



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Beyond the Bell Field Offices and Youth Services Operational Information

**NUMBER:** MEM-2691.1

**ISSUER:** Alvaro Cortés, Assistant Superintendent  
Beyond the Bell Branch

**DATE:** June 19, 2007

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

**PURPOSE:** The purpose of this Memorandum is to provide important information to schools regarding the operation of the Beyond the Bell - Youth Services After-School Playground Program and the processing of new unclassified employees. Principals should share the following, as appropriate, with their staffs.

**MAJOR CHANGES:** This memorandum replaces MEM-2691.0 titled “Youth Services Field Offices Operational Information,” dated August 21, 2006. Information has been updated to reflect the dates and hours of operation for the 2007-08 school year. Additional programmatic information is also provided. For sites where a Beyond the Bell Comprehensive (grant funded) Program operates until 6:00 p.m. daily, Youth Services will operate from dismissal until 6:00 p.m. on all school days of operation. All other sites will continue to choose an option for hours of operation.

**INSTRUCTIONS:** I. OPERATIONAL INFORMATION

- A. See Attachment A for dates and hours of operation.
- B. The Beyond the Bell - Youth Services Program is for students’ grades 2 and above. It is a permissive recreation program in that participants may arrive and leave freely and of their own volition. Youth Services is not a child-care service. Programs offered are for the age-level appropriate to the school site.
- C. Beyond the Bell Field Office Service Areas

Beyond the Bell Field Office service areas are aligned to best meet the needs of Districts 1 – 8:

<u>FIELD OFFICE</u>	<u>TELEPHONE</u>	<u>FAX</u>	<u>SERVICE AREAS</u>
BTB-North Field Office	(818) 587-4300	(818) 713-8554	Districts 1 and 2
BTB-West Field Office	(310) 478-2093	(310) 478-6013	Districts 3 and 7
BTB-East Field Office	(213) 745-5920	(213) 745-5940	Districts 4 and 5
BTB-South Field Office	(310) 515-3010	(310) 527-7147	Districts 6 and 8



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Field Coordinators (Certificated Administrators) or their designees at each of the four Beyond the Bell Field Offices listed in the Instructions, Section C, may be contacted for all matters related to out-of-school programs. In addition to overseeing Youth Services, other programs include:

- Comprehensive After-School Program (Operated by Community-Based Organizations)
  - ▶ After School Education and Safety (State)
  - ▶ 21<sup>st</sup> Century Community Learning Centers (Federal)
- Ready, Set, Go! Before School Learning and Enrichment Program
- Civic Center Permits

### D. Procedure for Processing New Employees

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 field office to schedule an appointment and to determine the required paperwork/documents that must be presented at the time of processing. School office staff may request adjustments for current unclassified assignments by submitting a School Supervision Aide Application to the appropriate Beyond the Bell – Field Office. If the employee can hold the assignment, the application will be processed.

### E. Custodial Time and Supplies

Beyond the Bell will provide a maximum of 1 hour per week for custodial clean-up for each school conducting a Beyond the Bell – Youth Services Program. Schools need to use their own cost center and the following fund and functional area for time reported:

#### **Fund 001-0000, Functional Area 8100-8100-11813**

Schools operating a Youth Services Program may request a maximum of \$100 in paper towels and toilet tissue for the 2007-08 school year. A standard District Requisition (FORM 34-AEH-25) is to be fully completed, except for the Accounting Data (funding line) and signature approvals, and mailed no later than **April 11, 2008** to:

Student Auxiliary Services – Hughes MS Site  
Attn: Central Support



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### F. Access at Schools

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 day-to-day program to 15 minutes prior to the closing of the school's Main Office.

1. Beyond the Bell - Youth Services playground staff must have access to an indoor room during periods of inclement weather, emergency situations (e.g. lock-down), etc.
2. Beyond the Bell - Youth Services playground staff must have access during all scheduled program hours to school emergency supplies in the event that a major emergency impacts the school.

### G. Employee Training

Beyond the Bell program employees take part in several professional development workshops each year. Staff receives comprehensive training in youth development, District policies and procedures, and emergency training.

### H. Beyond the Bell Special Events and Field Trips

Beyond the Bell conducts a variety of special activities throughout the year.

Seasonal sport tournaments are conducted on Saturdays on a rotational basis. Current offerings include flag football, basketball, soccer, softball, drill team, and track and field. Participation is open to girls and boys in grades 3 through 8. Students must be eligible to participate per Bulletin "BUL-767: Participation in Extracurricular and Cocurricular Activities" dated January 21, 2004. Principal approval of eligible student rosters is required. Regional round-robin tournament winners at each level take part in District-wide culminating events in selected sports.

Special excursions are conducted to area attractions for students in grades 3 to 8 as available. Although some attractions are free, a reduced admission price is offered to a variety of locations. Transportation and general supervision is included with most excursions.

### I. Important Information for all Elementary Schools:

Board Rule 2401. [Elementary Schools]:

[Elementary schools] are not permitted to participate in interschool athletic



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activities.

Interplayground competition is permitted on Saturdays and during vacation periods, as a phase of the [Beyond the Bell Program], with the approval of the [Assistant Superintendent, Beyond the Bell Branch].

### J. Important Information for all Middle Schools:

#### Board Rule 2402. [Middle Schools]:

[Middle schools] are not permitted to participate in interschool athletic activities.

Interplayground competition is permissible on Saturdays and during vacation periods under the [Beyond the Bell Program], provided the teams are designated and recognized as representing only the playground of the schools, and with the approval of the [Assistant Superintendent, Beyond the Bell Branch].

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