St. and Alameda St.)	Ph (213) 633-3500 Fax (213) 633-3565

All school requests for new employee processing of unclassified personnel will be scheduled by appointment only. Schools are to direct prospective employees to contact the appropriate office to schedule an appointment and to determine the required paperwork/documents that must be presented at the time of processing. If the employee is eligible to work the assignment, the application will be processed.

**School Supervision Aides (Classified Assignments)**

Due to the conversion of School Supervision Aides from unclassified to classified, schools will need to contact their Classified Assignment Technician to initiate the hiring process for these assignments.

**H. Custodial Time and Supplies**

Beyond the Bell does not provide funding for custodial clean-up for the Youth Services After School Program. Schools operating a Youth Services After School Program may submit a request on school letterhead for a maximum of \$100 in paper towels and toilet tissue for the 2019-20 school year. Requests should be faxed to (213) 633-3575.

- ATTACHMENTS:** Attachment A – Beyond the Bell Hours of Operation and Additional Staff Time Funding Option  
Attachment B – Beyond the Bell Before and After School Program Application/Agreement (English and Spanish)  
Attachment C – Beyond the Bell Comprehensive After School Programs

**ASSISTANCE:** For assistance or information, please contact the Beyond the Bell Branch office at (213) 241-7900.



**BEYOND THE BELL HOURS OF OPERATION AND  
 ADDITIONAL STAFF TIME FUNDING OPTION**

**A. Hours of Operation For All Sites** *(Excludes Fee-Based Programs)*

<b>Elementary and Middle Schools Regular Schedule</b>	<b>Minimum, Shortened, Professional Development Days</b>
School dismissal time until 6:00 p.m.	Program will operate from the earliest dismissal time on any day until the regular closing time – 6:00 p.m. daily.

**B. Costs for Additional Staff** *(Optional)*

<b>FY 2019-20</b> <b>Cost for one (1) person based on Out-of-School Program Worker (PW) rate</b> <b>with benefits (\$17.18817/hr) at 3.5 hours/day</b> <i>(Schools may choose to reduce/increase the number of hours per day)</i>	
<b>ES/MS – Single Track (180 days)</b>	180 days x \$17.18817 x 3.5 hours = <b>\$10,828.55</b>

**TO PURCHASE ADDITIONAL STAFF TIME, PLEASE FAX THE INFORMATION BELOW TO BEYOND THE BELL AT (213) 633-3575.**

**FOR ANY QUESTIONS REGARDING THE BUDGET ADJUSTMENT, PLEASE CALL – (213) 633-3535.**

Name of School \_\_\_\_\_ Cost Center \_\_\_\_\_ Date \_\_\_\_\_

Name of Administrator \_\_\_\_\_ Signature of Administrator \_\_\_\_\_

**\*BUDGET ADJUSTMENT INFORMATION:**

When submitting a budget adjustment, please reference the following funding information:

**FUND/RESOURCE:** 010-0000  
**FUNCTIONAL AREA:** 1110-4000-10425  
**COST CENTER:** 1153001  
**GL ACCOUNT:** 290004  
**TOTAL AMOUNT:** \$ \_\_\_\_\_



## BEFORE AND AFTER SCHOOL PROGRAM APPLICATION/AGREEMENT

The Beyond the Bell – Youth Services After School Program of organized games, enrichment activities, nutrition, physical fitness and homework time is provided for those students capable of independent supervision to, from, and at the playground site. The Beyond the Bell Youth Services After School Program is not a child care program. It is a permissive program. In order to participate in any Beyond the Bell After School Program, students must be in attendance during the regular school day. Students sign-in and leave the program by their own volition. Children are expected to conduct themselves appropriately and may lose the opportunity to participate if their behavior is disruptive. The elementary program is for students in elementary grades (grades 2 through 5/6) and the middle school program is for students in middle school grades (grades 6 through 8).

Parents and guardians are reminded that they must arrange ahead of time for how their child will be reunited with them at the conclusion of the program. Any child not picked-up or allowed to walk home on their own prior to the conclusion of the program will be considered “unattended” and supervising personnel will begin “late child” procedures. If attempts to reunite the child with an authorized adult fail, supervising personnel will contact the Local Law Enforcement Agency for assistance and to take custody of the child. Failure to consistently arrange for appropriate supervision of your child by the conclusion of the program will result in the student losing the privilege of participating in the program. **For emergency purposes, parents/guardians are required to complete and maintain all phone numbers and contact information.**

The Beyond the Bell Youth Services After School Program is CLOSED on all non-instructional days (weekends, holidays, pupil free days, etc.). Playground services are only available during scheduled hours.

In order for a student to be approved to participate, the Before and After School Program Application/Agreement must be completed. Once completed and authorized by the Youth Services staff person on duty, the student may participate.

The persons responsible for the day-to-day operation of the Beyond the Bell Youth Services After School Program can be reached by calling: *Youth Development Program (YDP) & Youth Services @ YDP sites - (818) 587-4300; Elementary Schools (other than YDP sites) – (310) 515-3010; Middle Schools – (213) 633-3500.*

### **Acknowledgement:**

I agree to the following rules and guidelines for my child to be eligible to participate in the Beyond the Bell – Youth Services After School Program:

- My child is in grades 2 through 8 at an LAUSD school, or lives in the residential area and attends another LAUSD school, e.g. magnet students, etc. (Note: Independent charter and private school students are not eligible).
- My child has been instructed by me to go directly from his/her classroom at school dismissal time to the designated supervised area for the Beyond the Bell – Youth Services After School Program and to sign-in at the designated location upon arrival.
- My child has been instructed by me that they must remain in the area supervised by the Beyond the Bell – Youth Services Program Supervisor (“coach”) while participating in the program.
- My child will be directed by me daily when s/he should leave the Beyond the Bell – Youth Services After School Program for the day.
- My child will be directed by me daily on where they are to go immediately after leaving the Beyond the Bell – Youth Services After School Program (e.g. home, designated location, etc.).
- My child has been informed and instructed by me that once they leave the Beyond the Bell – Youth Services After School Program they may not return for the remainder of the day.
- I understand that if my child does not get picked-up by an authorized adult or leave by their own volition prior to the 6:00 p.m. closing time, staff will initiate late child procedures: At the conclusion of one hour of unsuccessful attempts to contact and reunite the child with the parent or designee, a child protective agency is contacted to assume responsibility for the supervision and safety of the child.
- I understand that participation in the Beyond the Bell – Youth Services After School Program is a privilege and failure by my son/daughter to abide by all rules may result in the loss of this privilege.
- I have provided more than one contact number and the names of additional adults that are authorized to pick-up my child in case of an emergency, or to be reached if my child becomes “unattended” and “late child” procedures take effect. The designated adult must show a photo identification before a student is released to him/her.





## SOLICITUD PARA EL PROGRAMA ANTES Y DESPUÉS DE LA ESCUELA

El Programa The Beyond the Bell – Youth Services After-School Program de juegos organizados, actividades de enriquecimiento, nutrición, condición física y tarea que se proporciona a los estudiantes capaces de una supervisión independiente para ir y regresar del programa y en el patio de recreo. El Programa Beyond the Bell – Youth Services After School Program no es un programa de cuidado infantil. Es un programa al que se puede asistir a través de un permiso. Para participar en cualquier program de Beyond the Bell, los estudiantes deben estar presentes durante el día escolar regular. Los estudiantes firman al entrar y salen del programa por voluntad propia. Se espera que los niños se conduzcan de manera apropiada y pueden perder la oportunidad de participar si tiene mala conducta. El programa de primaria es para los estudiantes de los grados de primaria (del 2º al 5º/6º) y el programa de la escuela secundaria es para los estudiantes en los grados de secundaria (del 6º al 8º).

A los padres y tutores se les recuerda que deben coordinar con anticipación el lugar en donde recogerán a su hijo/a cuando termine el programa. Todo niño que no sea recogido o al que no se le permita caminar de regreso a su casa solo antes de que termine el programa se considerará “sin supervisión” y el personal de supervisión comenzará a llevar a cabo los procedimientos de “niño/a al que se le recoge tarde”. Si fracasan los intentos para entregar al niño a una persona adulta autorizada, el personal de supervisión contactará a la Agencia Local de las Autoridades del Orden para pedir ayuda y asumir la custodia del menor. El no organizar habitualmente la supervisión adecuada de su hijo/a para cuando termine el programa dará como resultado que el estudiante pierda el privilegio de participar en el programa. **Para casos de emergencia, los padres/tutores deberán completar y mantener actualizados todos los números de teléfono e información de contacto.**

El programa Beyond the Bell Youth Services After-School Program está CERRADO durante los días en los que no hay clases (fines de semana, días festivos, días sin alumnos, etc.) Los servicios en el patio de recreo solamente están disponibles durante las horas programadas.

Con el fin de que se apruebe a un estudiante para que participe, se deberá llenar una Solicitud/Acuerdo para el Programa Antes y Después de la Escuela. Una vez que se llene la solicitud y el estudiante sea autorizado por el miembro del personal de Youth Services encargado, el estudiante podrá participar.

Para comunicarse con las personas responsables de la operación diaria del programa Beyond the Bell Youth Services After-School Program llame al: *Youth Development Program (YDP) & Youth Services @ YDP - (818) 587-4300; Escuelas Primarias (que no sean YDP) – (310) 515-3010; Escuelas Secundarias – (213) 633-3500.*

### Reconocimiento:

Estoy de acuerdo en cumplir las siguientes reglas y directrices para que mi hijo sea elegible para participar en el programa Beyond the Bell – Youth Services Después de la Escuela:

- Mi hijo/a es un estudiante del 2º al 8º grado en una escuela del LAUSD, o vive en el área residencial y asiste a otra escuela del LAUSD, por ejemplo, estudiantes de la escuela magnet, etc. (Nota: No son elegibles los estudiantes de escuelas Charters Independientes o de escuelas privadas).
- Le he dado instrucciones a mi hijo/a de que se vaya directamente de su salón de clases a la hora de la salida de la escuela al área supervisada designada para el Programa Beyond the Bell – Youth Services After-School Program y que firme su nombre en el lugar designado cuando llegue.
- Le he dado instrucciones a mi hijo/a de quedarse en el área supervisada por el Supervisor (“coach”) del Programa Beyond the Bell – Youth Services Program Supervisor (“coach”) mientras participe en el programa.
- Diariamente le daré instrucciones a mi hijo/a sobre la hora a la que deberá salir del programa Beyond the Bell – Youth Services After-School Program ese día.
- Diariamente le daré instrucciones a mi hijo/a sobre dónde deberá ir inmediatamente después de salir del programa Beyond the Bell – Youth Services After-School (por ejemplo, hogar, lugar designado, etc.)
- Le he informado y le he dado instrucciones a mi hijo/a de que una vez que salga de programa Beyond the Bell – Youth Services After-School Program ya no podrá regresar durante el resto del día.
- Entiendo que si a mi hijo/a no lo recoge una persona adulta autorizada o se va solo antes de las 6:00pm cuando se cierra el programa, el personal iniciará los procedimientos para cuando se tarden en recoger a un estudiante: Después de hacer intentos fallidos durante una hora para contactar a los padres o a la persona designada para entregar al menor, se contactará a una agencia de protección infantil para que asuma responsabilidad de la supervisión y la seguridad del menor.
- Entiendo que la que participación en el programa Beyond the Bell – Youth Services After-School Program es un privilegio y si mi hijo/a no cumple todas las reglas puede dar como resultado el que pierda este privilegio.
- He proporcionado más de un número de teléfono de contacto y los nombres de adultos adicionales que estén autorizados para recoger a mi hijo/a en caso de emergencia o a quienes se les pueda contactar si mi hijo/a se queda “sin supervisión” y se considera un “niño/a al que se le recoge tarde”. La persona adulta designada deberá mostrar una identificación con fotografía antes de que se le entregue al estudiante.





## **BEYOND THE BELL COMPREHENSIVE AFTER-SCHOOL PROGRAMS**

After-School Education and Safety Program & 21<sup>st</sup> CCLC program for Elementary and Middle Schools

At selected sites, “comprehensive” grant funded after school programs operate as part of Beyond the Bell. The following outline describes the requirements and logistics.

1) **BTB “Comprehensive After School Programs” have three components:**

- Academic Enrichment
- Educational Enrichment
- Recreation/Physical Fitness

2) **BTB Comprehensive After School Programs are operated by pre-qualified Community Based Organizations (CBOs) and partner with other BTB staff.**

- The pre-qualification process requires a Request for Program (RFP) to the District in which the Community Based Organization (CBO) must document its plan to deliver the program, document its competence to do so, and demonstrate the financial resources and infrastructure to support the program.
- All CBO staff and volunteers fulfill health screening and fingerprint clearance requirements in current law and according to District policy.

3) **Program Operations**

- All Comprehensive After School Programs must operate from school dismissal until 6:00 p.m., Monday through Friday, first to last day of the school calendar. Schools with 21<sup>st</sup> CCLC funding may, in addition, operate evenings (after 6:00 p.m.) and weekends. Schools with supplemental funding may operate during vacation periods in accordance with the rules of the grant.
- Students are supervised and instructed by trained personnel at a ratio of 20:1.
- All programs provide a nutritious snack/supper to students.
- Students participate every day for the duration of the program.

4) **Program Responsibilities/Memorandum of Understanding (MOU)**

- The After School Program (CBO) agrees to:
  - Provide necessary personnel, materials and supervision to establish and maintain a quality After School Program.
  - Provide additional staff, technical support and infrastructure to assist and monitor After School Programs.
  - Maintain close communication and collaboration with school administration to align program with school’s academic intervention programs and other District and CBO programs on-site.
- The school agrees to:
  - Make available a sufficient number of classrooms, allowing the program to conduct activities.
  - Make After School staff aware of school’s safety plan and provide essential information about access to emergency supplies in the event of a disaster during the after school hours.
  - Provide access to a landline phone during program hours.



- Provide the agencies the following documents to assist them in meeting the needs of the school, addressing requirements of the grant, and preparing for the California Department of Education (CDE) Federal Program Monitoring (FPM).
  - Provide a copy of the school's Single Plan for Student Achievement; the After School program should be noted in the Single Plan.
  - Provide a copy of the school's "School Accountability Report Card" (SARC).
  - Provide access to the Food Services manager to get copies of snack/supper menu.
  - Provide any school produced flyers or newsletters that discuss the After School Program.
  - Provide copies of collaborative partners' meeting minutes.
  - Provide custodial and security support (not to be funded by grant).
- Beyond the Bell agrees to:
    - Provide additional staff (District employees) to partner with the CBO in delivering program to participants.
    - Provide District Policies and Emergency Procedures Training for all After School Program staff.
    - Monitor and track program attendance.
    - Conduct monthly site observations to ensure program quality.
    - Serve as a liaison between school site administration and CBO program staff.