



IRCO SUN AFTER-SCHOOL REGISTRATION PACKET

Harrison Park Middle School

What is SUN Community School?

Schools Uniting Neighborhoods (SUN) Community Schools are neighborhood hubs where the school and partners from across the community unite to offer kids and families what they need to flourish in school and life. Harrison Park SUN is sponsored by lead agency Immigrant & Refugee Community Organization (IRCO) in collaboration with Multnomah County Department of Human Services and Portland Public Schools.

SUN IS FREE FOR EVERYONE! SUN After-School Activities are 7 to 9 week-long enrichment classes that encourage students to engage meaningfully with new topics and build positive relationships with their peers.

Registration

Open to 6th through 8th Grade students.

Please complete the full SUN Registration Packet and return to Front Office or SUN room(103). Enrollment is determined by lottery. By completing this registration, your student is not guaranteed a spot in extended day activities.

Class confirmation letters and schedules will be sent out 1-2 weeks before SUN start date. If there are any changes, please contact SUN Manager as soon as possible.

Fall Dates:

Sept 21st - Nov 19th
Monday – Thursday
4:00-5:30PM

Winter Dates:

Jan 11th - Mar 4th
Monday – Thursday
4:00-5:30PM

Spring Dates:

Apr 5th - May 27th
Monday – Thursday
4:00-5:30PM

****There are no SUN activities on Fridays, early release days, non-school days****

Contact SUN Manager Diana Velador-Gonzalez with any questions.

Email: dgonzalez@pps.net **Text/Call:** 503-442-9962

IRCO SUN COMMUNITY SCHOOL REGISTRATION

Harrison Park Middle School

Student Information

Name (First & Last): _____ Preferred Name: _____

Sex: _____ Date of Birth: _____ Grade Level: _____ Teacher: _____

Address: _____ City: _____ Zip: _____

Language(s) spoken at home: _____

What is your ethnicity, race, or origin identity? Please mark as many boxes as apply:

- | | | | |
|---|--|---|---------------------------------------|
| ☐ African | ☐ Latino/Hispanic | ☐ Native American/Alaskan Native | ☐ White |
| ☐ Asian | ☐ Middle Eastern | ☐ Native Hawaiian/Pacific Islander | ☐ Other: _____ |
| ☐ Black/African American | ☐ Slavic | ☐ Decline to answer | |

Medical Information (Additional forms may be required for medication)

List any allergies, medical conditions, or information to help your student be successful during SUN:

Parent/Guardian Information (Please provide two adult contacts)

All listed are authorized for pick up.

Parent/Guardian 1 Name: _____ Phone: _____

Email: _____

Parent/Guardian 2 Name: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

Relationship to Student: _____

Additional adults authorized for pick up: _____

My student CANNOT be picked up by: _____

Daily Transportation

After SUN, my student will (select one):

- ☐ Be picked up
☐ Walk home independently

Availability

Students may be scheduled 1 to 4 days a week. Mark any day available to attend SUN Program.

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

List any siblings who attend Harrison Park: _____

(Separate SUN registration form must be submitted for any listed siblings.)

Activity Interests

Please mark your student's top 3 subject interests:

- | | | | |
|--|---|--|---------------------------------------|
| ☐ Math Tutoring | ☐ Co-ed Soccer(T/TH) | ☐ Dungeons and Dragons | ☐ Graffiti Art |
| ☐ Arts and Crafts | ☐ Book Cub | ☐ Pacific Islander Club | |
| ☐ Theater | ☐ Mandarin Tutoring | ☐ African Students Club | |
| ☐ Coding | ☐ Co-ed Volleyball | ☐ SOL (Latino Network) | |

SUN Activities are assigned by the SUN Manger based on student availability, interest, and class capacity. We make every effort to ensure students are enrolled in their preferred activities, but class selections do not guarantee enrollment.

Family Survey (Optional)

What kind of additional support does your family need at this time?

Photography

My student may be photographed or videotaped for publicity or news purposes: ☐ Yes ☐ No

Consent to Participate and Waiver

I hereby agree that my child may participate in SUN Community School activities, and release and waive IRCO, its employees, agents and representatives, officers, as well as directors, and partner agencies from any and all liability for any loss or injury sustained or incurred (including any loss or injury resulting from the representatives, officers, and/or directors) while my child participates in SUN Community School activities.

Emergency Consent

If I cannot be reached in the event of an emergency, by signing this permission slip, I hereby authorize SUN Community School and IRCO staff to give consent for any emergency medical treatment deemed necessary for my child during program hours.

By signing below, I have read and understand the consent and waiver statements above.

Parent/Legal Guardian Signature _____ **Date** _____

2026-2027 SUN Release of Student Information

Student Name: _____

Our SUN Community School is in collaboration with Portland Public School, Multnomah County, Immigrant and Refugee Community Organization, City of Portland and many other community partners and agencies who come together to support children's success in school and life. We do this by working together to meet the specific needs of our students and their families.

In order to provide your child with the best services and support possible, the SUN Community School Site Manager needs your permission to be able to share information with the people who are teaching and serving your child specifically. This information may include student name, student ID #, grade level, achievement test scores, course grades and grade point averages, attendance, Individual Education Plan, demographic, and behavior/discipline information. The SUN Community School Site Manager will only share this information when it is required by a partner organization or supports your student's success. This information may also be shared with the City/County SUN Initiative and their evaluation contractors for program evaluation.

Organizations receiving information about your student are informed of state and federal confidentiality provisions. This includes employees and volunteers managed by the SUN Community School site manager and staff of other partner agencies providing the activities in which your child participates in. They are not authorized to release information to any agency or person not listed in this release without specific written consent of the parent/legal guardian.

Children may participate in SUN activities whether or not their Parent/Guardian agrees to the release or exchange of educational information to other staff or agencies.

Check box AND sign below:

☐ **YES**, I authorize the release and exchange of student records with staff of programs/activities that I register my child for and for evaluation purposes.

☐ **NO**, I do NOT authorize the release and exchange of student records with staff of programs/activities that I register my child for or for evaluation purposes, but I want my child to participate in SUN activities.

Parent/Legal Guardian Signature _____ **Date** _____

This permission is effective from **9/1/2026 until 8/31/2027** unless cancelled in writing.

IRCO SUN Schools Standard Behavior Response Policy

Notice of Non-Discrimination & Behavioral Expectations

SUN Community Schools programs and services reflect the diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age, or disability. The safety and well-being of all participants and staff is of utmost importance. To ensure safety in SUN Community Schools, we require that all participants be able to follow all three of the following criteria:

1. Be age-appropriate for the activity/program.
2. Be able to maintain safe behavior during the activity. This means that they can participate without harming themselves or others. Specific required behaviors include:
 - Treating adults and other students with respect.
 - Following directions of adult instructors and coordinators.
 - Remaining in the assigned room until dismissal.
 - Engaging in safe, non-violent behavior.
3. Participate meaningfully in the activity and not disrupt or distract others.

If you have questions or concerns about whether your child can follow the behavioral expectations above or if s/he will benefit from the program being offered, please talk with the SUN Manager at your school.

Behavior Response Protocols

1. **First Offense:** Parent is notified of behavioral challenge that occurred during SUN, by the SUN Manager or Extended Day Coordinator, either in person or via phone. Notification will happen the same day or the morning after.
2. **Second offense:** Student is placed on In-SUN suspension, and parent is notified of behavioral challenge that occurred by the SUN Manager or Extended Day Coordinator. In-SUN suspension will allow the student to attend after school, but they will not be able to participate in their registered activity. A safe space to read or do homework will be provided. A behavior agreement with the student and parent for SUN extended day activities will be made, and both student and parent will need to sign it.
3. **Third offense:** Student will be asked to not attend SUN extended day for up to 2 days.
4. **Fourth offense:** Student will be exited from the extended day program for the remainder of the session and is not eligible to participate in the immediate next session. Students are invited to return to SUN after one full session has passed since their exit.

Behavior responses are at the discretion of the SUN Manager and Extended Day Coordinator. Extreme behaviors may result in immediate and permanent removal from SUN programming.

I acknowledge that I have read and understand both the SUN Schools Notice of Nondiscrimination and Behavior Expectations, and the IRCO SUN Behavior Response Protocols. Any concerns that I have regarding my student's ability to successfully participate in SUN Extended Day Program have been discussed with the SUN Site Manager.

Parent/Guardian Signature _____ **Date** _____

Student Signature _____