



Stony Creek Joint Unified School District
SPARK Program
Parent Handbook
2025/2026

Emily Pendell, Superintendent/Principal

530-968-5361

Program Requirements

The State of California requires academic support, enrichment, structured recreation time, and an afternoon snack.

Enrichment time expands students' learning through clubs in computer technology, engineering, art, science, theater, and more. Students are expected to stay until 5:00 p.m. unless early release is necessary.

Administration

The SPARK Expanded Learning Program operates under the Stony Creek Joint Unified School District and is supported by the Glenn County Office of Education. It is funded by the California After School Education & Safety Grant.

Staffing

The program is staffed with trained certificated and classified staff, including ESSA-compliant Activity Assistants. Staff follow strict safety guidelines to ensure a high-quality program.

Hours and Days of Operation

- Operates every school day from school release until 5:00 p.m.
- Minimum school days until 5:00 p.m.
- Closed on non-school days

Registration and Enrollment

Enrollment is open to any child in grades Transitional Kindergarten through 8th, provided the program can meet the needs of the child. Enrollment in the program shall be granted without regard to race, sex, religion, color, medical condition, disability, or national origin. Acceptance into the program is dependent upon space and availability. Per Education Code sections 46120(g)(7) and 42238.02(b) (1) as part of the Expanded Learning Opportunity program, we are required to prioritize enrollment for pupils who are English language learners, eligible for Free or Reduced-Price Meals, or foster and homeless youth. When a program reaches its enrollment goal a waiting list will be started at that site. Spaces in the program are first filled based on priority enrollment groups established by Education Code and then based on a first come first serve basis. A completed enrollment form must be received before the first day of attendance before each school year.

Early Release/Pick-up Policy

Students not riding the van must be signed out prior to 5:00 p.m. **The van runs at 5:00 pm.** Student safety is a priority; therefore, students will not be released to any individual that is not authorized on their enrollment form. Your child must be signed out, when picked up each day, with your signature and the actual time the student is picked up. 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. If your child is riding the van, your child will be dropped off at their designated drop off. They will not be allowed to get off the van at a different stop unless the parent/guardian calls the district office prior to give permission.

Attendance Policies

If your child will not be attending on a scheduled day, please call the site to inform them or contact the District Office at 530-968-5361.

Late Pickup Policies

The program closes at 5:00 pm. Parents whose children remain past 5:00 pm will be subject to the following:

1. Verbal discussion (1st occurrence)
2. Probation notice (2nd occurrence)
3. Suspension or dismissal (3rd occurrence)

If your child has not been picked up by 5:00 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 5:30 p.m.
4. At 5:30 p.m., the child is considered "abandoned" and the 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.
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’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 parental 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 to ensure the SPARK staff has access to any medications such as inhalers, epi pens, etc. that students may require in emergency situations. *SPARK staff does 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 or an “emergency” contact, staff may secure transportation by local emergency services for appropriate treatment at the nearest medical facility, if warranted. If major injury or illness is involved, the child will be transported by ambulance/air ambulance to hospital.
6. In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the decision regarding treatment.
7. Parents are responsible for all costs incurred when a medical emergency, accident, or student injury arises during SPARK programming.

Health Requirements

It is the parent’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. When a child shows signs of illness or infectious/contagious condition, the parent will be contacted and must pick up the child immediately, this includes lice. The child will be isolated and made comfortable until the parent or designee can pick up the child.

Site Emergencies

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 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 AND the program staff will remain with the children until they are picked up by the parent or authorized person.

Discipline

Discipline will be administered and maintained in a positive manner following our PBIS programming, 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

SECOND OCCURRENCE–Formal documentation with consequence

THIRD OCCURRENCE–A conference will be scheduled with the child, parent(s), and staff;

Possible three-day suspension from program

FOURTH OCCURRENCE–Continued offenses may result in the child’s dismissal from the program

SPARK is required to provide a safe environment for all students. This involves physical and emotional safety. Students who are not able to provide a safe environment for other students or themselves will be removed from the program. Ed Code: 8483.3(c)

Snacks

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

Transportation

Transportation to and from the SPARK program site is provided to Grindstone and otherwise is the responsibility of the parent. When transportation is needed for field trips, SPARK authorizes School District transportation only. Parents 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 day dress code policies. Children must wear shoes at all times unless during a special activity as instructed by staff.

Personal Property

Children may not bring 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. Cell phones can only be used during designated times with permission. SPARK does not accept responsibility for the loss, theft, repair or misuse of personal property, or electronic devices brought to the program.

Computer & Internet Use

There may be computers with Internet access. The Internet provides vast, diverse, and unique resources to students. 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.

Parent and Family Involvement

Parents are encouraged to volunteer. Contact the district office at 530-968-5361 for details.

SPARK Daily Schedule

2:30 - Outside Play

3:00 - Snack

3:15 - Homework/Reading/iReady

4:00 - Outside Play or Enrichment Activity

4:50 - Clean Up

5:00 - Program Ends, Van Runs

We look forward to a fun, safe, and enriching year for your child in the Stony Creek Joint Unified SPARK Program!



Fish Creek Elementary School Expectations Matrix



Be a positive member of the H.E.R.D.

| AREA/SETTING | Honesty | Empathy | Respect | Determination |
|-----------------------------|--|--|--|--|
| All settings | Tell the truth. Be a good example for your classmates. | Respect personal space and boundaries. | Be considerate of others. Use polite language. Food and drink in staff designated areas only. Hats worn appropriately with bills facing forward. | Stay positive. Ask for help when you need it. |
| Assembly | Sit in assigned areas with teacher. | Walk in single file lines. Use side stairs to enter and leave stage. Keep hands and feet to yourself. | Clap when appropriate. Be polite, attentive, and listen. | Take off hoods. Exit when excused. Follow directions |
| Restrooms | Do the right thing. | Respect other's privacy. | Clean up after yourself. | Ask for help if something happens. Use the restroom during break times. |
| Playground | Admit to your mistakes. Do the right thing. Follow the game rules. Eat snacks at the benches/tables. | Include others. Be kind to others. Help others when need arises. Take turns. | Follow directions. Use equipment correctly. Keep hands, feet, and objects to yourself. Walk to designated area on signal. Sportsmanship. Put equipment away. Use polite language. Clean up after yourself. | When learning a skill, keep trying. Stay positive when frustrated. Ask for help. |
| Bus | Do the right thing. Admit wrong doings. Stay in your seat. Get off at your assigned stop. | Be polite to all people on the bus. Help young students get buckled in. Use quiet voices. Use earphones. | Keep food and drinks in your backpacks. Buckle up. Keep hands, feet, and objects to yourself. Use appropriate language. Keep the bus clean. | Ask for help. Be on time. |
| Cafeteria | Do the right thing. Eat only your food. Put trash in the trashcan. Clean up after yourself. | Accept others as they are. Use your manners. | Follow directions. Keep hands, feet, and objects to yourself. Quiet voices. Say please and thank you. Use appropriate language. | Ask for help when you need it. Wait until you are excused before leaving tables. |
| Classrooms | Be prepared. Have your supplies/materials with you. Do your own work. | Keep your hands, feet and objects to yourselves. Keep chairs and desks on the floor. Keep backpacks in designated area. | Listen and follow directions the first time your asked by the adult in charge. Take off hoods. Use kind and encouraging language. | Be kind and polite. Use your best effort. Clean up after yourself. Push in your chair. Keep cellphones and earbuds put away during class. |
| Technology | Protect your personal information, including passwords. | Use only approved websites. Use technology for assigned purpose. Notify your teacher if your device is not working properly. | Use devices properly. Keep them on hard surfaces. Carry with two hands. Keep all food and drinks away from devices. Use gentle touch on keyboard. | Be kind and polite. Use appropriate behavior and language. Clean up after yourself. Push in your chair. Plug your device into the charging unit when finished. |
| Hallways | Only leave class when necessary. | Keep voices down. | Keep hands, feet, and objects to yourself. Walk. Quiet voices. Follow directions. | Go directly to your destination. |
| Library | Wait your turn. | If someone chooses a book you want, be understanding. | Say please and thank you. Treat books appropriately. Quiet voices. Keep hands, feet, and objects to yourself. Use appropriate language. | Choose your book quickly. Ask for help when you need it. |
| Office | Tell the truth. | Wait your turn. Be polite and courteous of others. | Use inside voices. Use kind words and actions. Respect staff's time. | Keep your hands, feet & objects to yourself. |
| Field Trips/Sporting Events | Be a team player. | Actively listen and pay attention. | Stay with group. Use your manners. | Follow rules of the place you're visiting. Help clean up. |



**Stony Creek Joint Unified School District – Expanded Learning
Program (SPARK)
2025-2026**



Student Name: _____ Birth Date: ____/____/____ Male ☐ Female ☐

School student **WILL BE** in 2025/2026 Elk Creek Elementary Grade Student **WILL BE** in School 2025/2026 _____

Home Address: _____ City: _____ Zip Code _____

Parent/Guardian: _____ Relationship to Student: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Are you interested in volunteering? Yes ☐ No ☐

Name of Person to call in case of Emergency (other than parent/guardian): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Relationship to Student: _____ Permission to pick-up student: yes no

Secondary Person to call in case of Emergency (other than parent/guardian): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Relationship to Student: _____ Permission to pick-up student: yes no

Student Background:

Does your child have any type of disability? No Yes If yes, then describe: _____

Does your child have any allergies (food or other): No Yes If yes, then describe: _____

Does your child have any specific medical needs? No Yes If yes, then describe: _____

Does your child participate in: Dual Immersion ESL/LEP Special Education Other: _____

How will your child get home from the after school program?

☐ My child will walk home each day ☐ I will pick my child up from the program ☐ My child will ride the van to Grindstone

The following people are authorized to pick up my child. **I understand this person must be 18 years or older and *MUST* sign the student out every day:**

Name: _____ phone # _____ relationship to child _____

Name: _____ phone # _____ relationship to child _____

Name: _____ phone # _____ relationship to child _____

Name: _____ phone # _____ relationship to child _____

Name: _____ phone # _____ relationship to child _____

Name: _____ phone # _____ relationship to child _____

Stony Creek Joint Unified School District - SPARK Expanded Learning Program – 2025/2026
Insurance/Medical Release Information

My Child _____ has permission to attend the Spark Expanded Learning Program located at Elk Creek Elementary School.

Insurance carrier name and phone number: _____

Insurance Policy Number: _____

Doctor's Name: _____ Doctor's Phone Number: _____

Does your child take any medication? _____ Dosage Frequency: _____

(All drugs must be registered on this form. All drugs, except those which must be kept on the student's person for emergency use, must be kept and disbursed by staff.)

In the event of illness or injury, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, or dental diagnosis or treatment, and hospital care are considered necessary in the best judgment of the medical staff of the hospital or facility furnishing medical or dental services. As stated in the California Education Code Section 35330, I understand that I hold the Orland Unified School District and its officers, agents, and employees harmless from any and all liability or claims, which may arise of or in connection with my child's participation in this activity. I fully understand that students are to abide by all rules and regulations governing conduct during the program. Any violation of these rules and regulations may result in that student being sent home at the expense of his or her parents or guardian.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Initial each statement below showing you agree and approve (or write "NO" and initial)

1. _____ Due to State funding students who are registered in the SPARK Expanded Learning Program have minimum attendance requirements. Students not meeting these guidelines may be dropped from the program. * **ELO-P guidance allows students to attend as needed**
 - a. Elementary students (TK-5th grade) are required to attend the full day of the Expanded Learning Program on a daily basis * **ELO-P guidance allows students to attend as needed**
 - b. Middle School students (6th-8th grade) are required to attend the Expanded Learning Program a minimum of 9 hours a week and a minimum of 3 days a week
 - c. Any exceptions must be in compliance with the established Early Release Policy stated in the Parent Handbook.
2. _____ I have the Parent Handbook and agree to comply with the program policies and fees and give my child permission to participate fully in the program (Parent Handbook can be found on the Stony Creek Joint Unified website: www.scjUSD.org).
3. _____ I give my permission for my child to be filmed and photographed during the SPARK Expanded Learning Program activities for newspaper articles, SPARK social media websites, and program activities.
4. _____ I give my permission for my child to have access to the Internet with the understanding that inappropriate use will result in his/her being denied access at the discretion of the program staff.