

Parent/Student Handbook

Expanded Learning Program (ELP)

2019-2020

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Dear Families,

The Extended Learning Program (ELP) staff extends a warm welcome to all of our students and their families. The new school year will be full of new challenges and exciting educational opportunities. Please read this handbook in its entirety and become familiar with its contents. If you have any questions or concerns, please feel free to contact our staff. We are looking forward to a great year!

**Sincerely,
ELP Staff**

ABOUT ELP

Program Goals and Description

The Expanded Learning Program (ELP) is designed to provide a safe place for students to receive academic support and educationally enriching alternatives during non-school hours. It is our goal that students improve academically, emotionally, and socially through community, academic, recreation, and enrichment activities.

Activities may include the visual and performing arts, music, physical activity, health promotion, general recreation, STEM, 21st Century skills, global learning, career awareness, work preparation activities, community service learning, and other youth development activities based on students' needs and interests. This program is NOT a "babysitting" or "child care" service, and should be viewed as an extension of the school day.

"LEARN, LEAD, LOVE"

ELP Staff

A Site Coordinator is designated for each of the three ELP sites. Concerns regarding the program should be addressed to the Site Coordinator. Each site will also be staffed by several Program Instructors, Aides, and Volunteers. All staff have cleared fingerprint clearance and are certified in CPR and First-Aid. ELP Program Staff are Mandated Reporters. This requires staff to report any and all cases of suspected child abuse. All staff are trained in child abuse awareness and have been screened through the Department of Justice and Child Abuse Index.

ELP staff shall not socialize with children enrolled in the program outside of approved ELP activities, **including babysitting and transporting children**. Immediate disciplinary action will be taken if a violation by any ELP staff member is discovered. **PLEASE DO NOT ASK STAFF TO BABYSIT!**

Hours and Days of Operation

The Expanded Learning Program operates from school dismissal until 6:00pm Monday through Friday, including scheduled Wednesday half-days. We are closed on teacher workdays and legal holidays.

During holidays, the City of Fremont Recreation Department offers camps for an additional fee. Please keep an eye out for flyers regarding these programs and camps!

Professional Development

The afterschool grant allows us to close the program up to three times per academic year to provide our staff with professional development and training. You will be notified of these dates at least two weeks in advance by the staff at your school.

Parental Collaboration

All parents, guardians, and others are encouraged to approach staff and other parents with appropriate conduct.

- Parents/guardians are expected to collaborate with the program staff by encouraging their children to follow the program rules.
- Parents/guardians must respect the guidelines of the program as set forth in this handbook and program information letter in order to preserve state approval of the program.
- Parents/guardians are expected to cooperate in resolving disciplinary issues, and must acknowledge and return disciplinary notices, early release verifications, and other required paperwork promptly.
- Parents/guardians are invited to visit the classrooms to help or observe in the classroom, but, for student safety purposes, must first receive advance clearance from the Site Coordinator and Program Director. All volunteers are required to complete a volunteer application and pass a reference check and fingerprint screening.
- Parents/guardians should not attempt to approach or discipline children other than their own. All concerns should be brought to the attention of the Site Coordinator.
- Vulgar language, threats, verbal and physical intimidation, and physical violence is not tolerated. Such behavior may lead to expulsion from the Expanded Learning Program.

NUTRITION AND WELLNESS

Children will be given a snack each day that they attend the Expanded Learning Program. If you wish to send a nutritional snack with your child, it must be eaten during snack time only. Please refrain from sending food items that are high in sugar content, such as candy and soda.

MEDICATION

It is important that staff be notified about medication needs.

- The dispensing, carrying or taking of all medications is subject to Fremont Unified School District policy. Permission slips and other required paperwork for medications must be on file in the school nurse's office.
- With a separate permission slip, which is also on file with the school nurse's office, staff assists students who have Epi-Pens, inhalers, or glucagon.
- All other medications are NOT given by staff.

PROGRAM CONTENT AND REQUIREMENTS

It is highly encouraged that children participate in ALL activities as stated in our program plan.

- Physical Play activities (45-60 minutes)
- Homework assistance (45-60 minutes): **This may or may not be enough time to complete homework, so all parents/guardians should check their child's homework each night.**
- Enrichment activities (45-60 minutes):
Educational Enrichment Activities reinforce and complement the regular academic program of participating students to support positive youth development. Each site offers a wide variety of activities, based on student needs and interests. Examples of such activities may include, but are not limited to:
 - Science related activities
 - Technology/computers
 - Life skills
 - Nutrition and wellness
 - Art/Crafts
 - Group recreational games
 - Visual and performing arts
 - Character education
 - Clubs (special interest)

ATTENDANCE

The Expanded Learning Program is a five (5) day a week program, starting at the end of the regular school day until 6:00 PM. Due to the overwhelming interest by students and families to participate in the program and the safety of students, an attendance/absence policy is necessary. **Students enrolled in the Expanded Learning Program are EXPECTED TO ATTEND EVERY DAY THEY ATTEND SCHOOL AND STAY UNTIL AT LEAST 5:45PM!**

If your child is not able to attend the program or is going to be absent for several consecutive days, a written note or call to the Site Coordinator is mandatory. As policy, students are allowed only two (2) unexcused absences in a grading period. Once they have missed more than two (2) days, a warning letter will be sent home to parents. **A third (3) absence will result in his/her removal from the Expanded Learning Program.**

If a child is not signed in within fifteen minutes of the dismissal bell ringing, parents/guardians will be contacted. Late Arrival is approved for the following reasons:

1. A student needs to stay after class. The student must provide a note and needs to first check in with the ELP staff and then return to help or work with their teacher.
2. For dental, medical, or counseling appointments. A written note must be given to the Site Coordinator when the student is dropped off.

Funding for program operation is affected when your child does not attend. Consistent student attendance is necessary for the program to be maintained. If a student's attendance does not improve, they will be dropped from the program and replaced by another student from the waiting list.

DISMISSAL POLICIES

Dismissal is from 5:45pm to 6:00pm every day. Students may either walk home (they MUST have written permission or signed off on ELP Application) and/or be picked up by an authorized parent, guardian, or friend. Students will ONLY be released to the individuals listed on the registration/emergency form. For your child's safety, we will not release a student to an unfamiliar adult without proper identification. **Please ensure that anyone you send to pick up your child is on the list and is carrying identification.** A note signed and dated by a parent or legal guardian is required for anyone to be added or removed from the emergency contact list and must be given to the ELP Site Coordinator to authorize the change.

There are no exceptions to the signing out requirement. This is for participant safety, attendance documentation, and funding-related purposes. ELP Staff will not transport or walk a child home or to another location under any circumstance.

Walk-Homes

NOTE that unless you designate on the emergency form that your child has permission to walk home and have filled out an Early Release Form, we cannot release your child. Walkers are released ONLY at the times below:

- 5:45 pm 8/28/19 - 11/1/19
- 4:30 pm 11/4/19 - 3/6/20
- 5:45 pm 3/9/20 - 6/10/20

Students younger than 4th grade may not walk home without being accompanied by a sibling that is in grade 4 or higher.

Early Release Form

When students need to leave early, the parent must complete an **Early Release Form OR write the Release Code on the daily attendance sheet**. This form needs to be completed prior to the child leaving and not given the following day. In the event that a child needs to leave early on all Tuesdays for example, the form may be filled out for specific days instead of dates. Only those individuals whose names are listed on the emergency form will be allowed to fill out an *Early Release Form* and check the child out from the program. ELP Staff has the right to ask for documentation to approve the reason for your request.

There are many students who would love to attend the program and limited space is available. It is a policy that early releases need to be kept to a minimum. If early releases become excessive, the Site Coordinator will send a written warning to parents/guardians.

Early Release is approved for the following reasons:

1. Parallel Programs (outside lessons, sports, religious education classes, etc.)
2. Family Emergencies
3. Family Needs (transportation, child care, illness)
4. Medical/Dental Appointments
5. Weather Conditions
6. Medical Emergencies

Late Pick-Up

The Expanded Learning Program ends promptly at 6:00pm and all children must be picked up between 5:45pm and 6:00pm. In the event that a child is picked up after 6:00pm, they will be given a **Late Pick-Up Form and charged a fee**. You will be charged **\$20 every 5 minutes** that you are late to pick up your child (**\$120 max for 30 minutes. Fremont Police will be contacted if you fail to pick up your child by 6:30pm**). Late fees are due to the Site Coordinator the following school day. **Payment is accepted by cash or checks (made payable to "City of Fremont") ONLY**. All late fees must be paid prior to your child returning to the program. Failure to pay the late pick-up fee will result in the removal of your child from ELP and will be replaced by a student on the waitlist.

If your child has not been picked up by 6:30 pm, and calls have been made to ALL of the numbers on the emergency form with no success, law enforcement will be called. **If an individual receives two (2) ELP Late Pick-Up Forms, they will be removed from the program.**

Excessive/unexcused absences (2 or more in a grading period) or excessive requests for late arrival or early release (whether for approved or unapproved reasons) may result in a student being dropped from the program.

EMERGENCY/NATURAL DISASTER PLAN

In the event a natural disaster occurs, our goal is to keep children safe and calm. The staff will determine the safest plan of action. In the event that we need to evacuate the building, our designated area of safety is the grass field located at each school site.

BEHAVIOR EXPECTATIONS

Citizenship

All participating students are expected to be respectful, caring and responsible individuals while attending the Expanded Learning Program. They must also be able to work cooperatively in a large group setting. Any child who abuses anyone or anything is subject to immediate disciplinary actions as determined by the Site Coordinator.

Discipline

The ELP staff will treat students with respect at all times and communicate in a positive manner. Rules for the program will be explained to the students at the beginning of the year. In general, the rules and methods of discipline for ELP are the same as school rules. We use conflict resolution practices with the students. This allows the students to take an active part in the discipline process by having them identify the problem, alternatives that could have been used, the consequences of their actions, and possible solutions. The staff also uses "reflection time" as a disciplinary technique. We will talk to students to help determine what is bothering them, and to explain why the behavior they used was not acceptable. After the student has been given ample time to cool down and evaluate his or her situation, he or she is allowed to return to the group's activities. If a behavior escalates, continues, or is beyond using these methods, one of the following two reports are used to document and address the behavior based on the type and severity of the incident. In all possible instances, Site Coordinators will work with the student, family, and/or school staff to identify strategies that will help improve a student's behavior.

Warning Reports

A warning report is issued to the parent as a written notification that there is either an ongoing behavior problem, or that an incident occurred that a Site Coordinator or staff member deems necessary to formally discuss with a parent.

Behavior Reports

A behavior report is issued when a behavior has occurred that has either been a continual problem that has not been resolved through other methods of discipline or a single behavior that is severe or unacceptable

1. Upon receipt of the first behavior report, the child is suspended from the following program day, and the parent/guardian is invited to meet with the Site Coordinator to discuss strategies for success and create a behavior contract that you all will sign.
2. Upon receipt of a second behavior report, the child is suspended for the following two program days, and the parent/guardian is required to meet with the Site Coordinator and Recreation Supervisor/Program Manager to discuss the behavior reports and consequences of a third write-up.
3. Upon receipt of a third behavior report, the child is expelled from the program for the remainder of the school year.
 - a. If expelled, parents are required to schedule an appointment with the Recreation Supervisor/Program Manager and Site Coordinator at the end of the school year to evaluate the re-admittance for their child. Re-admittance to the program will not be possible without this meeting. After the evaluation if it is determined that they are allowed to re-enroll, they will be placed on a probationary period for one calendar year.

Additionally, this handbook includes a Student Agreement to ensure that your child has been made aware of the rules and procedures of the program. Continued enrollment of each student will depend upon his or her abiding by the conduct described in the agreement.

Notwithstanding the above discipline policy, the City of Fremont reserves the right to immediately call the parents/guardians and remove a participant from the program for the remainder of the day, and/or suspend or expel a participant at any time for the following reasons:

1. Physical or verbal abuse of another child or staff member.
2. Possession of a weapon, illegal substance, or other item deemed unsafe on school premises or while under the care of the Expanded Learning Program.
3. Any conduct the Site Coordinator and Program Manager deems a threat to the health, safety, or welfare of the staff or other program participants.
4. Continual late pick-ups or early releases.

Please Note:

1. At any time, a parent/guardian has the option to request a conference with the Site Coordinator and/or Program Manager to discuss concerns or strategies for success.
2. A parent's refusal to sign a warning or behavior report does not negate the validity of the report.
3. **Children who are suspended from school are not accepted at any Expanded Learning Program during the time of their suspension.**
4. Although the program is after school hours, site principles will be informed of behavior problems and accidents.

GENERAL EXPANDED LEARNING PROGRAM RULES

Belongings

Belongings are the responsibility of the child. Please clearly mark your child's belongings with his/her name. Toys from home, handheld game devices, and cell phones are not permitted at the Expanded Learning Program. The City of Fremont is not responsible for lost or stolen items.

Dress Code

Students must follow all Fremont Unified School District dress code rules while at the Expanded Learning Program.

Other Rules

1. **Follow the same rules as during regular school hours.**
2. Students must check in and out with ELP staff every day.
3. Students put all equipment away after using them in an ORDERLY manner.
4. Students need to do HOMEWORK during homework time. All students should keep a book at the program for reading when they have no homework or finish early.

CONTACT INFORMATION & ADDRESSES

Brier Elementary School

Address: 39201 Sundale Dr.,
Fremont, CA 94538
Phone: 510.657.5023 x23107
Email: cofelpbrier@gmail.com

Cabrillo Elementary School

Address: 36700 San Pedro Dr.,
Fremont, CA 94536
Phone: 510.792.3232 x62009
Email: cofelpcabrillo@gmail.com

Grimmer Elementary School

Address: 43030 Newport Dr.,
Fremont, CA 94538
Phone: 510.656.1250 x42030
Email: cofelpgrimmer@gmail.com

Expanded Learning Program Manager

Alvaro Zambrano
(510) 494-4344
azambrano@fremont.gov

ADDITIONAL NOTES

If you should ever have a problem, concern, or question, we encourage you to ask your ELP staff or the Program Manager. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.

For your reference, a copy of the Early Release Form and Late Pick-Up Form have been included in this packet.

THANK YOU

We are happy that you have selected the Expanded Learning Program for your child. We offer days filled with happiness, wonderful activities, and educational fun. We thank you for sharing your child with us!

"LEARN, LEAD, LOVE"

***Please read and sign pages 16 to 21. All completed forms must be returned to your child's ELP Site Coordinator at maximum 3 days after your child begins the program.**



ELP Early Release Form



| | |
|--|-------|
| Child's Name: THIS IS A SAMPLE FORM | Site: |
|--|-------|

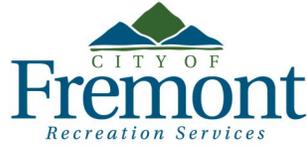
In accordance with California Education Code Section 8483 (a)(1), students should attend the program every day for the full range of hours offered. Students who do not attend regularly may be subject to disenrollment. If, for any reason, a child is unable to attend the program every day for the full range of hours offered, the parent/guardian must complete and submit the After-School Early Release section below specifying the days and hours the child will attend and the reason for requesting the modified absence schedule. It is the intent of the legislature that elementary students participate in the full day of the program every day. There are many students who would like to participate in the after-school program; however, limited space is available. Priority is given to students who can attend 5 days/week. As openings occur, students who can attend 4 or 3 days/week may be accepted in the program. Early student releases need to be kept to a minimum. If necessary, the Site Coordinator/Program Supervisor will contact the parent/guardian in an effort to avoid disenrollment. Students may be released early from the after-school program prior to 6:00 PM for the following reasons:

- 1. Parallel Program (outside lessons, sports, religious education classes, etc.)**
- 2. Family Emergencies**
- 3. Family Needs (transportation, child care, illness)**
- 4. Medical/Dental Appointments**
- 5. Weather Conditions**
- 6. Medical Emergencies**

| Day of week | Time of Release | Reason: Circle One | Date Range |
|-------------|-----------------|--------------------|------------|
| Monday | | 1 2 3 4 5 6 | |
| Tuesday | | 1 2 3 4 5 6 | |
| Wednesday | | 1 2 3 4 5 6 | |
| Thursday | | 1 2 3 4 5 6 | |
| Friday | | 1 2 3 4 5 6 | |

Parent/Guardian Signature: **THIS IS A SAMPLE FORM** Date _____

Site Coordinator Signature _____ Date _____



Expanded Learning Program Late Pick-Up Form **THIS IS A SAMPLE FORM**

Please pick-up your child promptly between 5:45 and 6:00 pm. You will be charged **\$20 every 5 minutes** that you are late to pick up your child (**\$120 max for 30 minutes. Fremont Police will be contacted if you fail to pick up your child by 6:30pm**). Late fees are due to the Site Coordinator the day after your child is picked up late. Payment is accepted by cash or checks (made payable to "City of Fremont") **ONLY**. All late fees must be paid prior to your child returning to the program.

ELP SITE: *(Circle One)* Brier Cabrillo Grimmer

CHILD'S NAME: **THIS IS A SAMPLE FORM**

PARENT/GUARDIAN'S NAME: _____

DATE, PICK-UP TIME: _____ **TOTAL AMOUNT DUE:** _____

STAFF SIGNATURE: _____

PARENT/GUARDIAN'S SIGNATURE: _____

THIS IS A SAMPLE FORM

DATE OF PAYMENT: _____

SITE COORDINATOR INITIALS: _____

FUSD TECHNOLOGY USE AGREEMENT

Student Use of Technology

The Principal or designee shall oversee the use of each school's technological resources based on guidelines and policies established by the Board of Education and District Administration. He/she shall ensure that all students using these resources receive training in the proper use as well as receive copies of related District policies and regulations.

Use of electronic media and network access provided by the District is a privilege. Misuse of equipment, electronic resources, and the network may subject the student to loss of privilege or disciplinary action. (AR 3521.1, BP/AR 6163.2)

Internet & Network Services: User Obligations and Responsibilities

Students are authorized to use the District's network services in accordance with user obligations and responsibilities specified below.

1. The network shall be used only for purposes related to the Board of Education-approved curriculum and communication. Commercial, political, and/or personal use of the District's network is strictly prohibited. The District reserves the right to monitor any online communications and network use.
2. The students shall not use the network to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
3. The students shall not transmit or access material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
4. Users may download copyrighted material for their own use but only in accordance with copyright laws.
5. Vandalism and or theft of school property (including but not limited to electronic files and technology) will result in the cancellation of user privileges and/or privileges and/or disciplinary action. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy, steal, or alter District equipment or materials or the data of any other user. It includes attempting to access other's account or using another's account credentials.
6. Use of Internet resources shall be for educational purposes only.
7. Students take responsibility to save their own work. The District is not responsible for students' electronic files.
8. No portion of the District's technological resources may be used for any form of cyberbullying or identity theft. Any use of social networks, even outside school, that affect school operations, health, and safety is subject to investigation and disciplinary action.
9. A student shall report any security problem or misuse of the network to the teacher or Principal. It is each student's responsibility to protect one's identity and not share personal

information including, but not limited to, name, student ID number, social security number, address, telephone number, grades, test scores, passwords, and parent/guardian information.

10. Students are expected to abide by the generally accepted rules of network etiquette (Netiquette) which include, but are not limited to the following:
 - a. Be polite. Be brief. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Illegal activities are strictly prohibited.
 - d. Do not reveal your personal information or any information on students, teachers, or administrators.
 - e. Note that neither web access nor electronic mail (e-mail) is private. Employees who oversee the system have access to all data traffic including e-mail. Messages and other transmissions relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Parent/guardian shall indemnify the District from all lawsuits stemming from a student's improper or illegal activity while using the District's technological resources including, but not limited to, computers, printers, fax machines, local area networks and/or wide area network, and the Internet.

Online Accounts and Resources

Fremont Unified School District provides students and staff resources that are available online as a tool to make doing their work easier. Some of these resources use components that are online such as Google Apps for Education among other online resources. Read a description of Google Apps at <https://support.google.com>.

Google Apps for Education offers free web-based tools to school districts that make it easier for staff and students to collaborate together. Read more about Google Apps for Education at <https://www.google.com/edu/>.

Student accounts are created through an automated process in which the student's information is transmitted to, and stored by Google, on behalf of the District. This information is only used to create, manage, and maintain user accounts (first name, last name, and username). Google's Privacy Policy prevents Google from sharing personal information and they do not access content stored on Google Apps unless the District gives permission to do so for troubleshooting purposes. Read Google's Privacy Notice for Google Apps for Education at https://www.google.com/work/apps/terms/education_privacy.html.

Google Apps for Education core services include Gmail, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Talk/Hangouts and Vault. At this time, the District does not use Gmail and Talk/Hangouts.



ELP Forms Checklist

Print Student's Name: _____

Grade: _____ School: _____

- Technology Agreement
- Internet and Online Resource Access Agreement
- Photo/Likeness Release Form
- ELP-Parent Agreement
- ELP-Student Agreement

***Please read and sign pages 16 to 21. All completed forms must be returned to your child's ELP Site Coordinator at maximum 3 days after your child begins the program.**

Date Received: _____

Site Coordinator Initials: _____

STUDENT USE OF TECHNOLOGY AGREEMENT

As a student user of the Fremont Unified School District's data network, I have read and understand the Student Use of Technology Agreement Terms (pages 14 and 15). I hereby agree to comply with the statements and expectations outlined in the Student Use of Technology Agreement Terms and Board Policy and Administrative Regulation (BP/AR) 3521.1, Internet Safe and Responsible Use, and to honor all relevant local, state, and federal laws, policies, regulations and restrictions. I understand that violations may result in revocation of permission to use computers and the network, disciplinary action, and/or legal action.

Student Signature

Date

PARENT/GUARDIAN SECTION

As the parent/guardian of the student above, I have read the Terms of Use of Technology Agreement and grant permission for my student to access the Internet. I understand that the school's technology resources are designed for educational purposes only. I also understand that it is impossible for the school to restrict access to all the network. I understand that students and families may be held liable for violating conditions of this agreement. I accept full responsibility for supervision if and when my student's use is not in a school setting. (BP/AR 3521.1, AR 6163.2)

Parent/Guardian Signature

Date

INTERNET AND ONLINE RESOURCE ACCESS

(Required for all students 13 and under)

I have read the Online Accounts and Resources information above, and I am aware that the District utilizes a suite of online applications called Google Apps for Education to facilitate collaboration and communication among students and staff when creating, sharing, and storing documents and assignments online.

I understand that when a District user account is created for the student, a corresponding Google Apps for Education account will be automatically created, causing information about the student (first name, last name, and username) to be collected and stored electronically. I further understand that the student may store class work or files in Google Apps for Education; depending on the sharing options selected by the student, these files may be accessible to someone other than the District or the Student, including classmates or the public. I have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/apps/intl/en/edu/privacy.html>).

- I DO give permission for my Student to have Internet or Google Apps for Education access.

Opting Out

Schools are permitted to consent to the collection of personal information on behalf of parents/guardians of students, thereby eliminating the need for individual parental consent given directly to the website or resource operator. Before doing so, the District is providing you with this notice and the ability to opt-out.

- I DO NOT give permission for my Student to have Internet or Google Apps for Education access. The Student will not be issued a District user account, and will only be provided with access while participating in District-adopted computer-based assessments.

Student's Name (print)

Date of Birth

Parent/Guardian Signature

Date



Photo/Likeness Release Form

I, _____, hereby authorize the **City of Fremont** to photograph, videotape or film me and/or my child and consent to the use of my name and/or likeness in the **Recreation Guides (including the cover), 4-page Marketing Bulletin, and e-newsletters**; and on Facebook, City website (www.fremont.gov), **City Cable TV Channel 27, City marketing brochures, and/or any other related materials and publications.**

I understand and agree that such materials, including all negatives, positives, and prints shall become and remain the sole property of the City of Fremont and I shall have no right or title to such items. I further understand and agree that these materials may be kept on file and/or used by the City of Fremont for potential future uses and further agree to release the City of Fremont from any and all liability arising from or in connection with the taking, use, publication, or dissemination of such materials.

If the persons are minors:

I represent that I am a parent/guardian of the minor who has signed the above release and that in that capacity the City of Fremont has my consent and authorization to use the name and/or likeness as described above.

INITIAL HERE: _____

Adult Name: _____

Signature: _____

Children(s) Name: _____

Email: _____

Phone: _____



ELP-PARENT AGREEMENT

I have read and understand the 2019-2020 Parent Handbook and the contents within.

Parent/Guardian Signature

Date

I have read and agree to abide by the attendance requirements.

Parent/Guardian Signature

Date

I have read and agree to abide by the dismissal policy.

Parent/Guardian Signature

Date

I have read and agree to abide by the behavior and discipline policy.

Parent/Guardian Signature

Date

I am aware that this program offers homework assistance but may not be sufficient time to complete the homework. It is my responsibility to check my child’s homework for completion and accuracy.

Parent/Guardian Signature

Date

I will be charged \$20 every 5 minutes my child is late to get picked up (after 6pm). I understand payment will be due the following program date to the Site Coordinator.

Parent/Guardian Signature

Date

All signature lines must be signed in order to maintain your child’s registration in the Expanded Learning Program.



ELP-STUDENT AGREEMENT

Please review this with your child. We ask that both you and your child sign your initials in the space next to each statement and sign the bottom of the form.

1. I have read and agree with the Discipline Section. _____(student initials)_____ (parent initials)
2. I will follow all of the Expanded Learning Program (ELP) rules. _____(student)_____ (parent)
3. I will treat all members of ELP, staff and students, with respect. _____(student)_____ (parent)
4. I will treat myself with respect. _____(student)_____ (parent)
5. I will respect the environment and the property of both the Fremont Unified School District, City of Fremont, and Expanded Learning Program. _____(student)_____ (parent)
6. I will NOT hit, punch, slap, kick, pinch, or otherwise physically harm any other person. _____(student)_____ (parent)
7. If I am having a problem with another member of ELP, I will try my best to talk through the problem and come up with a solution. _____(student)_____ (parent)
8. I will follow the directions that ELP Staff has given me. _____(student)_____ (parent)
9. I will use appropriate language. _____(student)_____ (parent)
10. I will be honest. _____(student)_____ (parent)
11. I will do my best to have a positive attitude and participate. _____(student)_____ (parent)
12. I will do my homework during homework time. If I do not have homework or if I finish early then I will read quietly. _____(student)_____ (parent)
13. I agree to not bring my friends to ELP unless they are registered.
_____ (student)_____ (parent)

I understand the following items listed above and agree to these conditions.

Student's Name (print)

Student Signature

Parent/Guardian Signature

Date