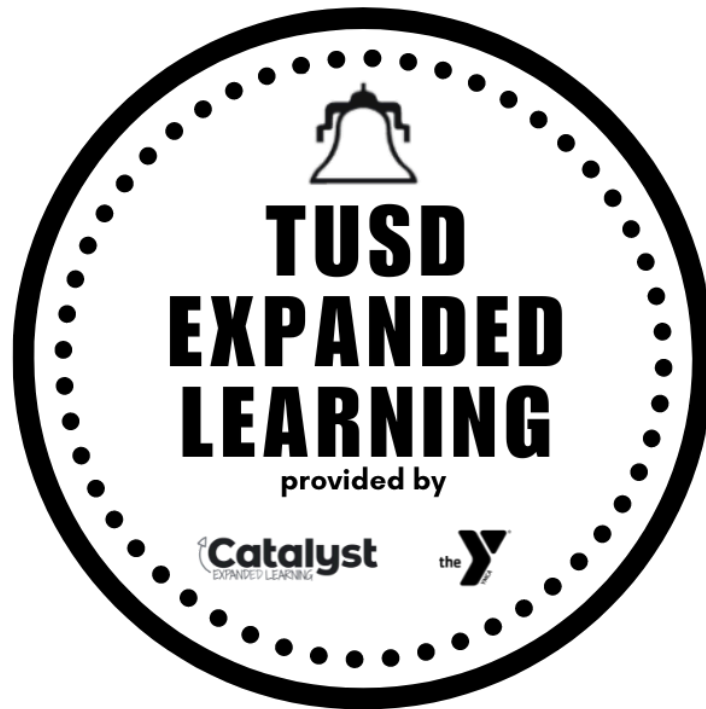


TUSD Expanded Learning Parent Handbook

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



Prepared by:

Tustin Unified School District

300 South "C" Street, Tustin, CA 92780

714-730-7301

Catalyst Family Inc. dba Catalyst Kids

350 Woodview Ave, Suite 100, Morgan Hill, CA 95037

408-556-7300

Young Men's Christian Association of Orange County, dba YMCA of OC

13821 Newport Avenue, Suite 200, Tustin, CA 92780

714-549-9622

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Section 1: TUSD Expanded Learning Program Information

The TUSD Expanded Learning Program provides 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.

TUSD Expanded Learning (ExL) School Sites and Contracted Partner Provider Information					
Provider	ExL Program Site	ExL Grades Served	Grants Available	Qualifying Students per Capacity	ExL Site Contact
Catalyst Kids	Beswick Elementary	TK-5	ASES/ELO-P	All Students	714-299-8428
	Estock Elementary	TK-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	714-306-8626
	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 Magnet Academy	TK-8	ASES/ELO-P	All Students	714-478-8924
	Utt Middle School	6-8	ASES/ELO-P	All Students	714-478-9008
YMCA	Arroyo Elementary	TK-5	ELO-P	Qualified Students	714-873-2814
	Benson Elementary	TK-5	ELO-P	Qualified Students	714-936-1781
	Guin Foss Elementary	TK-5	ELO-P	Qualified Students	714-623-3583
	Heritage Elementary	TK-5	ELO-P	Qualified Students	714-951-4823
	Ladera Elementary	TK-5	ELO-P	Qualified Students	714-924-0254
	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	714-877-5184
	Red Hill Elementary	TK-5	ELO-P	Qualified Students	714-675-3574
	Tustin Memorial Academy	TK-5	ELO-P	Qualified Students	714-902-4476
	Hewes Middle School	6	ELO-P	Qualified Students	714-909-6598
	Pioneer Middle School	6	ELO-P	Qualified Students	714-909-3761
	Legacy Magnet Academy	6	ELO-P	Qualified Students	714-863-4587

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 meetings provide program participants with positive leadership opportunities as they participate in planning program structure, leadership, policies, and development of high-interest, community-based curriculum and activities. Enrichments 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, 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.

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

Snack

During programming, nutritious snacks overseen by TUSD Nutrition Services and meeting the California Nutritional Guidelines identified in EC Section 49430 are served daily. Parents/Guardians may pack a drink or an alternative snack avoiding fast food or non-nutritional snacks or meals that are a distraction to the program. Sharing of personal food with other students is not permitted. Please notify staff in writing if your child has any food allergies. To request a pre-arranged variation in diet, provide a physician's written order or written request for religious purposes.

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

Quality of 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 supervising students will possess the required qualifications listed in the TUSD Paraprofessional Job Description.

Confidentiality

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

Parent/Guardian Participation

Communication: Parents/Guardians are encouraged to communicate their child's 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/Guardian involvement is valued and encouraged.

Conduct: Parents/Guardians must always conduct themselves with civility. 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 enrollment in the TUSD Expanded Learning program.

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

Section 2: 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. Current qualified and enrolled participants in good standing
Qualified students
 - a. ASES - All students at a site with ASES funding automatically qualify for programming per capacity.
 - b. ELO-P - Students qualify through Income, Foster, Homeless, or TUSD Designated English Learner.
2. Qualified waitlist students

Accommodation requests must be indicated in writing before the student is enrolled. If a student requires special accommodations or support, enrollment may be delayed to allow the program time to prepare for requested accommodations to help better support the child.

Enrollment Steps:

1. Complete the Expanded Learning Enrollment Form including emergency contact information.
2. Submit the application to the school's front office.
3. Parents/guardians will receive confirmation if their child has been admitted or will be placed on the program waitlist.
4. When a spot becomes available, enrollment will be completed including required signatures.

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

Attendance Policy

1. To maintain grant funding, daily attendance is encouraged.
2. Students must attend TUSD Expanded Learning (ExL) at their school day site from school release to program end. Pick-up begins at 5:00 pm unless an Early Release has been arranged.
3. Families can obtain one-time and/or regularly scheduled Early Release for medical, outside activities, etc. See the *Early Release Policy* below.
4. Students may not acquire more than 5 unexcused absences per semester for after-school programming following TUSD excused absence guidelines. Unexcused absences include full-day school attendance and no-shows to the after-school program. This does not apply to Intersession programming.
5. If a TUSD Expanded Learning student attends the school day and does not show up to ExL, the program will call the Parent/Guardian and Emergency Contacts. If contacts cannot be reached, the student will be considered missing, and authorities will be called. Written notice for absences is encouraged.
6. If a student does not attend the school day, the student is not permitted to attend the after-school program.
7. Failure to adhere to the Attendance Policies may result in the student being dismissed from the ExL program and placed on the waitlist and may affect the student's priority enrollment for the next year.

Days and Hours of Operation/Holidays

1. TUSD Expanded Learning 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 and early release days.
2. All official school holidays & closures will be observed.
3. TUSD Expanded Learning offers an additional 30 9-hour days of programming held during intersession days. Please see the TUSD Expanded Learning Calendar for dates.

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 (parent/guardian) 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.

Section 3: Program Pick-up and Sign-out Procedures

General Safety

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

- Parent/Guardian is responsible for the child's safety in the school parking lot.
- Follow all school parking regulations.
- Park in visitor parking spots.
- Do not block incoming traffic.
- Please drive slowly in parking lots.

Sign-Out Policy & Procedures

1. Only persons on the student's *Emergency Contact List* added **before** pick up will be allowed to pick up a child.
2. Changes or updates to the student's emergency contact list must be made in person by a parent/guardian with proper photo identification or on the program provider's website.
No changes to the *Emergency Contact List* will be accepted by phone or email.
3. Students must be signed out by a parent/guardian on the student's *Emergency Contact List* and with a staff member present. A staff member must be present to release the student.
4. All parents/guardians must walk up to the designated sign-out area to sign their child out.
5. To ensure student safety, a photo ID from the person picking up a child may be required before releasing a student.
6. Students may walk home only when accompanied by a parent/guardian on the *Emergency Contact List* after being signed out. Students are never to walk home alone.
Exception: *Middle School Walk-Home Policy* (below).
7. In the case of a separation/divorce, the parent/guardian maintaining custody must notify staff in writing when the visiting parent may pick up the child.
8. Once signed out, TUSD Expanded Learning is no longer responsible for the student. The authorized person must supervise the student while on school grounds.
9. During intersession/summer 9-hour programming, all students including middle school must be **signed in** by a parent or legal guardian upon arrival.
10. If a student is dropped off without parent/guardian check-in, the parent/guardian will be called to return to the ExL program. Arrangements for under age 18 pick-up may be required.

Early Release Policy

1. An *Early Release Form* is required any time a student is picked up before 5:00 pm.
2. Parents/Guardians may complete an *Early Release Form* for recurring events such as enrollment in a sports program.
3. Early Release requests for more than 2 days per week may require documentation.
4. Early Release pick-up is discouraged before 1 hour into the program start time.

Late Pick-Up Policy

Late Pick-up Policy Guidelines	After-School Program	Intersession Program
Pick-up Time	6:00 PM	5:00 PM
For Late Pick-up, call the Site Coordinator by:	5:45 PM	4:45 PM
Authorities will be called if a child is not picked up by:	6:30 PM	5:30 PM

The ExL program allows 2 late pick-ups per semester (First day of school through December and January through last day of school) with the resulting actions:

- a. First Late Pick-Up - Warning
- b. Second Late Pick-Up - 1-day Program Suspension
- c. Third Late Pick-Up - Program Dismissal for the remainder of the school year.

A **Late Pick-Up Notification Form** will be issued after any late pick-up. This form will require a parent/guardian signature before the child(ren) being picked up returns to 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 pm 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 (4:15 pm on intersession days) 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.
4. During intersession/summer 9-hour programming, all students including middle school must be **signed in** by a parent or legal guardian upon arrival.

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 on that day.
3. A parent/guardian will need to pick up and sign out the student from the program by 6:00 pm on school days and by 5:00 pm on intersession days.

Section 4: 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.

1. **Students should stay home if they exhibit any of the following symptoms:**
 - a. A temperature of 100° or above
 - b. A severe cough
 - c. Earache or draining ear
 - d. Sore throat
 - e. A rash of any kind until diagnosed
 - f. Colds with colored discharge
 - g. Diarrhea or vomiting
 - h. Red, runny, or matting eyes - pink eye (conjunctivitis)
2. Report absences to the Site Coordinator and include: Student name & Cause for absence

3. If a student arrives or becomes ill during programming he/she will be sent home.
 - a. The Parent/Authorized Person is expected to pick up the ill child immediately.
 - b. See the Illness Chart with a guide for returning a student to the program (below).
 - i. Student needs to be symptom-free for 24 hours before returning to the program.
4. Minor injuries sustained during the program are reported to the families on an Ouch Report.
5. 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.
6. Communicable diseases (COVID, measles, mumps, chickenpox, strep throat, lice, pinworms, etc.) are considered extremely contagious and must be reported immediately to the Site Coordinator. Students with a communicable disease are not allowed to attend the program unless cleared by a doctor or following the Illness Chart below.
7. TUSD Expanded Learning reserves the right to send home a student with suspicious or prolonged symptoms.

Illness	Student Return Guidelines per U.S. Department of Health
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 are 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 consult with the medical provider to request 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. On-going medication needs must be arranged before enrollment begins.

1. Prescription Medication (except Asthma Inhalers)

- a. A **Medication Administration Release Form** must be obtained from the program and completed by the parent/guardian and the Site Coordinator.
- b. All prescription medication must be current with a clear, 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. TUSD Expanded Learning requires separate medication from the school office.
- 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/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 **Medication Administration 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. Time(s) to be given
 - vi. Dosage to be given
3. **EpiPens®** - 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. Recommend two EpiPens® on-site in the case one EpiPen® malfunctions. To ensure all staff members are aware of a child's life-threatening allergy, an **Allergy Posting Form** with the child's picture is posted in the classroom if the parent/guardian provides written consent to do so.

Section 5: 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 are 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 following TUSD Expanded Learning rules

To avoid possible loss or distraction during the program, TUSD ExL requests students not to bring toys or unnecessary items to the program.

Bus Rules

In addition to the Student Behavior Code, students who are transported by bus during TUSD Expanded Learning programs 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 (except water) are 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 in the 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 the 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 their child immediately.
3. A Parent-Site Coordinator 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.

Parent may contact the Site Coordinator if the child needs to be contacted. Disciplinary process (below) will be followed for technology or internet violations.

Disciplinary Process

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

- **1st Behavior Notice** - A written **Student Behavior Notice** will be completed to notify parent/guardian of the student's misconduct and parent/guardian signature will be required. Depending on the severity of the behavior, a 1-3 day suspension may apply. Parent/Guardian and student have the option to work with the Expanded Learning Team in developing a **Behavior Plan** to assist the student in successfully participating in the program.
- **2nd Behavior Notice** - A second written **Student Behavior Notice** will be completed to notify the parent/guardian of the student's misconduct and a parent/guardian signature will be required. 2nd 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 the student returns to the program.
- **3rd Behavior Notice** - All attempts to correct the student's inappropriate behavior have been exhausted. Student will be dismissed from the TUSD Expanded Learning program until the next school year as a result of the third **Student 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 in the program.
5. Parent/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 for 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. Students will follow the Dress Code Guidelines shared by their school site.
2. Clothing, jewelry, headwear, or accessories that 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, headwear, 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, 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 that are illegal, violent, obscene, or hazardous to one's health is not allowed.
6. Shoes must be worn at all times. Flip-flops, 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 Coordinator for specific cases or during extra-curricular activities including intersession days. In the case of questionable dress and/or grooming not covered by these and the school guidelines, the Site Coordinator or designee will determine the appropriateness and make the final decision. Repeated violations of the Dress Code will result in disciplinary action as described in the TUSD Expanded Learning Disciplinary Policy.

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.

Section 6: Contact Information

For questions or more information, please call the ExL Site Contact number below.

TUSD Expanded Learning (ExL) School Sites and Contracted Partner Provider Information					
Provider	ExL Program Site	ExL Grades Served	Grants Available	Qualifying Students per Capacity	ExL Site Contact
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	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 Magnet Academy	TK-8	ASES/ELO-P	All Students	714-478-8924
	Utt Middle School	6-8	ASES/ELO-P	All Students	714-478-9008
YMCA	Arroyo Elementary	TK-5	ELO-P	Qualified Students	714-873-2814
	Benson Elementary	TK-5	ELO-P	Qualified Students	714-936-1781
	Guin Foss Elementary	TK-5	ELO-P	Qualified Students	714-623-3583
	Heritage Elementary	TK-5	ELO-P	Qualified Students	714-951-4823
	Ladera Elementary	TK-5	ELO-P	Qualified Students	714-924-0254
	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	714-877-5184
	Red Hill Elementary	TK-5	ELO-P	Qualified Students	714-675-3574
	Tustin Memorial Academy	TK-5	ELO-P	Qualified Students	714-902-4476
	Hewes Middle School	6	ELO-P	Qualified Students	714-909-6598
	Pioneer Middle School	6	ELO-P	Qualified Students	714-909-3761
	Legacy Magnet Academy	6	ELO-P	Qualified Students	714-863-4587

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

ExL Coordinator Name (Printed)

ExL Coordinator 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.

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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 Name: _____

Parent/Legal Guardian Signature: _____

Date: _____

TUSD Expanded Learning Staff Signature: _____