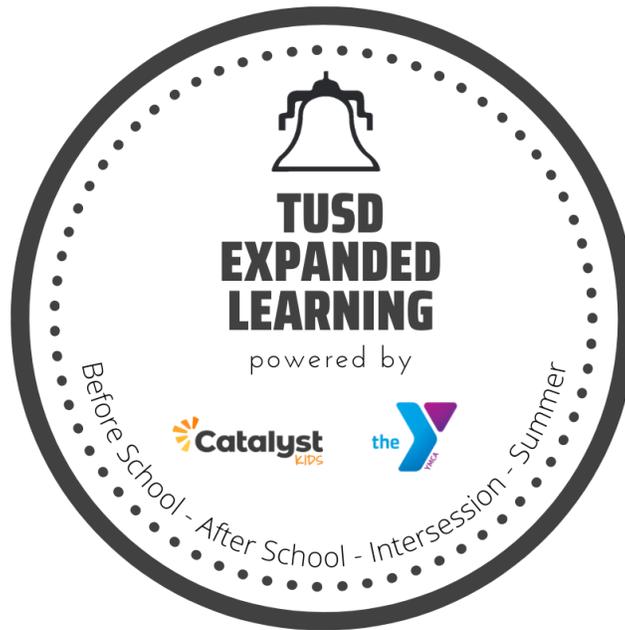


# TUSD Expanded Learning Parent Handbook

After-School Education & Safety (ASES)  
Expanded Learning Opportunities Program (ELO-P)



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# TUSD Expanded Learning Program Information

TUSD Expanded Learning programs provide youth with engaging, supportive programs that encourage learning and positive development to support students in reaching their full potential as successful students and productive citizens.

**TUSD Expanded Learning is funded by two grants:**

1. **After School Education and Safety (ASES)** is the result of the 2002 voter-approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after-school education and enrichment programs for elementary and middle school students.
  
2. **Expanded Learning Opportunities Program (ELO-P)** is authorized by Item 6100-110-0001 of the 2021–22 Budget Act (Senate Bill 129, Chapter 69, Statutes of 2021), and Assembly Bill (AB) 130, Chapter 44, Statutes of 2021, as amended by AB 167, Chapter 252, Statutes of 2021. ELO-P provides funding for afterschool and intersession/summer school enrichment programs for transitional kindergarten through sixth grade.

<b>TUSD Expanded Learning School Sites and Contracted Partner Provider Information</b>					
ExL Program Site	Provider	ExL Grades Served	Grants Available	Qualifying Students per Capacity	ExL Site Contact
Beswick Elementary	Catalyst Kids	K-5	ASES/ELO-P	All Students	714-299-8428
Estock Elementary		K-5	ASES/ELO-P	All Students	714-305-0641
Heideman Elementary		TK-5	ASES/ELO-P	All Students	714-679-6593
Hicks Canyon Elementary		TK-5	ELO-P	Qualified Students	714-697-3993
Nelson Elementary		TK-5	ASES/ELO-P	All Students	714-305-2019
Tustin Ranch Elementary		TK-5	ELO-P	Qualified Students	714-299-8436
Orchard Hills School		K-6	ELO-P	Qualified Students	714-679-6463
Columbus Tustin Middle School		6-8	ASES/ELO-P	All Students	714-478-8920
Sycamore Middle School		TK-8	ASES/ELO-P	All Students	714-478-8924
Utt Middle School		6-8	ASES/ELO-P	All Students	714-478-9008
Arroyo Elementary	YMCA	K-5	ELO-P	Qualified Students	949-649-2033
Benson Elementary		TK-5	ELO-P	Qualified Students	714-936-1781
Guin Foss Elementary		K-5	ELO-P	Qualified Students	714-632-3583
Heritage Elementary		TK-5	ELO-P	Qualified Students	714-508-7641
Ladera Elementary		K-5	ELO-P	Qualified Students	714-508-7641
Loma Vista Elementary		TK-5	ELO-P	Qualified Students	714-936-2807
Myford Elementary		TK-5	ELO-P	Qualified Students	714-657-5279
Peters Canyon Elementary		TK-5	ELO-P	Qualified Students	714-508-7641
Red Hill Elementary		TK-5	ELO-P	Qualified Students	714-675-3574
Tustin Memorial Elementary		K-5	ELO-P	Qualified Students	714-508-7641
Hewes Middle School		6	ELO-P	Qualified Students	714-508-7641
Pioneer Middle School		6	ELO-P	Qualified Students	714-508-7641
Legacy Magnet Academy		6	ELO-P	Qualified Students	714-508-7641

**Program Description**

TUSD Expanded Learning program staff collaborate with TUSD District, Site Administrators, and Teachers to align programming with the content of the regular school day. Additionally, student surveys, feedback, and Student Advisory meetings will provide program participants with positive leadership

opportunities as they participate in the planning of program structure, leadership, policies, and development of high-interest, community-based curriculum and activities. Clubs will offer participants a wide variety of activity choices, and opportunities to expand beyond the classroom and into community-based activities, field trips, and future planning.

**TUSD Expanded Learning programs will include the following components:**

1. **Academic Element** - Homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history, and social studies or science.
2. **Educational Enrichment Element** - Offers an array of additional services, programs, and activities that are designed to reinforce and complement the school’s research-based academic programs and core curriculum in support of overall student success. Projects may be ongoing and end in a culminating activity during the program or included in a family event. After-school activities will align with the school day. Intersession and Summer programming will be camp-focused and include additional outdoor and interactive activities to keep students engaged and moving. Educational and recreational field trips will be provided throughout the year. Parent/Guardian-signed permission slip is required for student attendance.

<b>Educational Enrichment Program Activities</b>	
<p><b>Active and Engaged Learning</b></p> <ul style="list-style-type: none"> <li>● Visual and performing arts</li> <li>● Music</li> <li>● STEM projects</li> <li>● Physical activity &amp; recreation</li> <li>● Team sports</li> </ul>	<p><b>Youth Voice and Leadership</b></p> <ul style="list-style-type: none"> <li>● Positive youth development</li> <li>● Leadership opportunities</li> <li>● Community service-learning</li> <li>● College and career awareness</li> <li>● Work preparation activities</li> </ul>
<p><b>Skill Building</b></p> <ul style="list-style-type: none"> <li>● Homework club</li> <li>● Reading time</li> <li>● Life skills</li> </ul>	<p><b>Healthy Choices and Behavior</b></p> <ul style="list-style-type: none"> <li>● Health and nutrition promotion</li> <li>● School wellness</li> <li>● Prevention activities</li> <li>● Social Emotional Learning (SEL)</li> </ul>

**Snack**

Durning programming, nutritious snacks overseen by TUSD Nutrition Services and meeting the California Nutritional Guidelines identified in EC Section 49430 are served daily. Parents may pack a drink or alternative snack. Pre-arranged variation in diet is permitted in accordance with a physician's written order or for religious purposes. Please notify staff in writing if your child has any food allergies.

- Full-day programming will include breakfast, lunch, and snack.
- After-school programming will include a snack.

**Quality Staff**

The strength of TUSD Expanded Learning is in the experience and dedication of the staff. All staff are supported with training, resources, and professional development opportunities to ensure a caring and nurturing atmosphere that fosters each child's creativity and positive self-image. Staff that supervise students will possess the required qualifications listed in the TUSD Paraprofessional Job Description.

**Parent Participation**

**Communication:** It is extremely important that parents/guardians communicate needs and desires openly and honestly with program staff. Families are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parent involvement is valued and encouraged.

**Conduct:** Parents/Guardians must also conduct themselves with civility at all times. Profanity, intoxication, and abusive conduct toward staff members, other students, other families, or property will not be tolerated. Any of these offenses could jeopardize your student's place in the TUSD Expanded Learning program.

**Volunteering:** Research shows that parent involvement correlates with student success. Join the fun supporting student academics, recreation, and character development. Parent leaders are also encouraged to form or participate in parent groups to support site activities and events. Volunteering may also require a screening process depending on capacity and frequency of involvement. Contact your Site Lead for opportunities or to get involved.

### **Confidentiality**

Information relating to your child is confidential and will not be released unless written authorization is provided by the parent or legal guardian. An exception will be made in the event of suspected child abuse. All staff are Mandated Reporters.

## **Enrollment and Attendance**

### **Enrollment Policy**

Students are enrolled on a first-come, first-served based on eligibility and program capacity in the following priority order:

1. Currently enrolled participants in good standing.
2. Qualified students
  - a. ASES - All students at an ASES site automatically qualify for this program.
  - b. ELO-P - First priority goes to students on Free and Reduced Lunch, Foster, or English Learners
3. Waitlist students

Accommodation requests must be indicated in writing before student enrollment. Per grant guidelines, if a student requires special accommodations or support, enrollment may be delayed to allow the program time to prepare for requested accommodations which may include regional assistance to help better support the child.

### **Enrollment Steps:**

1. Complete enrollment application
2. Submit the application online or to program staff in person
3. Parents/guardians will be contacted by phone by the Site Lead informing them if their child has been admitted into the program or will be on the waitlist.
4. When a spot is available, enrollment will be completed including required signatures.

TUSD Expanded Learning programs do not discriminate on the basis of sex, race, sexual identity, religion, ethnicity, national origin, or special needs.

### **Attendance Policy**

- Per program grant funding and to maintain your spot in the program, daily attendance is required.
- Enrolled students must attend from school release to program end with a pick up no earlier than 5:00 pm unless an Early Release has been arranged.
- Families can obtain a one-time or regularly scheduled early release for medical, outside activities, etc. See the *Early Release Policy* below.
- Students that acquire more than 4 excused/unexcused absences within a 4-month span may be dropped from the program and put on the waitlist.
- If a student does not attend the school day, they may not attend after-school program.
- If a student is scheduled for TUSD Expanded Learning and does not show up to program, the program will call Parent/Guardian. If Parent/Guardian or Emergency Contacts cannot be reached, child would be considered missing, and authorities will be called.

### **Days and Hours of Operation/Holidays**

1. TUSD Expanded Learning program is open every day TUSD schools are open. Programs run from school release time until 6:00 pm. Please see your child's school schedule for school release times including early release days.
2. All official school holidays & closures will be observed.
3. Subject to program capacity, TUSD Expanded Learning funding offers an additional 30 9-hour days of programming held during winter & spring breaks and in June during Summer School.

## **Emergency Procedure and Disaster Plan**

In the event of an emergency or natural disaster, all students will be kept with the TUSD Expanded Learning staff until an authorized person can pick up the student. If the program must relocate to another facility, a note in a visible location will be posted for review.

## **Withdrawal from TUSD Expanded Learning**

Withdrawal of your child from the program requires written notice. Families wishing to re-enroll will be placed on the waitlist.

# **Program Pick-up and Sign-out Procedures**

## **General Safety**

The parking lots can be very busy. In order to facilitate a safe environment, we ask for your cooperation with the following parking expectations:

- Hold your child's hand in the parking lot.
- Make sure your child stays next to you at all times - not ahead or behind.
- Upon arrival, turn off your car.
- Please drive slowly in parking lots.

## **Sign-Out Policy & Procedures**

1. Only persons on the student's *Emergency Contact List* will be allowed to pick up.
2. Changes or updates to the student's emergency contact list can be made in person by a parent/caregiver with proper photo identification.
3. No changes to the *Emergency Contact List* will be accepted by phone.
4. Students must be signed out by an adult on the student's *Emergency Contact List* and with a staff member daily. Students will not be released until they are signed out with a staff.
5. All parents/guardians must walk up to the designated sign-out area of the program to sign their child out of the program.
6. To ensure student safety, a photo ID from the person picking up a child may be required before releasing a student.
7. Students may walk home only when accompanied by an authorized person after being signed out. Students are never to walk home alone. Exception-*Middle School Walk-Home Policy* (below).
8. In the case of a separation/divorce, the parent maintaining custody must notify staff in writing when the visiting parent may pick up the child.
9. Once signed out, TUSD Expanded Learning is no longer responsible for the student. The authorized person must supervise the student while on school grounds.

## **Early Release Policy**

The program grant requirements dictate the following early release guidelines:

1. An *Early Release Form* is required any time a student is picked up before 5:00 pm.
2. Parents/Guardians may request an *Early Release Form* from staff.
3. Early Release requests are approved on a case-by-case basis.
4. Maximum approved early releases allowed for students is 2 per week.
5. Early Release pick-up is discouraged before 1 hour into program time.
6. If 3 unexcused early pick-ups occur, or the student has exceeded the maximum number of early release days, he/she will be removed from the program and placed on a waitlist.

## **Late Pick-Up Policy**

1. Students are to be signed out between 5:00 - 6:00 pm.
2. For late pick-up due to an emergency, please call the Site Lead and provide the student's name, your name, and estimated time of arrival.
3. Parents/Guardians must provide emergency contact phone numbers. If a parent/guardian cannot be reached in an emergency, the Site Lead will call the proper authorities.
4. If a student has not been picked up by 6:30 pm, the Site Lead will call the police station to pick up the student. The parent/guardian will then need to pick up the student from the police station.
5. The program only allows 3 late pickups in total before the student is dropped from the program.

## **Walking Home Policy (Middle School Only)**

It is the general policy of TUSD Expanded Learning that students are picked up and signed out from the after-school program by an authorized adult daily. Middle School students have a walk home option:

1. Parents/guardians may permit their middle school student to walk home from TUSD Expanded Learning at 4:45 without adult supervision by completing the following forms:
  - a. *Waiver and Permission to Walk Home Form*
  - b. *Early Release Form*
2. By signing and submitting the *Waiver and Permission to Walk Home Form*, the parent/guardian accepts and understands that their child will be released from TUSD Expanded Learning at 4:45 pm and he/she will be expected to immediately leave the school premises.
3. Walker students are not permitted to remain on the school campus once signed out from the program.

If your child requests to stay in the program past the designated Walk Home Release Time, all of the following will apply:

1. The student will be required to stay until the end of the program day.
2. The student will no longer be allowed to walk home for that day.
3. A parent/guardian will need to pick up and sign out the student from the program between 5:00-6:00 pm.

## **Health Care**

### **Sick Child Policy**

TUSD Expanded Learning sites are for "healthy" students. A student who is experiencing illness does not benefit from the program and can adversely affect the health of other students.

- **Students should stay home if they exhibit any of the following symptoms:**
  - A temperature of 100° or above
  - A severe cough
  - Earache or draining ear
  - Sore throat
  - A rash of any kind until diagnosed
  - Colds with colored discharge
  - Diarrhea or vomiting
  - Red, runny or matting eyes - pink eye (conjunctivitis)
- Report absences to the Site Lead and include: Student name & Cause for absence
- If a student arrives or becomes ill during programming he/she will be sent home.
  - The Parent/Authorized Person is expected to pick up the ill child as quickly as possible.
  - See the Illness Chart with a guide for returning a student to the program (below).
    - Student needs to be symptom-free for 24 hours prior to returning to the program.
- Minor injuries sustained during the program are reported to the families on an Ouch Report.
- Families are called immediately in the event of a serious or questionable injury. In the event that a parent cannot be contacted and when necessary 911 will be called at the parent's expense. The parent will receive a copy of the communication form at student pick-up.
- Communicable diseases (COVID, measles, mumps, chickenpox, strep throat, lice, pinworms, etc.) are considered extremely contagious and must be reported immediately to the Site Lead. Students with a communicable disease are not allowed to attend the program unless cleared by a doctor or following the Illness Chart below.
- TUSD Expanded Learning reserves the right to send home a student with suspicious or prolonged symptoms.

<b>Illness</b>	<b>Student Return Guidelines per U.S. Department of Health</b>
COVID	Per County Health regulations
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (pink eye)	24 hours after the start of treatment (If drainage & excessive tearing has stopped)
Diarrhea	24 hours after last loose stool
Fever	24 hours after being fever-free without the use of fever-reducing medication
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment with a lice product such as RID & no LIVE lice is present
Pinworms	After treatment is completed
Scabies	24 hours after the start of treatment

Strep throat	48 hours after the start of treatment
Poison Ivy	After lesions have dried up
Vomiting	24 hours after last vomit

## **Medication and Other Health Needs**

Whenever possible, it is preferred that a child receive medication at home. Please remind your medical provider that your child attends a childcare center and ask for medication that can be scheduled to be given at home. If this is not possible, please follow the procedures listed below for your child to receive medication at a TUSD Expanded Learning site.

### **1. Prescription Medication (with exception of Asthma Inhalers)**

- a. A Medication Administration Release Form must be obtained from the program and completed by the parent/guardian and the Site Lead.
- b. All prescription medication must be current with a clear, readable, original prescription label from a pharmacy showing the child's name, medication, dosage, frequency of administration, beginning and ending dates of administration, and expiration date. This prescription must be in English.
- c. Special procedures are in place for administering medications that are classified as controlled substances, such as medication commonly used to treat Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD).

### **2. Over-the-Counter Medication (and Asthma Inhalers)**

- a. All over-the-counter medications and asthma inhalers require the physician or pediatric practitioner to complete and sign the Medication Administration Release Form. The parent's/guardian's signature is also required.
- b. All over-the-counter medication must be in its original container and labeled with the child's name.
- c. The physician or medical provider may write a note instead of completing the Medication Administration Release Form as long as the parent/guardian signs the bottom of the release form and the medical provider's note contains all the following information:
  - i. Child's full name
  - ii. Start and end dates if applicable
  - iii. Medication name
  - iv. Physician's signature
  - v. Times to be given
  - vi. Dosage to be given

### **3. EpiPens®**

- a. An Anaphylaxis Action Plan signed by the physician is required before a child with a life-threatening allergy can attend the program. An EpiPen® (or Avi-Q) must be on-site at all times the child is present. It is recommended that two EpiPens® always be on-site in the case of one EpiPen® malfunctioning. To ensure all staff is aware of a child's life-threatening allergy, an Allergy Posting Form with the child's picture is posted in the kitchen area and classroom if the parent/guardian provides written consent to do so.

## **Student Conduct and Behavior**

### **Student Behavior Code**

One of the goals of TUSD Expanded Learning is to help students develop a positive self-image. We encourage students to be self-directed and exhibit self-control, while methods that build individual esteem are utilized. Recognizing that students need clearly defined limits set in a non-threatening yet firm manner, a system of close supervision, gentle guidance, and redirection is provided. We do not condone or employ corporal punishment as a means of discipline.

Please review the following STUDENT BEHAVIOR CODE adapted from the *Tustin Unified School District Code for Students* outlined in the TUSD Parent/Student Rights and Responsibilities Handbook found on the District homepage.

The TUSD Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected

to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, and courteous and respectful towards their teachers, other staff, other students, and volunteers.

Prohibited student conduct includes but is not limited to the following:

1. Behavior that endangers other students and/or staff
2. Contributing to unwanted physical contact with students or staff
3. Play fighting
4. Behavior that disrupts the orderly classroom or school environment
5. Harassment of other students or staff, including bullying, intimidation, hazing, initiation activity, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering
6. Damage to or theft of property belonging to the district, program, staff, or other students
7. Possession, use, or sale of alcohol, tobacco, or other drugs
8. Profane, vulgar, or abusive language
9. Inappropriate dress
10. Tardiness and unexcused absence from school
11. Failure to remain on school premises in accordance with TUSD Expanded Learning rules

### **Bus Rules**

In addition to the Student Behavior Code, students that are transported by bus during TUSD Expanded Learning field trips are to adhere to the following rules:

1. Enter the bus in an orderly manner and take your seat.
2. Remain quiet.
3. Follow the instructions of the drivers.
4. Learn emergency drill procedures as explained by the driver.
5. Be courteous to the driver and to all other students.
6. Eating and drinking are not prohibited on the bus.
7. Remain in your seat at all times.
8. Keep your head, arms, and hands inside the bus at all times.
9. Be alert to traffic when exiting the bus.

### **Technology & Internet Usage**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may use their TUSD devices at times designated by their Site Instructor. However, the use of technology is a privilege. It can be revoked at any time.

**Use of program computers is an option during programming under the following guidelines:**

1. Children are responsible for the program-issued computers while they are using them at program. Any damage or problems with the computers must be reported immediately to the center staff.
2. The computers are loaded with software children will need for use in the program. Children are not permitted to remove or modify any software or applications.
3. If anyone observes any inappropriate use, neglect, damage, or defacement of a computer, it must be reported immediately to the staff.

**Internet Guidelines:**

- Program participants are allowed to use the internet:
  - As an educational source and enrichment activity and shall not access any inappropriate content.
  - After Technology Agreement has been signed and returned to program staff.
  - Under the supervision of program staff.
- Program participants may encounter content on the internet that may be considered inappropriate. Program staff cannot guarantee students will not encounter such content but will use reasonable means to prevent access to inappropriate content.

**Inappropriate use of technology will result in the following actions:**

1. Alternative behaviors are discussed with the child.
2. Parent must be available to pick up within 1 hour and must be reachable at all times.
3. A Parent-Site Lead conference will be held.
4. A *Behavior Management Plan* may be developed (in partnership with the parents and elementary school) to support the improvement of the child's behavior.
5. Possible suspension from the program.
6. The parent/child's failure to comply with the above-listed policies may result in termination from the program.

**Permitted devices shall:**

1. Be turned off during program instruction time and at any other time directed by a staff member.
2. Not disrupt the TUSD Expanded Learning program.
  - If a disruption occurs, the staff member shall direct the student to turn off the device and/or confiscate it.
  - If an employee finds it necessary to confiscate a device, he/she may either return it at the end of programming or keep it until staff has consulted with the student's parent/guardian or principal.
  - A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.

**Disciplinary Process**

If the Student Code of Conduct outlined in this Parent Handbook is not adhered to, then the following process will be implemented:

- **First step:** A written *Behavior Notice* will be completed to notify parent/guardian of the student's misconduct and parent signature will be required. Depending on severity of behavior, a 1-3 day suspension may apply.
- **Second step:** A second written *Behavior Notice* will be completed to notify the parent/guardian of the student's conduct and parent signature will be required. Second *Behavior Notice* will result in a 1-3 day suspension. A Behavior Plan between the Parent/Guardian, Student, and Provider must be developed and set in place before student returns to program.
- **Third step:** All attempts to notify and correct the student's inappropriate behavior have been exhausted. Students will be dropped from the program as a result of the third *Behavior Notice* sent home with the student.

**Dismissal from the Program with Same Day Notice**

TUSD Expanded Learning reserves the right to dismiss a student from the program for any of the following reasons:

1. Parent/legal guardian or student has abusive conduct toward staff members, other students, other families, or property.
2. Parent/legal guardian or student jeopardizes the health or safety of the other students or staff.
3. Parent/legal guardian is uncooperative or uncommunicative with staff and/or with operating policies.
4. District Administration staff concludes that the student is not a positive participant of the program.
5. Parents/legal guardians do not follow TUSD civil conduct policy with staff, students, or parents/legal guardians of other students.

**Dress Code**

TUSD Expanded Learning program students will abide by the Student Dress and Grooming Code of the Tustin Unified School District. The purpose of the Dress Code is to encourage students to dress appropriately and to come to school properly prepared for participation in the educational process. We believe that when students are neatly attired and when they take pride in their appearance, good behavior and better learning results. Appropriate dress not only promotes positive attitudes and behavior among students but also ensures a safe and orderly environment for all students by helping keep the program free from threats or harmful influences of any group or gang.

TUSD Expanded Learning will not allow apparel that:

1. Creates a safety hazard for students
2. Constitutes a serious distraction to the learning process
3. Conflicts with the District's philosophy and goals on the prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that their children are properly attired for school. The following Dress Code Guidelines apply to all program students:

1. Hats, caps, hairnets, and other types of head covering are not allowed (exception: headwear that is medically or religiously required is acceptable)
2. Clothing, jewelry, or accessories which pose a threat to the physical well-being and safety of the student or others or are disruptive to the educational process may not be worn.
3. Clothing (including jackets, jewelry, and shoes) with writing, logos, or insignias considered as being gang-related may not be worn. This includes but is not limited to oversized clothing, hanging belts, suspenders, gang or tagging-related initials on belt buckles, etc.
4. Attire that is sexually suggestive or extremely revealing (such as low-cut garments, strapless or off-the-shoulder tops, tank tops or muscles shirts, undershirts, fishnet tops, short shorts, or skirts exposing posteriors or that do not cover undergarments) is not allowed.
5. Attire that advocates or advertises any type of alcohol, drugs, or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
6. Shoes must be worn at all times. Thongs, socks, or sock-like footwear and slippers are not safe or appropriate for TUSD Expanded Learning and are not allowed.

These guidelines shall be in effect at all program activities except where modified by the Site Lead for specific extra-curricular activities or for specific cases. In case of questionable dress and/or grooming not covered by these and the school guidelines, the Site Lead or designee will determine the appropriateness and make the final decision. Repeated violations of the Dress Code will result in disciplinary action which may include but not be limited to a verbal warning, parent notification of incident, parent conference, or suspension of the student from the program.

### **Lost and Found**

1. Jackets and other items left at the end of the program will be placed in the school's Lost & Found.
2. Parents/Guardians are encouraged to regularly check the school Lost & Found for missing items.
3. TUSD Expanded Learning is not responsible for lost or stolen items.
4. For safety reasons, once students are signed into TUSD Expanded Learning, they will NOT be allowed to return to their classrooms to retrieve items.

For more information or questions, please contact the Site Lead directly.

**TUSD Expanded Learning  
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ExL Program Site	Provider	ExL Grades Served	Grants Available	Qualifying Students per Capacity	ExL Site Contact
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Utt Middle School		6-8	ASES/ELO-P	All Students	714-478-9008
Arroyo Elementary		YMCA	K-5	ELO-P	Qualified Students
Benson Elementary	TK-5		ELO-P	Qualified Students	714-936-1781
Guin Foss Elementary	K-5		ELO-P	Qualified Students	714-632-3583
Heritage Elementary	TK-5		ELO-P	Qualified Students	714-508-7641
Ladera Elementary	K-5		ELO-P	Qualified Students	714-508-7641
Loma Vista Elementary	TK-5		ELO-P	Qualified Students	714-936-2807
Myford Elementary	TK-5		ELO-P	Qualified Students	714-657-5279
Peters Canyon Elementary	TK-5		ELO-P	Qualified Students	714-508-7641
Red Hill Elementary	TK-5		ELO-P	Qualified Students	714-675-3574
Tustin Memorial Elementary	K-5		ELO-P	Qualified Students	714-508-7641
Hewes Middle School	6		ELO-P	Qualified Students	714-508-7641
Pioneer Middle School	6		ELO-P	Qualified Students	714-508-7641
Legacy Magnet Academy	6		ELO-P	Qualified Students	714-508-7641

# TUSD EXPANDED LEARNING - PARENT HANDBOOK RECEIPT

## By signing below, I agree to the following:

- I have received a copy of the TUSD Expanded Learning Parent Handbook.
- I have read and understand ALL policies of this handbook.
- I understand that failure to follow these policies may lead to removal from the program.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Lead Name (Printed)

\_\_\_\_\_  
Site Lead Signature

\_\_\_\_\_  
Date

## PHOTOGRAPHY, VISUAL IMAGE, & CONCEPT IDEAS RELEASE FORM

I, \_\_\_\_\_ ("Releasor") grant permission to TUSD Expanded Learning including Catalyst Kids or YMCA, and employees and agents, to use my visual/audio content, which includes, but is not limited to, any type of recording, photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, concept ideas and any accompanying written descriptions.

I agree that any visual/audio content may be used in any print, electronic, or other media or format selected by TUSD Expanded Learning including Catalyst Kids or YMCA at its sole discretion without notifying me. I further agree that the visual/audio content may be used by TUSD Expanded Learning including Catalyst Kids or YMCA for any purpose, including but not limited to educational, marketing, public relations, websites, social media, publications, promotions, broadcasts, advertisements, and posters. I waive any right to inspect or approve the finished visual/audio content or any printed or electronic matter that may be used with them.

I further acknowledge that I have voluntarily agreed to take and/or provide the visual/audio content to the TUSD Expanded Learning including Catalyst Kids or YMCA without the promise of compensation or remuneration in any form whatsoever, and I waive any claim for compensation or remuneration of any kind for TUSD Expanded Learning including Catalyst Kids or YMCA's use or publication of the visual/audio content.

I release TUSD Expanded Learning including Catalyst Kids or YMCA and any firm authorized to publish, broadcast, and/or distribute a finished product containing the visual/audio content, from any claims, damages, or liability, that I may ever have in connection with the taking or use of the visual/audio content or material used with the visual/audio content, including, but not limited to any and all claims for copyright infringement; invasion of privacy; defamation; false light or misappropriation of name, likeness or image.

IF RELEASOR IS UNDER 18 YEARS OF AGE: I am the parent or legal guardian of the minor and authorized Releasor. I have read this release before signing; I understand the legal consequences of its contents, meaning, and impact; and I freely accept the terms on behalf of the minor Releasor and agree to be bound by the terms of this document. I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TUSD Expanded Learning Staff Signature: \_\_\_\_\_