

Central Unified
Expanded Learning Program

Parent/Student Handbook



Prepared by:
Central Unified School District
Expanded Learning Department
5652 W Gettysburg Ave
Fresno, CA 93722

Revised: August 18, 2025

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Welcome

Dear Parents and Guardians,

Welcome to Central Unified’s Expanded Learning Programs! We are excited to partner with you to support your child’s academic, social, and emotional growth. This manual provides important information about program policies, expectations, and resources to ensure a positive and safe experience for all students.

Vision/Mission

The Central Unified School District Expanded Learning Program will embrace diversity to educate our students, provide afterschool academic support and provide opportunities for our students to experience the world of possibilities around them.

Calendar

2025-2026

Central Unified School District

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DOI 0

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DOI 13

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DOI 21

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Fall Day 10/13 DOI 22

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Fall Break: 11/24-11/28 DOI 14

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Winter Break: 12/22-1/12 DOI 15

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DOI 13

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

DOI 18

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Spring Break: 3/30-4/10 DOI 20

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DOI 14

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DOI 20

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DOI 10

Calendar Legend	
	District In-Service Day [I]
	Teacher Prep Day [T]
	Students Return from Break
180	Days of Instruction ("DOI")
	Observed Holiday All District Sites Closed
	NO School
	Last Day of School

Additional Dates		
Fall Sem End	Dec	19
Spring Sem Start	Jan	13
90th DOI	Jan	20
145th DOI	Apr	23

Observed Holidays					
Independence Day	Jul	4	New Year's Day	Jan	1
Labor Day	Sep	1	Martin Luther King Day	Jan	19
Veteran's Day	Nov	11	Lincoln Day	Feb	9
Thanksgiving	Nov	27	President's Day	Feb	16
Thanksgiving - day after (in lieu of Admission Day)	Nov	28	Spring Day	Apr	3
Christmas Eve/Day	Dec	24	Memorial Day	May	25
Christmas Eve/Day	Dec	25	Juneteenth	Jun	19

Board Approved: PENDING

Program Start Dates

- 1st grade to 12th grade: August 13, 2025 (Wednesday)
- TK to Kindergarten: August 25, 2025 (Monday)

Saturdays

- September 13, 2025
- October 4, 2025
- November 8, 2025
- December 6, 2025
- February 7, 2026
- March 7, 2026
- May 2, 2026

Winter Intersession

- January 5- 9, 2026
- Monday to Friday

Summer

- June 16- 30, 2026
- Monday to Friday
- No School June 19, 2026
- July TBD

**There will no longer be a Spring Break program.*

Contact Information

Questions/ Concerns

Jenifer Heck, Supervisor

April Lee, Program Manager

Vacant, Program Manager

Vacant, Program Manager

559-274-4700 Ext. 10168

559-274-4700 Ext. 10167

elopafterschool@centralusd.k12.ca.us

jheck@centralusd.k12.ca.us

aprillee@centralusd.k12.ca.us

School Site	Address	Site Lead	Email
Biola-Pershing Elementary	4885 N. Biola Ave.	Jessica Antuna	jantuna@fcoe.org
Central Elementary	2195 N. Polk Ave.	Solveig Perez	SPerez@fcoe.org
Hanh Phan Tilley Elementary	2280 N. Valentine Ave.	Alexia Rea	area@fcoe.org
Harvest Elementary	6514 W. Gettysburg Ave.	Maria Gonzalez Anguiano	mgonzalezanguiano@fcoe.org
Herndon-Barstow Elementary	6265 N. Grantland Ave.	Angelica Quezada	aquezada@fcoe.org
Houghton-Kearney K-8	8905 W. Kearney Blvd.	Sierra Martinez	smartinez@fcoe.org
Jaswant Singh Khalra Elementary	4061 W. Fountain Way	Brianna Gomez	bgomez@fcoe.org
Liddell Elementary	5455 W. Alluvial	Anisa Estrada	astrada@fcoe.org
Madison Elementary	330 S. Brawley	Teresa Avila	tavila@centralusd.k12.ca.us

McKinley Elementary	4444 W. McKinley	Frances Mayorga	fmayorga@centralusd.k12.ca.us
River Bluff Elementary	6150 W. Palo Alto	Andrea Garcia	andrea.garcia@fcoe.org
Roosevelt Elementary	2600 N. Garfield	Viviana Ramirez	vramirez@fcoe.org
Steinbeck Elementary	3550 N. Milburn	Stephanie Barragan	sbarragan@fcoe.org
Teague Elementary	4725 N. Polk Ave.	Patricia Hernandez	phernandez@centralusd.k12.ca.us
William Saroyan Elementary	5650 W. Escalon	Melina Estrada	mestrada@fcoe.org
El Capitan Middle School	4443 W. Weldon	Maribel Resendiz	mresendiz@fcoe.org
Glacier Point Middle School	4055 N. Bryan Ave.	Jacqueline De La Torre	jdelatorre@fcoe.org
Rio Vista Middle School	6240 W. Palo Alto	Nadia Rosales	nrosales@fcoe.org
Central High	2045 N. Dickenson	Celeste Duenas	cduenas@fcoe.org
Central East High	3535 N. Cornelia Ave.	Hillary Ellis	hellis@centralusd.k12.ca.us
Justin Garza High	4100 Grantland Ave.	Albert Mercado	abarbozamercado@fcoe.org

Program Description

Expanded Learning in Central Unified School District serves students in transitional kindergarten (TK) through 12th grade, offering after-school, Saturday, summer, and intersession opportunities. Funded through a combination of state and federal sources, including the Expanded Learning Opportunities Program (ELOP), After School Education and Safety (ASES), 21st Century Community Learning Centers (21st CCLC), and ASSETs (After School Safety and Enrichment for Teens), these programs aim to support the whole child by providing safe and engaging experiences beyond the traditional school day. By providing safe and inclusive environments staffed by trained professionals and community partners, we help students grow academically, socially, and emotionally, while also supporting working families with reliable care during critical hours. Our Expanded Learning programs are built upon three key components:

Academic Support:

We are committed to reinforcing academic achievement at all grade levels. Each day, students are provided dedicated time in a structured, whole-group setting to complete homework and receive academic support. While staff are available to assist and encourage students during this time, participation and completion of assignments may vary. Ultimately, it is the responsibility of parents or guardians to ensure that homework is completed at home if it is not finished during the program. Our goal is to create a positive environment that promotes focus, effort, and a supportive approach to learning.

Enrichment Opportunities:

Students have access to a variety of enrichment activities designed to expand their academic, social, and creative abilities. These include hands-on experiences in arts and crafts, music, dance, STEM, drama, physical fitness, and cultural expression. Partnerships with community organizations and local providers allow us to offer diverse, high-quality experiences that reflect the interests and needs of our students.

Nutrition and Wellness:

In partnership with the district's Nutrition Services Department, all participants receive a nutritious snack and supper at no cost. These meet federal nutrition standards, promote healthy eating habits, and contribute to students' overall well-being, helping them stay energized and ready to learn.

Hours of Operation

Central Unified's Expanded Learning Programs begin immediately upon the conclusion of the regular school day and operate until 6:00 p.m. on each school day (or 6:30 p.m. for high schools). Program hours during summer, Saturday sessions, and intersession periods may vary. Specific schedules will be communicated to families in advance.

Enrollment

Families must complete and submit an enrollment registration form, along with any required documentation. Once registration forms are processed, families will be notified of enrollment status, and newly enrolled students are encouraged to attend a Parent Orientation before starting the program.

Priority Enrollment

Enrollment is open to all students in transitional kindergarten (TK) through 12th grade who attend a school offering the Expanded Learning Program, subject to available space. Program capacity is determined in accordance with District Board Policy and applicable state and federal guidelines. If the number of applicants exceeds program capacity, enrollment will be determined using the following priority order:

- First Priority: Foster youth, students experiencing homelessness, English learners, and students eligible for free or reduced-price meals.
- Second Priority: Middle or junior high school students who commit to daily attendance.
- Third Priority: Students identified as needing academic remediation or support in alignment with Board policy or administrative regulation.
- Remaining Capacity: Filled through a random selection process.

The district is not required to disenroll a current participant in order to enroll a student with higher priority.

Waitlist

Central Unified School District is committed to offering Expanded Learning opportunities to all interested students. Program capacity may vary depending on staffing levels and site resources. When capacity is reached, students will be placed on a waitlist and offered enrollment as space becomes available. The district and its partners actively recruit and train staff to expand program availability and serve as many students as possible.

Support for Students with Disabilities

Central Unified School District's Expanded Learning Programs are committed to providing inclusive, supportive environments for all students, including those with disabilities. The program works collaboratively with families, school-day staff, and the district's Special Education and Student Support Service Departments to ensure that each student receives the support they need to participate fully and successfully.

Attendance

Consistent attendance is essential for students to benefit fully from the program. If your child will be absent, please notify program staff in advance. Repeated unexcused absences may result in loss of placement in the program.

Early Release

While students are expected to remain for the full duration of the program each day, Central Unified understands that occasional early departures may be necessary. Whenever possible, parents/guardians should let program staff know ahead of time if their child will need to leave early. At sign-out, the parent/guardian must give a reason that matches one of the district's approved early release codes. Early release is permitted only for the following reasons, as outlined by program guidelines:

- Medical appointments

- Family emergencies
- School-related activities (e.g., tutoring, sports)
- Transportation conflicts
- Other pre-approved circumstances

Consistently leaving the program early may impact a student's enrollment, as participation for the full program hours is a key expectation. Frequent early releases may result in a review of the student's continued enrollment in alignment with funding requirements and program expectations.

Late Arrival

For the safety and accountability of all students, participants are expected to arrive on time each day and report to the program immediately after school dismissal. A late arrival is defined as arriving after the designated sign-in period at the start of the program. Students may not leave campus after school dismissal and return later to attend the program. Program staff will document the time and reason for any late arrival on the daily attendance roster and will follow up with the parent or guardian as needed. Families are encouraged to notify site staff in advance if unavoidable circumstances will result in a late arrival.

If a student is scheduled to attend another program or activity on campus before joining the Expanded Learning Program, they must first check in with Expanded Learning staff immediately after dismissal. Staff will record their attendance and note the location of the other program or activity. The student must return to Expanded Learning with a pass from the other program or be listed on an approved roster provided by the program/activity leader.

Reporting an Absence

Families are asked to notify the program of any student absence and provide the reason. When applicable, a doctor's note or other supporting documentation should be submitted to help excuse the absence.

- 1st Unexcused Absence: Parent receives Notification #1
- 2nd Unexcused Absence: Parent receives Notification #2
- 3rd Unexcused Absence: Parent receives Notification Letter #3 and a warning for dismissal
- 4th Unexcused Absence: Parent is notified of the student's dismissal.

Pick up/Sign Out

To ensure student safety and accountability, the following sign-out procedures apply at all Central Unified Expanded Learning Program (ELP) sites:

- Only individuals listed on the student's emergency contact or authorized pick-up list may sign the student out. Individuals must be 18 years of age or older.
- A valid government-issued photo ID must be presented.
- The authorized individual must sign the student out on the official program log before the student is released.
- Verbal authorization (whether by phone, in person, or through a third party) will not be accepted for student release. No exceptions will be made.
- Any changes to authorized pick-up persons must be made in writing and submitted to the program through the portal.
- The parent or legal guardian who completed the Registration Form is responsible for listing all authorized individuals, including those with shared custody rights.
- Program staff will sign out students who ride the bus or walk home from the program, unless the parent/guardian has provided written permission for the student to self-sign out on the registration form.

To ensure student safety and accurate attendance, we ask that students are not picked up within the first 30 minutes after the program begins. This time is dedicated to taking attendance, confirming all students are accounted for, and starting planned activities. If you anticipate needing to pick up your child during this time, please notify program staff in advance so arrangements can be made with the school site front office.

Late Pickup

The following Late Pick-Up Policy is in effect at all Central Unified School District Expanded Learning Program (ELP) sites:

- Each student is allowed up to three (3) late pick-ups per semester.
- A late pick-up is defined as any instance when a student remains on site after 6:00 p.m., the designated program end time.
- If the limit is exceeded, the site lead will meet with the parent/guardian to review the policy and address the concern. Continued late pick-ups may result in removal from the program to ensure safety and adherence to program expectations.

Families are encouraged to notify site staff immediately if unexpected delays occur. Open communication helps maintain program quality and supports ongoing student participation.

Walkers

For the safety and well-being of all students, the following walker policy applies to students enrolled in Central Unified's Expanded Learning Programs:

- Students may walk home only with written permission from a parent/guardian on file with the program.
- Written permission is indicated during the initial program registration process by marking "walker" on the form of transportation question.
- All student walkers will be released at the conclusion of the program each day (6:00 or 6:30 at high schools). Any changes will be communicated with individual parents directly in writing. Any parent wishing an alternative time must communicate with the district in writing.
- If a parent or guardian wishes to change a student's release policy to allow/ not allow walking home, they must update the registration.
- Program staff will sign out students who walk home from the program, unless the parent/guardian has provided written permission for the student to self-sign out on the registration form. Older siblings can not sign a student out unless they are 18 years old and listed as authorized pick-up.

Parents are responsible for ensuring their child's safety on the route home. Site staff reserve the right to follow up with families if concerns arise related to student safety or supervision. However, it is strongly encouraged that students in TK through 4th grade do not walk home alone. Families are urged to arrange for a trusted adult or older sibling to accompany younger students whenever possible.

Custody

The district will comply with official court orders, such as restraining orders and custody agreements, only when these documents are submitted to and filed with the district office. Court orders must clearly outline any limitations regarding visitation or release of students. In cases where custody disputes become disruptive or pose a safety concern, law enforcement will be contacted immediately. To support a safe and respectful environment:

- Parents/guardians are strongly encouraged to avoid involving staff in custody disputes.
- The school will make every reasonable effort to contact the custodial parent if an individual not listed on the emergency card attempts to pick up a child.
- ELP staff will not mediate or arbitrate custody disagreements.

- Parents/guardians are responsible for keeping all contact information current, including the names and phone numbers for all authorized pick-up individuals.

Health

The Expanded Learning Program follows the same health guidelines as Central Unified School District schools during the school day providing a continuity of care for the students. The district's goal is to partner with families to ensure our students are healthy to receive the full benefit of the afterschool program. We want our students to be able to fully participate in the ELP. Please do not send your child to the program if they experience the following:

- Fever of 100* or more within the last 24 hours
- Rash associated with an illness
- Severe cough or sore throat
- Illness during the night
- Head lice
- Diarrhea or vomiting
- Eye infection

Medications

- If a student needs to take medication at school or during ELP, a "Medication at School" form must be submitted to the school nurse, according to the California Education Code.
- No medications, prescribed or over-the-counter (cough drops, Tylenol, etc.), may be used or given without a valid "Medication at School" form.
- If the student is to carry and self-administer prescription auto-injectable epinephrine, the physician must mark the "Medication at School" form.
- Staff are not allowed to give students medication prescribed or over-the-counter without a doctor's order on the Medication at School form.
- If it is possible, provide the ELP with an extra inhaler, seizure medication or epinephrine pen for immediate attention.
- Forms will be shared with the ELP Site Lead.

Allergies

- Please notify the staff if your child has a food, insect, or other allergy.
- If the student requires medication for the treatment, such as an epinephrine pen, please give the school nurse the Medication at School form signed by the physician and parent.
- If your student requires a food accommodation due to an allergy or medical condition, please complete the "Medical Statement to Request Special Meals and/or Accommodations ", "PARENTAL REQUEST FOR A FLUID MILK SUBSTITUTION FOR SCHOOL-AGE CHILDREN" or "Vegetarian Form" from the Child Nutrition Department.

Medical Conditions/ Specialized Health Procedures

Please provide information concerning medical conditions for your students, such as glasses, hearing aids, Diabetes, Insulin dependent procedures, Asthma, Seizures, Mobility assistance or others. Also, notify the ELP program of health procedures for your students so our staff can work with the school nurse to provide the care safely for your student, gather necessary supplies and doctor's medical orders if needed.

Head Injury

In the event of a head injury, students will be monitored and the parent notified. Staff will monitor for severe headache, nausea and vomiting, excessive sleepiness or difficulty in arousing from sleep, unequal pupils, weakness or paralysis of arms or legs and confusion.

Communication of Health Information

If your child's health status changes (for example, a broken bone, changes in mobility or activity level, or new medication), please notify program staff as soon as possible. Staff will notify parents/guardians promptly in the event of a significant injury or illness occurring during program hours.

Medical Emergency

In the event of an emergency, parents/guardians will be notified immediately. If it becomes necessary to transport a student by emergency vehicle (9-1-1), they will be taken to the hospital listed as the preferred facility on the student's registration form, or, in severe situations, to the location recommended by emergency personnel.

Student Waivers

As part of our efforts to celebrate student learning and share the great work happening in our schools, Central Unified School District may occasionally post student photos, videos or student work on district, school, or classroom websites. All internal media is created by Central Unified employees or authorized professionals and is used responsibly to support positive district communication and engagement. Occasionally, members of the external media (e.g., television, newspaper, radio, online news outlets) may visit schools to cover special events or student accomplishments. While Central Unified staff are typically aware of these visits, the district does not control how the media uses or edits the content they capture. Additionally, at public events, such as graduations, performances, field trips, or athletic events, the district cannot ensure that your child will not appear in background coverage. Your selection on the media sections help us respect your family's privacy preferences while supporting positive recognition of student achievements.

Behavior Expectations and Support

The Expanded Learning Program (ELP) is committed to providing a safe, respectful, and inclusive environment for all students. Our behavior expectations and support process are designed to promote positive choices, personal reflection, and accountability while aligning with the Central Unified School District's progressive discipline policies. When concerns arise, ELP follows this process to support students and address behavior:

Step 1: Verbal Warning

- Behavior: Minor infractions such as off-task behavior, mild disruptions, or failure to follow directions.
- Response: Staff will address the behavior, restate expectations, and provide redirection.
- Documentation: Informal. Staff should note the behavior if it becomes a pattern.

Step 2: Written Warning & Reflection

- Behavior: Repeated minor infractions or first-time moderate behaviors such as inappropriate tone, uncooperative behavior, use of inappropriate language, or unsafe play.
- Response: Student receives a written warning and completes a reflection with staff support. A brief restorative check-in may occur with impacted peers or staff to repair relationships and set shared expectations.
- Parent Communication: Parents/guardians are notified, and a copy of the reflection is shared.
- Documentation: The behavior, reflection and support are documented.

Step 3: Parent Conference & Student Success Plan

- Behavior: Ongoing disruptive behavior or more serious infractions such as defiance, property damage, or harassment.
- Response: Site lead collaborates with site teachers, administration and case managers (if applicable) to determine appropriate supports. A meeting is scheduled with the parent/guardian, student, and site lead.

A Student Success Plan is created outlining expectations, goals, supports and consequences for future violations. Supports are put in place. If behaviors continue, another meeting is held to revise the plan.

- Documentation: Conference notes and signed plan(s) are documented. Parents are notified of potential impact to program status including short-term pause and permanent removal from the program.

If, despite multiple documented interventions, the behavior continues to significantly disrupt the safety or learning environment of others, the following actions may be considered as a last resort:

- Short-term pause from the program with a re-entry meeting and updated Student Success Plan.
- Permanent removal from the program may only occur after all appropriate supports have been attempted and documented, the review process described above has been completed, and written authorization has been obtained from the site principal and Supervisor of Expanded Learning. Site and partner staff are not permitted to independently remove students from the program.

While ELP is committed to using restorative practices and progressive discipline whenever possible, there are certain behaviors that may result in an immediate pause or removal from the program in alignment with California Ed Code §48915 and CUSD mandates. These include:

- Causing serious physical injury
- Possession of knife or other dangerous objects
- Possessions of controlled substances
- Robbery or extortion
- Assault or battery on school employee

These behaviors pose serious safety risks and will be addressed promptly in accordance with district policies. Staff will work in collaboration with CUSD Student Services.

Civility Policy

To foster a safe, respectful, and productive environment for all students, families, and staff, the Expanded Learning Program follows the district-adopted board Civility Policy based on mutual respect, courteous behavior, and clear communication. Per the policy, “members of the District staff will treat parents and other members of the public with respect and expect the same in return,” and “the District encourages positive communication, and discourages volatile, hostile, or aggressive actions”.

Bus

For the safety of all students, the following rules apply when riding district-provided transportation. Students transported in a school bus are under the authority of, and directly responsible to, the bus driver. The driver is responsible for maintaining orderly conduct while students are on the bus or being escorted across a street or highway. Disorderly conduct or persistent refusal to follow the driver's authority shall be subject to the district's discipline policy. The bus rules are:

- Follow the bus driver’s instructions.
- Respect the bus driver and fellow students
- Fighting, scuffling, and playing are forbidden
- Use of tobacco and/or any drugs or alcohol is forbidden
- Eating, drinking, or littering are prohibited on the bus
- Loud and boisterous noises (whistling, yelling, etc.) are prohibited
- Profanity or indecent language or gestures are prohibited
- Remain seated when the bus is in motion
- Do not block the aisles with any part of your body
- Keep all body parts inside the bus at all times

- Possession of any type of weapon is prohibited
- All sports equipment shall be concealed in a sports/duffel bag for transport for sporting events
- Students will abide by all bus rules and any other rules set forth in the Central Unified Student handbook while riding on the bus and at the bus stops.

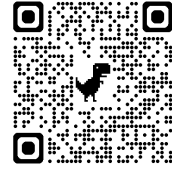
Support Links



[District Parent/ Student Handbook](#)



[Expanded Learning Program District Page](#)



[Central Unified Child Nutrition](#)



[Medication at School Form](#)



[Medical Statement to Request Special Meals and/or Accommodations](#)

Central Unified School District Expanded Learning Program (ELP) Parent Acknowledgment of Receipt

I, _____, acknowledge that I have received the Central Unified's After School Expanded Learning Parent Handbook related to my child/children, _____:

I understand that it is my responsibility to review the content of the above-mentioned document(s). My signature below confirms the receipt of the document(s), and my intention to review and ensure my student understands the rules for the program. **I acknowledge and understand the following policies:** *(Please initial inside the boxes below)*

Program Hours – The program operates daily from school dismissal until 6:00 p.m. (6:30 p.m. for high school)

Enrollment & Eligibility – Priority is given to students with the greatest need; enrollment may be limited due to staffing, and a waitlist may apply.

Attendance Policies – Daily attendance is required. Early release and excessive absences must be communicated and documented. Students may be dismissed after multiple unexcused absences. Notify staff for all absences and report a reason. Students are expected to remain for the full duration of the program. Notify staff in advance if your child will need to leave early. Parents must state the reason for early release at pick-up.

Late Pick-Up Policy – Families are allowed up to three late pick-ups per semester. Additional violations may result in program dismissal.

Walker Policy – Students may walk home only with written permission on file. It is strongly discouraged for TK-4 students to walk home alone. Walkers will be released at the conclusion of the program daily.

Sign-Out Procedures – Students must be signed out by an authorized adult. Only adults listed on the students' emergency contact or authorized pick up list may sign out a student. A valid government photo ID must be presented. A signature is required. Verbal authorization will not be accepted for student release. Changes must be completed in writing. Custody disputes must be addressed through the courts and valid court orders must be on file.

Health Guidelines – The program follows CUSD health guidelines. Parents must notify staff of any illnesses, medications, allergies, or medical conditions.

Behavior Expectations and Support– I have reviewed all sections of the Behavior Expectations and Support section.

Bus Conduct – Students must follow all bus safety rules. Violations may result in disciplinary actions.

Media Permissions: *(Please check one per section)*

Release of Student Information

ALLOW: I hereby give permission for the school to post group or individual photos of my child, or post my child's work on District, school or classroom web sites. No names will be attached to student photos. Posted site work will contain student's copyright notice and use limited student identification (e.g. ©2004, Jerry D, student at ABC Elementary)

DENY: I do not give permission for the school to post information or material on a district, school or classroom web site. **NOTE:** Large group pictures without identification of individual students are permitted.

Permission to Appear on Video

ALLOW: I hereby give permission to include my child's image on video (non-media) as he or she may participate in a class conducted by a credential candidate (student teacher) and/or to reproduce materials that my child may produce as part of classroom activities. I understand that no last names will appear on any materials

submitted by the credential candidate or his/her teacher preparation program. This is for educational purposes only.

DENY: I do not give permission to include my child's image on video and/or to reproduce materials that my child may produce as part of classroom activities.

Central Unified Media Release

There may be times during the school year when your child could be featured in materials created and used to support the Central Unified School District's effort to provide information or promote instructional excellence by sharing resources and facilitating communication. Examples include, but are not limited to, social media or website posts about special classroom events, school-produced performances or field trips, awards earned or photographs of students during normal school activities. In these cases, either employees of the Central Unified or their contracted professionals would produce the materials, and all effort would be taken to assure the responsible use of said materials. No public disclosure of a student's contact information would ever be made in these circumstances (phone, address, etc...). Only a name and grade would possibly be listed.

Please answer "yes" or "no" below to Central Unified media purposes:

YES NO I give my consent to use my child's name, work and/or image for Central Unified School District purposes, including, but not limited to, the district's website, school website, social media or print products for Central Unified purposes. I further understand that there will be no compensation paid for any inclusion of my child in district materials. (I understand that this permission does not extend to my child's participation in events in public, open-access setting, such as a graduation, performance, sporting event, etc., where reasonable care to exclude my child from possible photos and/or videos taken at the said event can't be given.)

External Media Release

There may also be times during the school year when external media (newspapers, radio, television, Internet) come to your child's school or special event for the purpose of reposting on a specific topic or event. While the Central Unified and/or individual school officials generally know when these visits occur and for what purpose, the district has no control over the final usage of the materials gathered. The district also has no control over the reporting that happens at public events involving our schools, i.e. graduations, sporting events, field trips to public places, performances, and community service efforts. When a parent or guardian requests the school and district to exclude minors from media requests and coverage, we do everything possible to assure the outcome complies with the parent's request.

Please answer "yes" or "no" below for outside media purposes:

YES NO I give my consent for area media members to feature my child (name and/or image) or interview my child in their reporting of happenings on Central Unified School District campuses and at events. (I understand that this permission does not extend to my child's participation in events in a public, open-access setting, such as a graduation, performance, sporting event, etc... where reasonable care to exclude my child from possible media coverage at the event can't be given.)

By signing below, I acknowledge that I have received, read, and understand the policies and procedures outlined in the Central Unified School District Expanded Learning Program (ELP) Handbook. I agree to support and comply with the policies as they apply to my child/children participation in the program.

Parent/Guardian Name: _____

Signature: _____ Date: _____

Receiving Staff Name/ Title: _____

Signature: _____ Date: _____