YEP!

Youth Enrichment Program

The Place to Be After 3!

2022-2023
Parent Manual









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Welcome!

Welcome to the Hayward Unified School District's Youth Enrichment Program (YEP). This program is sponsored by the After School Education and Safety (ASES), the 21st Century Community Learning Centers (CCLC), and 21st Century High School After School Safety and Enrichment for Teens Programs (ASSETs). We are very excited to have your child as a part of the program this school year. We hope that this will be a very positive and enjoyable experience for you and your child.

The Youth Enrichment Program (YEP) is a collaborative effort between the Hayward Unified School District (HUSD) and the City of Hayward. The Hayward Public Agency Liaison Committee originated the initial concept for the program in January 1996.

We serve 29 elementary, middle, and high school sites in the district. Last school year, the program served over 3,900 students from Kindergarten thru 12th grade. The students participated in educational, literacy, enrichment, and recreational programs.

This handbook is intended to provide you with important information regarding our program. Please read the entire handbook and refer to it throughout the year as needed.

Student and Parent Support Program Vision, Mission & Values Statement

VISION

All students and families are resilient, embrace opportunities for success in their lives, and take leadership in local and global communities.

MISSION

We collaborate with students and families to continuously create equitable holistic programs through family and community engagement, health and wellness, and expanded learning.

VALUES

- **Culture of Learning.** We are learners who ground our work in community wisdom, data, and evidence-based practices.
- **Integrity.** We base our everyday decisions and efforts on the needs of our students and community. We approach our work with open communication and accountability.
- **Diversity.** We embrace our diverse community as part of our strength-based approach to foster resilience and create a culture of access and inclusion.
- **Efficacy.** We make a difference and effect change through intentional collaboration.
- **Equity.** We use just, and inclusive practices focused on the needs of the community to foster positive social change.

School Sites

ELEMENTARY SCHOOLS

Burbank Elementary School
222 Burbank Street
Hayward, CA 94541-6307
Tel. (510) 723-3805
Mobile (510) 935-1065

Cherryland Elementary School
456 Laurel Avenue
Hayward, CA 94541
Tel. (510) 723-3810
Mobile (510) 935-1066

East Avenue Elementary School
2424 East Avenue
Hayward, CA 94541-5634
Tel. (510) 723-3815
Mobile (510) 935-1067

Eden Gardens Elementary
2184 Thayer Avenue
Hayward, CA 94545-2925
Tel. (510) 723-3820
Mobile (510) 935-1068

Eldridge Elementary School
26825 Eldridge Avenue
Hayward, CA 94544-3729
Tel. (510) 723-3825
Mobile (510) 935-1070

Fairview Elementary School
23515 Maud Avenue
Hayward, CA 94541-4519
Tel. (510) 723-8571
Mobile (510) 935-1072

Faith Ringgold Elementary
1570 Ward Street
Hayward, CA 94541-3030
Tel. (510) 889-7399
Mobile (510) 935-1073

Glassbrook Elementary School
975 Schafer Road
Hayward, CA 94544-3614
Tel. (510) 723-3855
Mobile (510) 935-1074

Harder Elementary School
495 Wyeth Road
Hayward, CA 94544-2951
Tel. (510) 723-3840
Mobile (510) 935-1075

Longwood Elementary School
850 Longwood Avenue
Hayward, CA 94541-7151
Tel. (510) 723-3850
Mobile (510) 935-1076

Lorin Eden Elementary School
27790 Portsmouth Avenue
Hayward, CA 94545-4013
Tel. (510) 723-3855
Mobile (510) 935-1077

Palma Ceia Elementary School
27679 Melbourne Avenue
Hayward, CA 94545-4723
Tel. (510) 723-3870
Mobile (510) 935-1078

Park Elementary School
411 Larchmont Street
Hayward, CA 94544
Tel. (510) 723-3865
Mobile (510) 935-1079

Ruus Elementary School
28027 Dickens Avenue
Hayward, CA 94544-5639
Tel. (510) 723-3885
Mobile (510) 935-108

Schafer Park Elementary
26268 Flamingo Avenue
Hayward, CA 94544-3159
Tel. (510) 723-3895
Mobile (510) 935-1086

Southgate Elementary School
26601 Calaroga Avenue
Hayward, CA 94545-3121
Tel. (510) 723-3905
Mobile (510) 935-1087

Stonebrae Elementary School
28761 Hayward Boulevard
Hayward, CA 94542-2213
Tel. (510) 723-3910
Mobile (510) 935-1088

Treeview Elementary School
175 Fairway Street
Hayward, CA 94544-7355
Tel. (510) 723-3925
Mobile (510) 935-1100

Tyrrell Elementary School
27000 Tyrrell Avenue
Hayward, CA 94544-3826
Tel. (510) 723-3935
Mobile (510) 935-1101

MIDDLE SCHOOLS

Anthony W. Ochoa Middle School
2121 Depot Road
Hayward, CA 94545-2428
Tel. (510) 723-3130
Mobile (510) 935-1102

Bret Harte Middle School
1047 E Street
Hayward, CA 94541-5210
Tel. (510) 723-3100
Mobile (510) 935-1099

Cesar Chavez Middle School
27845 Whitman Street
Hayward, CA 94544-4752
Tel. (510) 723-3110
Mobile (510) 935-1104

Martin Luther King Middle School
26890 Holly Hill Avenue Hayward, CA 94545-3535
Tel. (510) 723-3120
Mobile (510) 935-1105

Winton Middle School
119 Winton Avenue
Hayward, CA 94544-1413
Tel. (510) 723-3140
Mobile (510) 935-1106

HIGH SCHOOLS

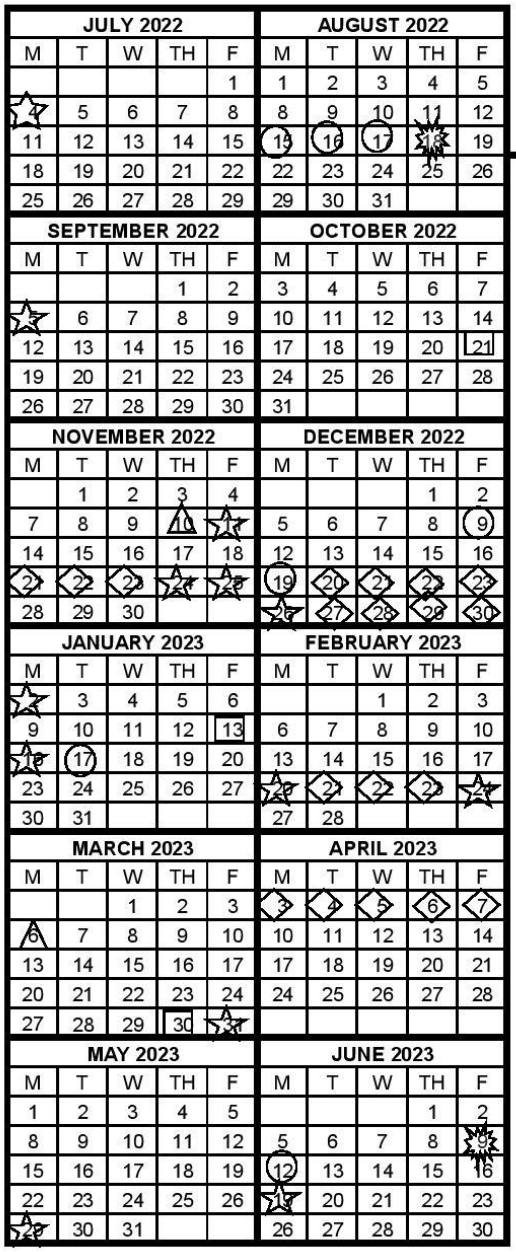
Hayward High School
1633 East Avenue
Hayward, CA 94541-5399
Tel. (510) 723-3170
Mobile (510) 935-1107

Mt. Eden High School
2300 Panama Street
Hayward, CA 94545-4689
Tel. (510) 723-3180
Mobile (510) 935-1108

Tennyson High School
27035 Whitman Street
Hayward, CA 94544-4099
Tel. (510) 723-3190
Mobile (510) 935-1109

HUSD Calendars

Hayward Unified School District
2022-2023 Traditional Student Calendar



JULY 2022					AUGUST 2022				
M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26
25	26	27	28	29	29	30	31		

SEPTEMBER 2022					OCTOBER 2022				
M	T	W	TH	F	M	T	W	TH	F
			1	2	3	4	5	6	7
5	6	7	8	9	10	11	12	13	14
12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	26	27	28
26	27	28	29	30	31				

NOVEMBER 2022					DECEMBER 2022				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4				1	2
7	8	9	10	11	5	6	7	8	9
14	15	16	17	18	12	13	14	15	16
21	22	23	24	25	19	20	21	22	23
28	29	30			26	27	28	29	30

JANUARY 2023					FEBRUARY 2023				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3
9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24
30	31				27	28			

MARCH 2023					APRIL 2023				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28
27	28	29	30	31					

MAY 2023					JUNE 2023				
M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2
8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	19	20	21	22	23
29	30	31			26	27	28	29	30

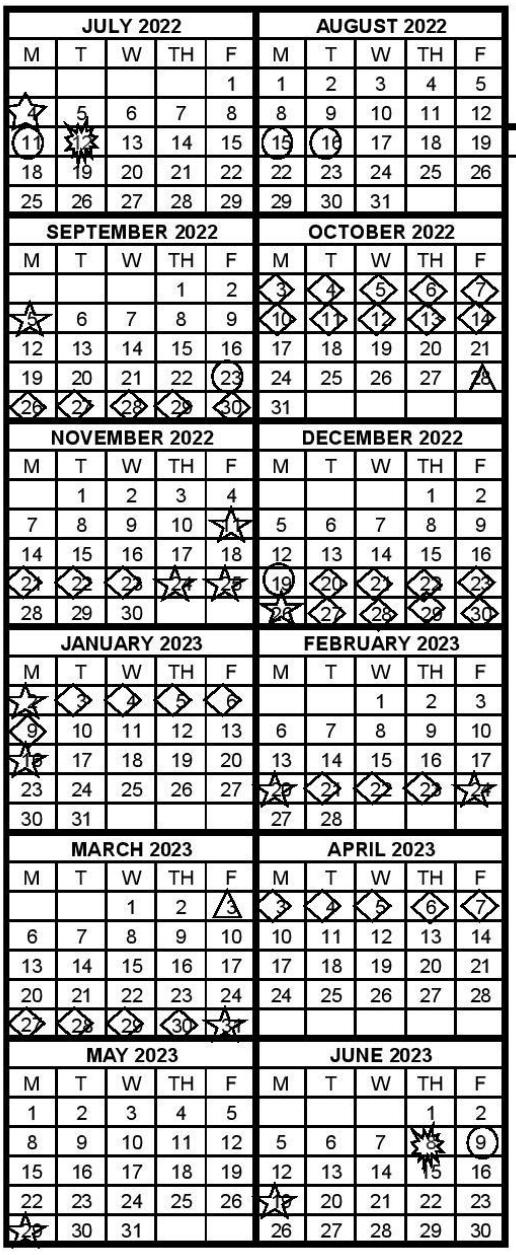
SYMBOLS

- School Begins/Ends
- Quarter Begins/Ends
- Trimester Begins/Ends
- Teacher Workday/ Staff Development Day
- National Holiday
- Local Holiday/Recess

July 4	Independence Day
August 15	Staff Development Day (No School)
August 16	Staff Development Day (No School)
August 17	Teacher Work Day (No School)
August 18	School Begins
September 5	Labor Day
October 21	First Quarter Ends (7-12)
November 10	Trimester Ends
November 11	Veterans' Day
November 21 - 25	Thanksgiving Break
December 5-8	Parent Conference
December 9	Parent Conference Minimum Day (K-6)
December 19	Staff Development Day (No School)
December 20 - January 2	Winter Break
January 13	Second Quarter Ends (7-12)
January 16	Martin Luther King Jr. Day
January 17	Teacher Workday No School (7-12)
February 20-24	Presidents Week
March 6	Trimester Ends
March 30	Third Quarter Ends (7-12)
March 31	Cesar Chavez Day
April 3 - 7	Spring Recess
May 29	Memorial Day Observed
June 9	School Ends
June 12	Teacher Workday (No School)
June 19	Juneteenth Day

180 Student Days
3 Teacher Workdays
3 District Wide Staff Development Days

Hayward Unified School District
2022-2023 Year Round Student Calendar



JULY 2022					AUGUST 2022				
M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26
25	26	27	28	29	29	30	31		

SEPTEMBER 2022					OCTOBER 2022				
M	T	W	TH	F	M	T	W	TH	F
			1	2	3	4	5	6	7
5	6	7	8	9	10	11	12	13	14
12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	26	27	28
26	27	28	29	30	31				

NOVEMBER 2022					DECEMBER 2022				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4				1	2
7	8	9	10	11	5	6	7	8	9
14	15	16	17	18	12	13	14	15	16
21	22	23	24	25	19	20	21	22	23
28	29	30			26	27	28	29	30

JANUARY 2023					FEBRUARY 2023				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3
9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24
30	31				27	28			

MARCH 2023					APRIL 2023				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28
27	28	29	30	31					

MAY 2023					JUNE 2023				
M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2
8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	19	20	21	22	23
29	30	31			26	27	28	29	30

SYMBOLS

- School Begins/Ends
- Quarter Begins/Ends
- Trimester Begins/Ends
- Teacher Workday/ Staff Development Day
- National Holiday
- Local Holiday/Recess

July 4	Independence Day
July 11	Teacher Work Day (No School)
July 12	School Begins
August 15	Staff Development Day (No School)
August 16	Staff Development Day (No School)
September 5	Labor Day
Sept 19 - 22	Parent Conferences Minimum Days
Sept 23	Teacher Conferences - No School (K-6)
Sept 26 - Oct. 14	Fall Recess
October 28	Trimester Ends (K-6)
November 11	Veterans' Day
Nov. 21 - Nov 25	Thanksgiving Break
December 19	Staff Development
December 20 - January 9	Winter Break
January 16	Martin Luther King Jr. Day
February 20-24	Presidents Week
March 3	Trimester Ends
March 27 - 30	Spring Recess
March 31	Cesar Chavez Day
April 3 - April 7	Spring Recess
May 29	Memorial Day Observed
June 8	School Ends
June 9	Teacher Workday (No School)
June 19	Juneteenth Day

180 Student Days
3 Teacher Workdays
3 District Wide Staff Development Days

School Year Program Schedule

The YEP morning program operates Monday-Friday for one and one-half hours **before** the regular school day bell rings.

The YEP after-school program operates Monday- Friday and begins immediately upon the conclusion of the regular school day until 6:00 PM.

The YEP programs adheres to the HUSD school year calendar and are traditionally closed on school holidays as well as staff development days. Please review the school calendars on pages 4 and 5.

INTERSESSIONS:

YEP offers a program during breaks for elementary and middle school students at the designated school site(s) during the:

- Year-round fall break
- Year-round/traditional summer breaks for all Hayward Unified School District (HUSD) elementary and middle school students.

YEP may offer additional programming during the scheduled breaks from school. These programs may be offered to elementary, middle, and high school students, and enrollment is on a first, come, first-served basis. District-wide communication will be made when these programs become available with information regarding location, dates, and times offered.

During the breaks, YEP program hours vary. Please review communication for specific dates, times, and locations. The YEP break schedule is subject to change.

Please check the YEP website or with the YEP office for any updates.

Enrollment

Enrollment for the YEP programs is on a first-come, first-served basis. All students need to re-enroll every school year, beginning on the specified school site enrollment date.

To better serve Hayward families during the YEP enrollment dates, parents/guardians will only be allowed to create one family account. (One email address and one password).

Emergency / Contact Information

Anyone picking up your child must be listed on the emergency card and be at least 18 years of age.

Your online profile should have included emergency contact information for your student. Please be sure all required information is accurate and filled out completely online. Program staff must have current and valid telephone numbers for all parents/guardians and at least three emergency contacts. **Emergency contacts Need to be able to pick up your child within 60 minutes when necessary.**

Child Custody Orders: If there are custodial issues or court orders pertaining to your child that would hinder their participation in the program, please inform your YEP Site Leader and update your online profile.

Allergies: You must list any allergies such as, (foods, bee stings, etc.) and/or other special needs (ADHD, medical conditions, etc.) that will assist staff in meeting your student's particular needs. If it is not listed, we will not know your child's needs. This information is critical for our staff to support student safety.

Updates: It is solely Parent/Guardian's responsibility for updating student emergency cards with up-to-date information throughout the year as needed. Please visit https://husdyep.asapconnected.com/Login to review and update your child's emergency card information. Your student will not be allowed to participate in any YEP programs unless adequate contact information is provided, in order to reach an adult in case of an emergency at any time during program hours. Addtionally, please inform your Site Leader know of any changes made to your online profile.

YEP AM Program

AM SIGN-IN / SIGN-OUT & STUDENT DROP-OFF FORM:

YEP uses a barcode sign-in attendance system. This feature allows students to have one unique PIN/barcode used for contactless sign-in to the program. Every student must be **signed in to** the program daily. YEP staff will escort students to breakfast, after breakfast, students should report to their prospective class after AM YEP is over.

AM DROP OFF POLICY:

In order for a student to be dropped off for the morning program and sign themselves in, the following guidelines must be followed:

- The student must be 10 years or older; and
- The parent/guardian must submit a Student Drop-off Form to the Site Leader prior to the student being dropped off.

AM PROGRAM LATE ARRIVAL POLICY

Per our grant funding, it is required that YEP students attend the program five days a week at a minimum of one hour per day. Our funding is accumulated by daily attendance, it is our policy that absences and late arrivals need to be kept to a minimum. After five unauthorized absences and/or late arrivals, your child may be dropped from the program.

If students participating in the YEP Before School Program need to arrive late, parents/guardians need to complete the Late Arrival Form. This form needs to be completed prior to the days the child will be arriving late to program. Only parents/guardians will be allowed to complete a "Late Arrival Form." In the event that a child

needs to arrive late on all Tuesdays, for example, the form may be filled out for those specific Tuesdays dates and times. Late arrivals requests will be approved on a case-by-case basis.

The late arrival policy is subject to change by the administration based on program needs. The form is located HERE

YEP PM Program

SIGN-IN / SIGN-OUT

YEP uses a barcode sign-in & out attendance system. This feature allows students/authorized adults to have one unique PIN/barcode used for contactless sign in and out of the program daily.

Each student must be checked into and out of the program by an adult over the age of 18 and who is listed on the student's emergency card. YEP Staff reserves the right to request a valid picture I.D. for anyone picking up a student. **Students may not be released if the adult listed on the emergency card does not have valid identification.**

Students who have a signed walk home form will have their own barcode in order to sign themselves out of the YEP program for the day.

Students	Who may Sign In / Out	Permission to walk home?
Elementary School	Parent / Guardian, or authorized adult daily	See Walk Home Policy
Middle School	Parent / Guardian, Students, or authorized adult daily	See Walk Home Policy
High School	Parent / Guardian, Students, or authorized adult daily	See Walk Home Policy

Once students have been signed out of the program, they must leave and not return to the school campus.

STUDENT LATE ARRIVAL POLICY

To ensure the safety of our students, the Youth Enrichment Program has a late student arrival policy. Students must arrive and sign in to YEP within **5 minutes** of school dismissal. When YEP is unable to locate a student, we will follow the **YEP Missing Child Protocol** described below:

- YEP Staff will complete a school all-call while checking all school resources.
- YEP Staff will contact parents/guardians and all emergency contacts.
- If the student is not located, the YEP staff will notify the Hayward Police Department of a "missing child".

Upon the first incident, the student will be suspended from the program and may return after a meeting with the Site Leader and parent/guardian. However, depending on the severity of the situation, your student may

be removed from the program after the first incident. Upon the second incident, the student **will be removed** from the program.

Please discuss with your student the importance of reporting to YEP immediately after school.

YEP staff must be notified if your student(s) is/are not attending YEP for that day.

NOTIFICATION OF ABSENCE POLICY

It is the responsibility of the parents/guardians to notify the Site Leader when your student will not attend YEP. Parents/guardians must call your YEP Site Leader before 12:00 PM if your student(s) will be absent from YEP.

If your student does not attend YEP and we are not notified by parents/guardians, staff might assume that they are missing from the program, and initiate the YEP Missing Child Protocol described on page 11.. YEP services will be suspended for up to a week If this happens a second time, YEP services may be terminated.

STUDENT PICK-UP POLICY

YEP funding is accumulated by daily attendance. Therefore**, it is our policy that unauthorized absences and early releases need to be kept to a minimum.**

Elementary Students: Our grant funding requires that all elementary students attend YEP five days a week for the full length of the program. YEP funding is directly impacted if this requirement is not met by participating students. We would like to ask that you take this into consideration as you plan your week and pick up your student(s) from the program.

Middle School Students: Our grant funding requires that all middle school students attend YEP at least 3 days per day a week for the full length of the program. YEP funding is directly impacted if this requirement is not met by participating students

The Student Pick-up Policy may be modified as necessary for students with disabilities using the process outlined in the Students with Disabilitiessection.

The YEP Student Pick-up Policy is subject to change by the administration based on program needs.

EARLY RELEASE POLICY

Per our grant funding, it is required that YEP students attend the program five days a week for the full length of the program, at the elementary level. Our funding is accumulated by daily attendance, it is our policy that absences and early releases need to be kept to a minimum. After five unauthorized absences and/or early pick-ups, your child may be dropped from the program.

In the event that a student will need to leave early, parents/guardians are required to complete an Early Release Form. Only parents/guardians will be allowed to submit an Early Release Form. For example, In the event that a child needs to leave early on all Tuesdays, the form must reflect those specific Tuesdays dates and times the student will need to leave the program. Parents/guardians must provide proof/copy of the schedule, registration form, etc. of an ongoing early release. Early release requests will be approved on a

case-by-case basis.

For incoming kindergarten students, parents/guardians may pick up their students at 4:30 pm. with an early release form on file.

Student Pick up/Early Release Policy may be modified as necessary for students with disabilities using the process outlined in the Students with Disabilitiessection.

The Student Pick up and the Early Release Policy is subject to change by the administration based on program needs. The form is located HERE

YOUTH ENRICHMENT PROGRAM WALK-HOME POLICY

For the safety of our students, only students ages 10 and over are allowed to walk home with parent/guardian permission. A walk-home form needs to be completed by parent/guardian for each participating YEP student prior to the student leaving the YEP program. Students **under the age of 10** must be picked up by adults **18 or older and who are listed on their emergency card.** YEP Staff reserves the right to request a valid picture I.D. for anyone picking up a student.

All YEP students who walk home must have a Walk Home form on file. It is the parents/guardian's responsibility to complete the Walk Home Form before their child can be released to walk home. No student will be released to walk home without the completed form. This policy has precise guidelines which must be followed if this option is taken.

Students walking home must adhere to the following guidelines: sign themselves out of the program (**this is to be done daily**); leave at the assigned dismissal time listed on the walk-home form; immediately leave campus to walk home (students cannot remain on campus after signing out).

The walk-home form is located HERE

LATE PICK-UP POLICY

The Youth Enrichment Program operates Monday through Friday, beginning at the end of the regular school day until 6:00 PM. To ensure the safety of our staff and students, you must promptly pick up your student when the program ends. The YEP late pick-up policy states that if students are not picked up when the program ends, there is a late fee assessment of $1.00 per minute per student. After a parent has received **two** late warnings, on the third late pick-up, the student(s) will be dropped from the program. For safety reasons, if your student has not been picked up within thirty minutes of program ending and emergency contacts cannot be reached, the YEP staff will notify the Hayward Police Department.

All charges for late pick-up must be paid to the YEP office. Acceptable forms of payment include checks, money orders, debit, or credit cards. Checks should be made payable to: Youth Enrichment Program (HUSD- YEP).

YEP MEALS

HUSD will provide nutritional breakfast for the sites with AM Program and supper during the after-school program. All meals meet the U.S. Department of Agriculture (USDA) nutritional guidelines.

Please inform the YEP Site Leader if your student is allergic to any foods. Parents/Guardians will need to note all food allergies on the online application. Students will be able to bring an alternative meal.

FOOD DONATIONS (SNACKS)

The Youth Enrichment Program encourages parents/guardians to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate to the program.

Because of allergy concerns, please avoid sending your child with foods containing peanuts and tree nuts.

ILLNESS / SICK CHILDREN

Students are very susceptible to illness. If your student shows signs of infection, illness, or appears contagious, do not send them to the program. Students who have frequent cold symptoms because of allergies should have this noted on the emergency/identification form. If a student has a fever they must be kept at home until the temperature has been normal for 24 hours. Should a child develop a contagious illness or be exposed to one, the parent/guardian should notify the Site Leader immediately in order for other families to be notified of possible exposure to the infection or disease.

If your student arrives at the site not feeling well, the Site Leader may call you to pick your student up. You are expected to make arrangements to have your student picked up within **60 minutes** of being contacted. If your student is not picked up within 60 minutes, your child will be removed from the program. If they have a fever, diarrhea, or are vomiting, they will be sent home.

Students who are absent from the core school day cannot attend YEP on that day.

MEDICATION

Please plan to dispense medication outside the program hours. Staff cannot dispense medication. Please discuss any need for medication with your Site Leader. Medication can only be dispensed through the school office with written authorization from your child's doctor and must be in the original prescription container.

BULLYING BOARD POLICY, BP 5131.2

Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate. Providing information to students, age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to any available school employee.

Complaints of bullying shall be investigated and resolved within 10 days.

INCLUSION

Inclusive education means that all students in a school, regardless of their strengths or weaknesses in any area, become part of the school community. They are included in the feeling of belonging among other students, teachers, and support staff.

The YEP program strives to create an inclusive after school community for all students. If your student has special needs please contact the YEP Coordinator of Before and After School Programs.

"Children, who learn together, learn to live together."

SPECIAL EVENTS / BIRTHDAYS

Throughout the school year, each site may plan special events such as holiday gatherings, talent shows, water play, special gatherings, and other various events. For these events and others, we would ask for your assistance by either providing a snack, helping decorate, becoming a chaperone, or other tasks. Anyone volunteering in our programs must register as a volunteer. Please read the Volunteer Policy that starts on page 12 and see the Site Leader for details.

Each site recognizes students' birthdays differently. Check with the student's Site Leader to determine if you may celebrate the student's birthday during the program. Any plan must include all students participating in a group that day.

INFORMATION SYSTEMS

During the school year, there will be a variety of information staff provides to the parents. Please check frequently for any announcements pertaining to special events, news, program changes, or supplies/materials needed.

YEP Website: For YEP program updates and information.

YEP School Website: For important program updates and program information such as newsletters, calendars of specials events.

Parent Bulletin Board Posting – Including calendars and newsletter information will be near the YEP activity area or entrance.

Peachjar - School district platform to keep parents informed of various events, programs, and activities by sending electronic flyers/information.

VOLUNTEER POLICY

Board Policy Community Relations BP 1240 VOLUNTEER ASSISTANCE

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, and comply with employee negotiated agreements.

The Superintendent or designee shall establish procedures for determining the qualification, if any, required by law and administrative regulations for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Qualifications

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district, and a clear tuberculosis test.

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check.

Administrative Regulation Community Relations AR 1240 VOLUNTEER ASSISTANCE

Definitions

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

In no case is a lone volunteer allowed to work one-on-one with a single student without an employee present. Volunteers are also encouraged not to bring non-students to the site during volunteer hours.

Facilities project volunteers may work on short-term facilities projects pursuant to Governing Board policy and this regulation.

Qualification of Volunteers

Tuberculosis Testing

All volunteers except full-time enrolled K-12 students of HUSD shall submit evidence, at least once every four years, that they are free from active tuberculosis pursuant to Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

All volunteers, including those working in child care and development programs shall be tested for tuberculosis within 60 days before or within seven days after the volunteer service begins. Staff shall also maintain annual follow up reports indicating that the volunteer is free from tuberculosis. (5 CCR 18168)

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

Fingerprinting

All volunteers who supervise, direct, or coach "student activity programs" must obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing (CTC). Candidates for the certificate

must complete the fingerprint process and meet the character and professional fitness requirements of the CTC by submitting to state and federal criminal record checks (AB1025). In lieu of the ASCC, volunteers must have a clear background check from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) (AB 346). Volunteer supervisors for breakfast, lunch, or other nutritional periods pursuant to Education Code (EC) §§44814 and 44815 and non-teaching volunteers assistants under the immediate supervision and direction of certificated personnel of the district pursuant to EC §35021 are exempt from the ASCC requirement but are still subject to district fingerprint requirements as stipulated below.

"Student activity programs" include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall also apply to volunteer supervisors for breakfast, lunch, or other nutritional periods and to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing non-instructional services. (Education Code 49024)

The Superintendent or designee will require all volunteers to disclose their status as a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

Before authorizing any person to serve as a volunteer, a fingerprint background check with the DOJ/FBI, will be conducted by the Human Resources Department.

All volunteers in child care and development programs shall be fingerprinted for criminal record clearance. (Health and Safety Code 1596.871).

Volunteers accompanying students in field trips or overnight trips must be fingerprinted.

Under no circumstances, shall any non-fingerprinted volunteer have unsupervised access to students.

Volunteer Application Procedure

A. The school will provide each prospective volunteer with a volunteer application packet that is to be completed by the volunteer and submitted to the principal or his or her designee of the school site where the person requests to volunteer.
B. The application packets will consist of an application form, supplemental questionnaire, and volunteer commitments/ policies form.
C. Tuberculosis test results shall be provided to the school by the prospective volunteer.
D. Completed applications will be reviewed by the principal or his or her designee. If the volunteer meets the applicable requirements for volunteer service in the District, the principal or his or her designee will provide the prospective volunteer with an authorization form and ask them to contact the Human Resources Department for fingerprinting.

E. Fingerprint results will be forwarded by the Department of Justice to the District's Human Resources Department. Tuberculosis test results should be provided to the Human Resources Department by the prospective volunteer. The Human Resources Department shall notify the principal or his or her designee whether the prospective volunteer meets all of the requirements for volunteer service in the District.

F. The principal or designee will notify the prospective volunteer when they are approved to volunteer. No person shall be permitted to serve as a volunteer in the District until they are approved to provide volunteer service.

G. All volunteers, including parents, will be required to sign in and sign out in the visitor/volunteer book, located in the main office at each school site. Teachers and staff shall refer any person who did not sign in the visitor/volunteer book back to the office.

H. The Principal shall review the District's volunteer policy at the first staff meeting of the new school year.

I. Community volunteers shall provide a completed application and tuberculosis results to the Office of the Superintendent. Once approved, the prospective volunteer will be referred to Human Resources for fingerprinting.

Volunteers shall act in accordance with district policies, regulations and school rules. The District is under no obligation to accept, place, or continue the services of any volunteer. Site Administration may ask any volunteer who violates school rules, Board Policies or Administrative regulations to leave the campus. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers. Parents will be informed by the site administration of their rights to appeal the decision using the Uniform Complaint process.

revised: October 9, 2013

BEHAVIOR MANAGEMENT

Students are expected to follow the rules and routines established in the Youth Enrichment Program. Expectations of student behavior include:

- ❑ Be a friend. Respect the opinions, learning abilities, and culture of others.
- ❑ Keep hands, feet, and body to yourself.
- ❑ Listen to the staff and adults working in the program and follow their directions.
- ❑ Respect the rights of others. (No bullying, hitting, fighting, spitting, biting, throwing things, harassment, or abusive language).
- ❑ Students must participate in activities and work cooperatively in groups.
- ❑ Students must check into and be checked out of the program; students must remain in areas supervised by staff.
- ❑ Treat all materials with care. Clean up before leaving the activity area. Return all materials to its rightful owners and locations.
- ❑ Fighting within the program is automatic grounds for termination of services.

Please review the program guidelines and rules with your student and return the included agreement signed by both you and your student. In order to maintain a safe and positive environment, program staff relies on parents and guardians to support positive behavior management. Progressive discipline is used to give students positive alternatives to negative behavior and to inform parents/guardians of problems to enlist their support. Students may be dismissed from the program if they are unable to comply with program guidelines and/or parent/guardian do not support staff efforts to teach positive discipline.

Grounds for dismissal include but are not limited to the following:

1. Students exhibit continued inappropriate behavior, aggression towards others, or inability to follow program rules.
2. The student exhibits continued unsafe behavior.
3. Continued use of disrespectful or inappropriate language or gestures.
4. The inability of the student to adjust to the structure of the program.

If a participant of this program violates any of the rules or regulations, he/she will be subject to:

1st Violation = Verbal Warning unless the offense requires immediate suspension

2nd Violation = Suspension, Parent Conference with Site Leader and/or Field Coordinator, and Student Behavior Contract

3rd Violation = Withdrawal from the program

***This warning, suspension, and withdrawal process may be modified as necessary for students with disabilities using the process outlined in the Students with Disabilitiessection of the YEP Parent Manual**

Parents/guardians are expected to make arrangements to have your student picked up within **60 minutes** of being contacted. If your student is not picked up within **60 minutes**, your child may be removed from the program. If your student is suspended from YEP, you will be required to meet with the Site Leader and/or a YEP Field Coordinator to create a Behavior Contract in order for your student to return to the program.

Throughout the year, circumstances in your student's life may affect your student's behavior in YEP. Please inform the Site Leader of any incidents that you feel are relevant. Any information will be kept in strict confidence, but informing staff gives them a better understanding of the student's needs and allows them to intervene sensitively.

YEP reserves the right to recommend that the student leave the program if it is determined that the Youth Enrichment Program cannot meet the needs of the student.

The guidelines, rules, and procedures outlined in this section may be modified as necessary for students with disabilities using the process outlined in the Students with Disabilities section (pp. 24).

STUDENTS WITH DISABILITIES

The purpose of this section is to guide Hayward Unified School District (HUSD) families and staff to ensure that qualified students with disabilities have an equal opportunity to participate in the Youth Enrichment Program - Before and After School Programs (BASP). No portion of this document is intended to expand or diminish any right or obligation imposed by law.

STATEMENT OF BEFORE AND AFTER SCHOOL POLICY

Pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the Before and After School Program (BASP) is committed to helping qualified students with disabilities meet their social, emotional and academic potential. Upon request and documentation, the BASP provides to HUSD students reasonable accommodations to ensure they have an equal opportunity to participate in the BASP. HUSD will balance on a case-by-case basis the specific needs of our students with the programmatic integrity, district resources and financial limitations of HUSD. HUSD does not discriminate on the basis of disability in it's before and after-school programs.

EXAMPLES OF DISABILITIES

Applicable law protects many, but not all impairments that may be regarded as disabling. Disabilities protected by law include certain physical, psychological, mental, neurological, and learning disabilities.

EXAMPLES OF ACCOMMODATIONS

Reasonable accommodations will be made on a case-by-case basis and implemented to meet the specific needs of each student and each program or activity. Such accommodations may include, but are not limited to, enlarging and photocopying reading materials; allowing for extra time during

homework assignments; providing alternative seating arrangements in a classroom; one-to-one aides provided to the student, and other accommodations deemed reasonable after an interactive process between the student's parent/guardian and HUSD.

PROCEDURE FOR REQUESTING, REVIEWING & IMPLEMENTING ACCOMMODATIONS

The BASP employs a multi-step process for assessing requests for and provision of, reasonable accommodations. The BASP administers that process as follows:

Step One: Notice, Meeting, and Documentation

HUSD will not deny any student with a disability access to its BASP programs before it undertakes an interactive process with the student's parent/guardian to determine if the student can participate in the program with the assistance of reasonable accommodations. When a student with a disability enrolls in a BASP, or as soon as the parent/guardian of a student already enrolled in a BASP becomes aware of the student's disability, the parent/guardian will disclose this information to the Program Coordinator and/or designee. The parents/guardians, Program Coordinator, and/or designee will work together to decide upon and implement reasonable accommodations for the student to be able to participate in the program. HUSD is committed to ensuring that students with disabilities are not excluded from BASP, however, it is not required to provide accommodations that would fundamentally alter the nature of the program or that would create an undue financial burden on the District as a whole. While a parent/guardian is free to disclose their child's

condition and request to BASP staff, and while the staff is encouraged to refer such disclosures to the Site Leader, a parent/guardian must not rely on disclosures to persons other than the program Coordinator and/or designee. The Program Coordinator and/or designee will work in a timely manner to resolve the issue once he/she is made aware of the student's needs.

The parent/guardian may make an appointment to meet with the Program Coordinator and/or designee by calling the YEP office at 510.723.3857 ext. 34186 to discuss the student's disability and possible accommodations:

At the initial consultation, the student's parent/guardian should provide current and valid documentation of the disability. This documentation must specify the nature of the disability and how the disability affects the student. Examples of current and valid documentation include, but are not limited to:

- written assessment completed by a licensed or certified professional qualified to evaluate the disability; or
- Individualized Education Program Plan (IEP) or Section 504 Plans.
- A prospective or current student who believes that she/he may have a disability that is currently undiagnosed, undocumented or insufficiently documented should meet with the district special education department for referral assistance.

Step Two: BASP Review of the Request

The Program Coordinator or designee and parent/guardian will review the disability documentation, the student's prior disability-related services and other pertinent information. The Program Coordinator

and/or designee may also consult confidentially with the HUSD special education department person(s) assessing the student's disability and those HUSD officials whom the Program Coordinator and/or designee deems necessary to make the appropriate decision.

APPROVAL OF THE PARENT/GUARDIAN'S REQUEST

If the student is found to be a qualified student with a disability, the Program Coordinator and/or designee will discuss with the parent/guardian the accommodations appropriate and reasonable under the circumstances. After agreeing on the accommodations necessary, the Program Coordinator and/or designee will memorialize that agreement in a draft confidential Parent Memorandum ("Memo") to the parent/guardian. The parent/guardian will then approve, revise, or reject the Parent Memo and return it to the district Coordinator and/or designee. If the parent/guardian wishes to revise or reject the Parent Memo, the parent/guardian will make an appointment and meet with the Coordinator and/or designee.

Upon final agreement to the terms of the Parent Memo, the parent/guardian must sign the release on the Parent Memo allowing the Program Coordinator and/or designee to share confidentially with necessary BASP personnel information regarding the student's needs. The program coordinator and/or designee will also meet with the BASP staff to coordinate implementing the recommended accommodations. If necessary, the parent/guardian will arrange to renew or update the terms of the Parent Memo at the beginning of each school year and as necessary throughout the school year and/or summer session.

DISAPPROVAL OF THE PARENT/GUARDIAN'S REQUEST

If a requested accommodation is denied by the program Coordinator and/or designee, the Program Coordinator and/or designee will notify the parent/guardian in writing. The parent/guardian may then grieve the Program Coordinator and/or designee's decision pursuant to the Grievance Procedure.

GRIEVANCE PROCEDURE

The following grievance procedure must be used by a parent/guardian for complaints regarding claims of disability and requests for accommodation.

Contents of the Grievance

The grievance must be in writing with the following information; contain the name of the student, parent/gaurdian name, address and telephone number, location of incident, date and description of the alleged discrimination. Alternative means of grieving, such as personal interview or tape-recording, are available upon request if required by the HUSD-Department of Disability.

Filing the Grievance

The student or a designee must submit the grievance to the 504 Administrator, as soon as possible but no later than 14 days after discovering the alleged violation. The current Officer may be contacted at 24411 Amador St, Student Services Office, (510) 784-2600, TDD.

Officer's Decision

Within 14 days after receipt of the grievance, the 504 Administrator will meet with the parent/guardian to discuss the complaint. Within 30 days after the meeting, the 504 Administrator will respond, in writing, to the parent/guardian with the results of the investigation and the Administrator's decision.

Student Appeal to 504 Coordinator

Within fifteen 15 calendar days after receiving the Administrator's decision, the parent/guardian may appeal to the Superintendent or designee.

Decision of the Superintendent

Within 30 days after the receipt of the appeal, the Superintendent or designee will issue a final decision regarding the grievance.

ROLE OF BASP STAFF

Staff is situated to play an important role in this process. They are encouraged to refer to the Program Coordinator and/or designee a parents/guardian who discloses a student's condition that may be disabling or in need of an accommodation. Such persons may be asked to participate in identifying and assessing possible accommodations. Such persons shall keep confidential all information regarding the student, and shall implement the accommodation(s) deemed reasonable by the program Coordinator and/or designee. Staff with concerns or questions regarding a disability or its accommodation should bring these concerns or questions to the attention of the Program Coordinator and/or designee as soon as possible.

RECORD RETENTION

The BASP Office will retain all grievances, appeals and responses in the above Procedure for at least three (3) years.

PERSONAL BELONGINGS

Please label all of your student's belongings—coats, backpacks, sharing items. It is the responsibility of your student to store belongings in designated locations. YEP and school staff are not responsible for lost/or broken personal items. YEP does not allow students to bring toys or any items of value to the program.

We ask that students do not use cell phones during the program. Our program implements the same rules as the school day. If you need to contact your student, please contact the Site Leader directly.

LEAVING THE PROGRAM

If you plan to remove your student from the YEP program, **please notify the Site Leader in writing as soon as possible**.

THANK YOU

Thank you for participating in YEP. If you have any questions, comments, or concerns that have not been addressed, please feel free to talk to your Site Leader. Your cooperation and support throughout this school year is important to us and beneficial in assisting us in providing a quality after-school program for your student.

Please complete the applicable program agreements below by submitting your complete Google Forms on the next page.

YOUTH ENRICHMENT PROGRAM AGREEMENTS

Below are the YEP agreements stated and agreed upon when enrolling your student in the YEP Program. Please complete the applicable program agreements below by submitting your complete Google Forms.

YEP STUDENT PARENT/GUARDIAN AGREEMENTS

YEP ELEMENTARY SCHOOL PROGRAM AGREEMENT

YEP MIDDLE SCHOOL PROGRAM AGREEMENT

YEP HIGH SCHOOL PROGRAM AGREEMENTS