

# Riverside Unified School District

2023-20234

## Expanded Learning Programs: HEARTS Registration

Riverside Unified School District's Expanded Learning Program, HEARTS (TK-6) offer a safe environment in which academic support, enrichment activities and social emotional development occur every day.

### SECTION 1: Interest in Expanded Learning Programs:

Select ONE:	<input type="checkbox"/>	Yes! I am interested in the <b>HEARTS</b> program for elementary school students.
	<input type="checkbox"/>	No! At this time, I am not interested in the <b>HEARTS</b> program.

*Please read through this registration form carefully.*

*Complete All Sections.*

STUDENT INFORMATION: Enroll up to Three (3) Siblings (must attend the same school) on One (1) form:					
6-digit Student ID#	LAST NAME:	FIRST NAME:	GRADE:	BIRTHDATE:	SCHOOL:

SECTION 2: Expanded Learning Program Policies & Agreements		Circle your response:
Yes/ No	Parent/guardian and Student agree to abide by <b>HEARTS</b> rules, policies, and procedures, including, but not limited to: follow all school rules, program personnel instructions, and program enrollment criteria.	
Yes/ No	Parent/guardian agrees any dismissal before 6PM <b>requires</b> an early release reason; a box with a reason will need to be marked at student's dismissal.	
Yes/ No	Parent/guardian agrees they, and their authorized contacts, will be on time and present a <b>valid photo ID Every Day</b> when picking up students at dismissal.	

Additional Permissions: Please circle the appropriate response to indicate your preference.	
Yes/ No	My child can complete a program survey to gather required program evaluation data regarding the after-school program (Grades 4-6)
Yes/ No	My child can be photographed and/or recorded (audio/visual) by the District for the purpose of documenting and/or publicizing the HEARTS program in print, on the District website or social media.
Yes/ No	My child can use computers and access the Internet, in accordance with the District's Acceptable Use Policy for Students of Technology Resources.

SECTION 3: Contact Information for Program	
The <b>PROGRAM</b> will use your authorized contacts from the <b>AERIES® Student Information System</b> to dismiss your child from the <b>PROGRAM</b> . Should you need to authorize additional adults for student pick-up, please log on to <b>AERIES® Parent Portal</b> and update your contacts or contact your child's school.	
SELECT ONE:	<input type="checkbox"/> My contacts in <b>AERIES®</b> , including all phone numbers, are accurate and up-to-date.
	<input type="checkbox"/> I will be updating my contacts using the <b>AERIES® Parent Portal</b> .

SECTION 4: HEARTS Elementary School Dismissal from Program	
<b>DISMISSAL TIMES:</b> Safety is the top priority in <b>HEARTS</b> ; No child may walk home at any time during or from the <b>HEARTS</b> program without being released to an authorized adult, 18 years or older, with a valid picture ID. Expanded Learning will offer multiple dismissal times for parents/guardians to choose from. Please note: In choosing a dismissal time before 6PM, it is understood you are committing to pick up at that specific dismissal time--not earlier nor later.	

**HEARTS Dismissal Times:** Please note that the program's intent is to serve students until 6 PM. Any other dismissal time must meet the criteria from the Early Release Policy. **The following school sites will have dismissal times at 4:00pm, 5:15 PM, and 6:00pm**

Castle View  
Harrison

Jackson  
Magnolia

Victoria

**HEARTS Dismissal Times:** Please note that the program's intent is to serve students until 6 PM. Any other dismissal time must meet the criteria from the Early Release Policy. **The following school sites will have dismissal times at 4:30pm, 5:15 PM, and 6:00pm**

Adams  
Alcott

Highgrove  
Highland

Monroe  
Mt. View

Beatty  
Bryant

Jefferson  
Kennedy

Pachappa  
Rivera

Emerson  
Franklin

Lake Mathews  
Liberty

Taft  
Twain

Fremont  
Hawthorne

Longfellow  
Madison

Washington  
Woodcrest

**My child will be released from the HEARTS program at one of the times indicated above:**

*(Write in Time of Release)*

**Please check the appropriate box or boxes indicating how your child will be transported home:**

☐ Parent/Guardian Pickup - Must be over the age of 18 and present a valid photo identification

☐ Walk Home - Student will walk home with their parent/guardian with a valid photo ID

☐ Ride Bus - If eligible, I prefer that my child ride the bus (Not available at all sites). I give my consent for school staff to sign-out my child to board the bus.

#### SECTION 5: PARENT/GUARDIAN SIGNATURE

My signature below allows the Expanded Learning department to enroll my child in the HEARTS program for elementary school students according to their grade and school.

Additionally, it confirms that I have read and understood the **Program Policies & Agreements**, the **Early Release Policy** and agree to follow all program expectations, school and HEARTS rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print: Parent First Name*

*Parent Last Name*

*Current & Active Phone Number*

#### **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 Title IX and Compliance Coordinator: Bethany Scott, 3380 14th Street Riverside, CA 92501, (951)788-7135 ex.80135, or by email at bscott@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.

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **Expanded Learning Programs Policies and Agreements 2023-2024**

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:**

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**Riverside Unified School District's  
Expanded Learning After School Programs: Early Release Policy 2023-2024**

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.

- *It is recommended and encouraged for your child to remain for the entire duration of the program (until 6PM) in order for your child to receive the full benefits of the program.*
- *All early releases must have an **early release reason** clearly marked on the child's **Student Dismissal Log**.*
- ***Pick ups at 5:45-5:59 do not require an early release code.***
- *During California Standard Time, walkers release twenty-five (25) minutes before sunset.*

***Please review the following information carefully.***

Expanded Learning programs take place on each school day, from dismissal until 6PM, Monday through Friday, excluding holidays. Student participation in quality afterschool programming improves school attendance, academic achievement, graduation rates, and attitudes toward learning; as such, students are encouraged to attend the full program every day the program is in operation.

From time to time, we understand that a student may need to be released from the program early, for routine appointments such as doctor, dentist, or court-mandated meetings, which cannot be made during another time of the day.

Expanded Learning programs have multiple sign-out times available. Parents/guardians will need to pick a designated sign-out time for their child during registration, times vary by site. Parents/guardians should pick up their child at their **designated assigned time only**; gates will open promptly and programs will maintain a fifteen (15) minute window for pick up.

Furthermore, any dismissal before the 6PM **pick up window (5:45 -5:59)** requires an early release reason ; parents/guardians provide a reason for any early release before 6PM pick up window by marking a box on the **Student Dismissal Log**, using following criteria:

- **ALTERNATE ACTIVITY:** attending an alternate activity in a school or community center such as sports, dance, religious studies, or other activity that would become the child's enrichment component.
- **FAMILY EMERGENCY:** emergencies such as unexpected hospitalization of a family member, death in the family, or catastrophic incidents.
- **FAMILY NECESSITY/NEED:** unusual situation such as a parent/guardian attending school or work in the late afternoon/evening, no transportation, or interference with the regular family routine.
- **RECURRING MEDICAL APPOINTMENTS:** ongoing medical appointments such as counseling or physical therapy.
- **BUS RIDERS:** If a student is eligible, it will be noted in the dismissal log.
- **PROGRAM REQUESTED PICK-UP:** program personnel will call and release to parent/guardian for:
  - **Extreme Weather Conditions:** only applies to days with heavy rains or strong winds, especially if family walks home, to be determined by the school district.
  - **Student Accident/Illness:** child reports to program not feeling well, has a bathroom accident, or has sustained an injury during the program hours.
  - **Student Behavior Release:** student released early due to misbehavior.
  - **Other conditions** based on a case-by-case basis as determined by Program Administration.

Additionally, beginning in the autumn and lasting until near the beginning of spring, California is on Standard Time. As a result, sunset can be as early as 5PM. During Standard Time, the following policies are observed:

- Students who walk home with their parent/guardian will be allowed to leave the program twenty-five (25) minutes before sunset.
- PRIMETIME **only:** Students with permission to walk home will be released twenty-five (25) minutes before sunset.
  - *Sunset in December may be as early as 4:45PM, yet in February; sunset may come around 5:30PM.*
  - **PRIMETIME parents/guardians agree that if they wish for their child to be released early from the program, neither the school district, nor any officer or employee thereof, shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds.**

**Students found in violation of the Early Release Policy are subject to dismissal from the Expanded Learning Programs.** Students may be dismissed from the program when an individual student's record is reviewed and found to have an excess of unexcused absences and/or repeated early releases without an early release reason.

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