

RIVERSIDE UNIFIED SCHOOL DISTRICT
Expanded Learning Programs Policies and Agreements 2022-2023

Riverside Unified School District's Expanded Learning Programs, HEARTS (elementary) and PRIMETIME (middle school) offer a safe environment in which academic support, enrichment activities and social emotional development occur every day. HEARTS and PrimeTime provide free after school activities to TK-8th grade and are in operation every school day from school dismissal until 6:00 PM. Families informed in advance if the Program will be closed. Our programs consist of daily educational, recreational, and enrichment components.

Please read and review the following program policies, expectations, and procedures carefully.

ENROLLMENT POLICY – All TK - 8th grade RUSD students are welcome to participate, however, enrollment is limited and based on the following criteria:

1. Students who are homeless and/or foster youth
2. Students who can attend the Program daily
3. Students with academic need
4. Siblings of students with academic need (must attend the same school)
5. Other students wishing to participate, but not necessarily recommended for academic intervention

Students registered after the initial enrollment period will be placed on an interest list if the program is at capacity.

LIMITED HEALTH SERVICES – Health services are limited in the Program. In the event of an emergency, Program staff will call 911 and the parent/guardian. For non-emergency injuries or health concerns, staff will administer basic First Aid as needed and/or call the parent or other adult listed on the child's Contacts in AERIES for pick up. If your child has a disability that requires an accommodation in the Program, please contact the Program Coordinator at (951) 788-7135 x80722.

HOMEWORK AGREEMENT – Students will be given an opportunity to complete assigned homework during the Program, however, the Program does not guarantee that all homework will be completed and/or corrected; homework completion remains the responsibility of the student and their parent/guardian. Students are expected to:

1. Bring their homework daily
2. Accept that homework or other academic activities will be assigned if they arrive without appropriate homework
3. Know that their teacher will be contacted if they repeatedly report that they were not assigned homework

BEHAVIOR AGREEMENT – All students must follow school rules, remembering to **Be Safe, Be Respectful, and Be Responsible**. Discipline for inappropriate behavior will be determined based on individual student actions. When students engage in inappropriate behavior, the following will occur:

- 1st incident—written warning, conversation with student(s) and parent/guardian via phone or in person
- 2nd incident—student misses activity and parent is notified of behavior
- 3rd incident—student may be excluded from program

The severity and frequency of the inappropriate behavior may result in exclusion from the Program, and is subject to additional disciplinary action from the regular school day. Acts of violence toward another person will not be tolerated. Disruptive or disrespectful behavior toward other students or Program staff is a reason for exclusion/dismissal from the program.

STUDENT DISMISSAL & LATE PICK UP POLICY – Only adults, eighteen (18) years or older, may pick up students from the Program. Students must be signed out by a parent/guardian, or adult from the *Emergency*

Contacts List in AERIES, and will be required to show valid picture identification on a *daily basis*. Valid picture Identification is checked daily to help ensure students are safe at all times and released to an authorized person. All students must be picked up promptly at the end of the program. If proper identification is not shown, or your child is not picked up on time, the following actions will be taken:

- 1st incident—verbal warning
- 2nd incident—parent receives written warning
- 3rd incident—student may be removed from the program

If your child has not been picked up by program's end, Program staff will contact individuals as listed on student Contacts List; if no one can be contacted or is available to pick up the child, Program staff may contact local law enforcement or Child Protective Services to take responsibility for the child.

Nondiscrimination Statement: The Riverside Unified School District is committed to ensuring equal, fair, and meaningful access to employment and education services. RUSD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all basis of discrimination will apply to both education services and employment.

For any questions, concerns, or to file a complaint regarding discrimination, intimidation, harassment (including sexual harassment), bullying, Title IX, contact your school site principal and/or the District's Equity Compliance Officer and Title IX Coordinator: Raúl Ayala, Director of Pupil Services, 5700 Arlington Avenue Riverside, CA 92504, (951) 352-1200 ex. 83030, or by email at rayala@riversideunified.org and/or David Marshall, Resolution Officer, 3380 14th Street Riverside, CA 92501, (951) 788-7135 ex. 80426, or by email at drmarshall@riversideunified.org. For Title II, please contact Kiersten Reno-Frausto, SELPA Director, 5700 Arlington Ave. Riverside, CA 92504, (951) 352-1200 ex. 83503 or by email at kfrausto@riversideunified.org. For 504 Coordinator, please contact Paul Defoe, CWA Manager, 5700 Arlington Ave. Riverside, CA, (951) 352-1200 ex. 83301 or by email at pdefoe@riversideunified.org and for CCR Title 5, please contact Mr. Timothy Walker, Deputy Superintendent, Pupil Services & SELPA, 5700 Arlington Ave Riverside, CA 92504, (951) 352-1200 ex. 83501 or by email at twalker@riversideunified.org.