



# EXPANDED LEARNING

## ALVORD UNIFIED SCHOOL DISTRICT

### Program Policies and Agreements

Alvord Unified School District's (AUSD) Expanded Learning (EXL) HALF-Time and PRIME-Time programs offer free, safe and constructive after school activities to students from kindergarten to eighth grade through HALF-Time (K-5<sup>th</sup>) or PRIME-Time (6<sup>th</sup>-8<sup>th</sup>) immediately after the regular school day, Mondays through Fridays, excluding holidays. Our EXL programs provide positive learning opportunities by offering daily homework assistance, academic intervention/tutorial in Language Arts and Math, and recreation/enrichment activities such as sports, dance, art, music, arts and crafts, and S.T.E.M. (science, technology, engineering, and math).

**Please read and review the following program policies, expectations, and procedures carefully.**

**ENROLLMENT POLICY** – All Kinder-8<sup>th</sup> grade AUSD students are welcome to participate, however, enrollment is limited and based on the following criteria:

1. students who are homeless and/or foster youth
2. students who can attend the Program daily
3. students with academic need
4. siblings of students with academic need (must attend the same school)
5. other students wishing to participate, but not necessarily recommended for academic intervention

Students registered after the initial enrollment period will be placed on an interest list if program is at capacity.

**LIMITED HEALTH SERVICES** – Health services are limited in the Program. No health professionals or paraprofessionals are on duty to provide services after 3:30pm. In the event of an emergency, Program staff will call 911 and the parent/guardian. For non-emergency injuries or health concerns, staff will administer basic First Aid as needed and/or call the parent or other adult listed on the child's Contacts in AERIES for pick-up. If your child has a disability that requires an accommodation in the Program, please contact the Program Director at (951) 358-1682.

**HOMEWORK AGREEMENT** – Students will be given an opportunity to complete assigned homework during the Program, however, the Program does not guarantee that all homework will be completed and/or corrected; homework completion remains the responsibility of the student and their parent/guardian. Students are expected to:

1. Bring their homework daily
2. Accept that homework or other academic activities will be assigned if they arrive without appropriate homework
3. Know that their teacher will be contacted if they repeatedly report that they were not assigned homework

**BEHAVIOR AGREEMENT** – All students must follow school rules, remembering to Be Safe, Be Respectful, and Be Responsible. Discipline for inappropriate behavior will be determined based on individual student actions. When students engage in inappropriate behavior, the following will most often be followed:

- 1st incident—written warning, conversation with student(s) and parent/guardian
- 2nd incident—student misses activity and parent is notified of behavior
- 3rd incident—student is excluded from program

The severity and frequency of the inappropriate behavior may result in exclusion from the Program, and is subject to additional disciplinary action from the regular school day. Acts of violence toward another person will not be tolerated. Disruptive or disrespectful behavior toward other students or Program staff is reason for exclusion/dismissal from program. **Students found in possession of drugs, alcohol, or weapons will be immediately excluded from the Program.**

**STUDENT DISMISSAL & LATE PICK UP POLICY** – Only adults, eighteen (18) years or older, may pick up students from the Program. Students must be signed out by a parent/guardian, or adult from the CONTACTS LIST in AERIES, and will be required to show valid picture identification on a DAILY BASIS. Identification is checked daily to help insure students are safe at all times and released to an authorized person. Valid forms of ID include State ID, State Driver's License, Passport, Military ID, or Bank/Credit/Store Card with picture. All students must be picked up promptly at the end of the program. If proper identification is not shown, or your child is not picked up on time, the following actions will be taken:

- 1st incident—written warning to be signed by parent/guardian, with copy provided
- 2nd incident—parent given notice to call Program Administration; the student may not return to the program until a parent has spoken to an Administrator. ASP office will notify Facilitator that student may return
- 3rd incident—student may be permanently excluded from program

**If your child has not been picked up by program's end, Program staff will contact individuals as listed on their Contacts List; if no one is available to pick up the child, Program staff will contact local law enforcement to take responsibility of the child.**

Alvord Unified School District is an Equal Opportunity Agency and does not discriminate against employees, job applicants, students/parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law. District programs and activities shall be free from unlawful discrimination (BP 4030)

**All Students will realize their unlimited potential.**