



Engage 360°

Extended Learning Programs

Parent – Student Handbook
2018-2019



Vision

We will work collaboratively and comprehensively with staff, parents, and the community to strengthen a learning environment focused on raising the achievement of all students and preparing them for success in college and career.

Mission

Engage 360° Extended Learning Programs will provide SAUSD students with a safe environment that is a true extension of the academic school day. Students will engage in meaningful, academic support, varied enrichment, nutrition and physical activities that will accelerate student outcomes linked to the District's Local Control Accountability Plan (LCAP) Goals of:

- **Goal 1: Student Learning Outcomes**
Students demonstrate the knowledge, skills, and values necessary to become productive citizens in the 21st Century.
- **Goal 2: Engagement**
All students have equitable access to a high quality curricular and instructional program that is accessible from home and school.
- **Goal 3: Conditions of Learning**
All students and staff work in a healthy, safe, and secure environment that supports learning.

Staffing

- A Site Coordinator ensures students are receiving a true extension of the learning day by engaging students in a high quality extended learning program. Site Coordinators receive ongoing training on best practices from the School District to ensure the program meets the three LCAP Goals (Student Outcomes, Engagement, Safe Conditions for Learning) in order to prepare students to be college and career ready. Site Coordinators work closely with the Instructional Providers to provide training, support, and coaching so that they are effective when working with students.
- Instructional Providers work directly with students to provide them with support during the Homework Assistance and Health & Wellness (Sound Mind and Body) rotation. Community providers will work directly with students to provide them with enrichment opportunities every day. Our community providers include: Active Learning, Boys & Girls Clubs of Santa Ana, Discovery Cube, José Hernández Mariachi Academy (Intermediate Only), Orange County Children's Therapeutic Arts Center, and Toyama Karate-Do.

HOURS OF OPERATION

The Engage 360° program hours are open Monday through Friday from school dismissal until 6:00 pm. At the Intermediate programs, students may sign out early to walk home with prior parent permission. Students picked up by an adult must remain until 6:00 pm (see the Early Release Policy). The Engage 360° program will only operate on school days, and is closed during winter and spring recess, as well as other school holidays and predetermined closure days.

PROGRAM POLICIES & PROCEDURES**STUDENT ENROLLMENT**

Prior to a student attending the After School ENGAGE 360° program they must have: 1) a completed Registration Form, 2) acknowledge they received a copy of the Parent Handbook, and 3) written confirmation from the Site Coordinator of their child/ren's acceptance into the program and start date.

Waiting List

When enrollment is at capacity, registration forms will be accepted and parents/guardians will be notified by phone or letter that their child/ren have been placed on the Waiting List. The length of time on the waiting list will vary by school site.

STUDENT ATTENDANCE

It is the intent of the Legislature and expectation of SAUSD that students enrolled in Engage 360° participate

every day that school is in session beginning at school dismissal until the of end program at 6:00pm. The same attendance requirements apply to both base (school day) and supplemental (summer) programs. Modifications of the attendance policy may be made on a case by case basis when in the best interest of the student and approved by an Extended Learning District Administrator.

Illness

Students with symptoms of communicable disease remain with a staff until the parent or designated representative arrives for the child. We make every effort to reach the parents when the student is ill, but after 30 minutes we will notify the emergency contacts indicated by the parents on the Registration Form. Parents are requested to pick up their child within one (1) hour of being notified.

Students who participate in the Engage 360° programs are not permitted to attend if they were absent or suspended from school.

Excessive PROGRAM Absences

This policy applies to students that attend school regularly, but are absent during program hours. Due to individualized circumstances, parents are advised to call the Site Coordinator informing them of the absence and reason thereof. Parents are also advised to provide doctor notes when applicable as additional documentation excusing the absence.

1st Program Absence

- Parent Notification Letter #1

2nd Program Absence

- Parent Notification Letter #2 & Attendance Contract

3rd Program Absence

- Parent Notification Letter #3 & Warning for Dismissal

4th Program Absence

- The student is suspended for 3 days of program. During the suspension period, the site coordinator will begin the process of student removal.

The Absence policy is to be applied on a student-by-student basis, and is applicable to both base and supplemental programs. There are many students who may be on the waiting list and could benefit from the After School Program. It is the policy that Absences must be kept to a minimum if a student is to continue participating in the After School Program. ***In situations where attendance requirements are not met, the parent may be issued an attendance contract. Future violations of the existing contract will follow a progressive intervention approach that may lead to program dismissal.***

Authorized Release Of Students

It is the policy of the Santa Ana Unified School District that students must be signed out of the program each day by an ***authorized adult of 18 years of age or older***. Students may be released only to those persons indicated on the Registration Form. It is the responsibility of the parent/legal guardian who originally completed and submitted the Registration Form to document all persons to whom the student may be released, including parent/legal guardian(s) with shared custody rights. Site Coordinators and their staff will not arbitrate custody disputes.

In cases where a parent/legal guardian is not able to pick up the student from program, a parent/legal guardian may authorize release to another adult who is **18 years of age or older**. Parent/legal guardian(s) may authorize release of their student to walk home alone (at intermediate sites only and with the completion of a walker release form). In case of emergency, a student may be released to law enforcement personnel if the parent/legal guardian or authorized emergency contact person(s) cannot be reached. This policy is applicable to both base and supplemental programs.

Custody Concerns

The courts must handle custody disputes. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records absent a court order stating otherwise. The school is required to comply with valid restraining orders or custody orders specifically stating visitation limitations. These court orders must be on file in the school office. Any student release situation that leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

Late Arrival of Students Before and After School

For safety reasons it is the Engage 360° policy that students arrive to program on time. Late arrival is defined as any time after the normal sign-in period at the beginning of program, and may be either "occasional" or "recurring." Engage 360° staff is required to document the reason for late arrival on a Late Arrival Form (LAF), and parents/guardians must sign upon dismissal. Reasons for late arrival may be any of the following:

1. Non-Engage 360° Enrichment Activity
2. Academic Support (i.e. tutoring, intervention, etc.)
3. Family Emergency
4. Medical Appointment
5. Weather Conditions
6. Child Accident/Illness
7. Transportation
8. Other Reason - Must be approved by Extended Learning District Administrator

In case of before and supplemental programs, the parent/legal guardian or person(s) authorized to drop the student off at program is requested to provide the reason for late arrival. The late arrival policy is to be applied on a student-by- student basis. Should students be late for any unexcused reasons, the following policy will be in effect:

1st Late Arrival

- Parent Notification & Late Arrival Form

2nd Late Arrival

- Parent Notification & Late Arrival Form

3rd Late Arrival

- Parent Notification & Behavior Contract

4th Late Arrival

- The student is suspended for three (3) days of program. During the suspension period, the site coordinator will begin the process of student removal.

Late Pick-Up Policy

The Engage 360° program operates from school dismissal to 6:00 pm. We do not have staff on the premises before or after these hours. We require parents to pick up their children promptly by 6:00pm. Should parents be late for any reason, the following policy will be in effect:

1st Late Pick Up

- Friendly reminder of program hours

2nd Late Pick-Up

- Documented reminder of program hours and Late Pick-Up Notice # 1

3rd Late Pick-Up:

- Documented reminder of program hours and Late Pick-Up Notice # 2

4th Late Pick-Up:

- Documented reminder of program hours and Late Pick-Up Notice # 3

5th Late Pick-Up:

- The student is suspended for three (3) days of program. During the suspension period, the site coordinator will begin the process of student removal.

After all attempts have been made to contact parents, emergency contacts, and more than one (1) hour has passed, custody of the child will be turned over to the Santa Ana Unified School District Police Department. SAUSD Police Officers are directed to transport the child to Orangewood Children's Home accompanied by a report to Child Protective Services.

Early Release of Students

All after school programs funded by the After School Education and Safety (ASES) and/or 21st Century Community Learning Centers (21st CCLC) programs supervised by the California Department of Education (CDE) are required to establish policies for the reasonable early release of students from the program. The Engage 360° program operates under either ASES or 21st CCLC funding and fully complies with these legal requirements.

If a student is unable to attend the program until 6:00pm, a parent/legal guardian may authorize a student to be dismissed early from program. Early release is defined as any time prior to the normal release period at the end of program. In cases of early release, a person(s) previously authorized by the parent/legal guardian to pick up the student may also authorize early release if picking the student up early on a given day.

Early Release Policy

The Engage 360° program operates from school dismissal to 6:00 pm. We rely on parents to allow their child(ren) time to complete all program rotations. However, we also understand that early releases may be necessary for some families, and that students may participate in alternate programs outside of school during the week. Three (3) or more early releases per week generates a chronic pattern, unless a Walker Release has been completed by an authorized parent/legal guardian (Walker Release forms apply to intermediate students only) or an accommodation has been approved by an Extended Learning Administrator. Should parents disregard program hours after three (3) early releases within a week, the following policy will be in effect:

1st week exceeding 3+ Early Releases (offense):

- Documented reminders of program hours

2nd offense:

- Documented reminder of program and Early Release Notice #1

3rd offense:

- Documented reminder of program and Early Release Notice #2

4th offense:

- Documented reminder of program and Early Release Notice #3

5th offense:

- The student is suspended for three (3) days of program. During the suspension period, the site coordinator will begin the process of student dismissal

When it becomes necessary for a student participating in the after school program to leave before 6:00pm, parents must include one of the Engage 360° Early Release codes on the student sign out sheet.

Early Release Codes

1. Off-site enrichment programs
2. Family Emergency
3. Family Needs
4. Medical Appointment
5. Transportation
6. Child Accident/Illness
7. Safety Issues (i.e. darkness, weather)
8. Accommodation - Approved by Extended Learning Administrator

The early release policy is to be applied on a student-by-student basis, and is applicable to both base and supplemental programs. There are many students who may be on the waiting list and could benefit from the After School Program. It is the policy that Early Releases must be kept to a minimum if a student is to continue participating in the Engage 360° program. In situations where attendance requirements are not met, parents will be contacted and the student will be removed from the program.

Release of Student to Walk Alone (Intermediate Sites Only) or Ride A District-Approved Bus Home Alone (Hoover Elementary Only)

The school district will determine the circumstances, if any, under which a student is allowed to walk home alone or ride a district-approved bus home alone. Where circumstances make it necessary and school district policy permits it, permission for a student to walk alone or ride a district-approved bus home alone may be granted when requested by the parent/legal guardian. Permission is granted on an individual basis and only if it is consistent with student safety. Permission is granted for a specified period of time, and never for more than one school year at a time. A student may not sign out to walk alone or ride a district-approved bus home alone before the release period at the end of program unless specific arrangements for a necessary early dismissal on a specified day or days have been made between the parent/legal guardian and the Site Coordinator. Actual release time(s) for students riding a district-approved bus home may vary based on site-specific bus schedules. This policy is applicable to both base and supplemental programs.

GENERAL INFORMATION***Personal Items***

Engage 360° is not responsible for lost, stolen or damaged personal items, including, but not limited to: electronic devices, money, clothing, etc. To avoid items being lost, stolen or damaged, students are encouraged to leave all personal items at home.

Phone Use

Each program has a phone on site that is for emergency use only. Parents and children should make any arrangements in advance.

Daily Snack

Each student participating in the Engage 360° program will receive a nutritious super snack that meets the guidelines outlined in the Education Code Section 49430. Snack times will be posted at each location. If a student has special dietary needs, please see the Site Coordinator.

- Outside food brought to the afterschool program is not allowed during the designated snack time.
- Refrigeration and microwave use are not available at our facilities.
- We do not allow glass containers, i.e. juice, soda, etc.
- Please do not send candy or gum as a food item. **Gum chewing is not allowed.**
- Students, families, and visitors are not allowed to eat or drink freely throughout the program. Food and drinks are only allowed in the designated eating area.

Gum Chewing & Littering

Any student that litters, chews gum, or is in possession of gum may receive a campus community service assignment during program hours.

SAFETY

Accidents & Injuries

Engage 360° staff will handle minor accidents/injuries sustained in the program, and are only allowed to use soap, water, and Band-Aids. Parents will be notified of these incidences on a “Minor Accident/Injury Report.” If there is a serious injury to a child, the parent will be contacted immediately. If we cannot reach a parent, 911 will be called and the child may be transported to the designated emergency center.

Child Abuse Reporting

All staff of the Santa Ana Unified School District is required by law to report cases of known or suspected child abuse and neglect whenever staff has a reasonable suspicion the child has been the victim of child abuse or neglect. Reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

Student Confidentiality

In the event of an accident or incident between students, all student information will remain confidential to parties involved. SAUSD staff will only answer questions and share information with parents regarding their own child.

Permission for Photo and Video Publication

Santa Ana Unified School District has an active and informative website, as do many other programs in the state. All of our after school programs, enrichment providers and the District would like to celebrate special events, achievements, and projects our students create as part of their educational experience. As part of your son/daughter’s educational program he/she may have the opportunity to be videotaped. Engage 360° programs will publish videos of students, student photographs, or have student work published on District social media outlets only with your written permission, which is filed every academic year by the school site.

Engage 360° Progressive Behavioral Plan SAUSD seeks to build a child’s self-esteem by helping him/her develop self-control and responsibility for his or her actions. We teach and reinforce positive behavior in the after school program using Positive Behavior Intervention Supports (PBIS) systems.

To minimize the need for disciplinary action, behavior expectations are established and periodically revisited at each of our programs. These expectations set limits of behavior for the safety and protection of the children. Adults are firmly supportive and consistent in their approach. Our goal is to help each child achieve self-control and collaborative skills. Students must follow the rules and expectations set forth by the District and school site. If they are unable to do so, Site Coordinators and/or administration may implement the following progressive discipline options:

Student consequences will depend upon the nature of the behavior issue as well as the student’s history. The list below are disciplinary options and does not serve as a step-by-step model. Students may be subject to immediate dismissal from the program due to Education Code Violations constituting suspension during the academic school day.

- Student Conference
- Parent Conference
- No-Go (Student Will Not Participate in a Program Sponsored Activities and/or Fieldtrips)
- Behavior Contract/Behavior Support Plan
- Temporary or Permanent Suspension from Enrichment or Community Provider Programs
- Change in Student Group and/or Mentorship Intervention Follow Up
- One (1) day Program Suspension w/ Parent Conference & Mentorship Intervention Follow Up
- Multiple Day Program Suspension for serious incidents occurring during program hours (this may constitute an administrative suspension during the school day)
- Referral to Site Administration and/or District Coordinators
- Daily Student Behavior Feedback Log

- Teacher Work & Attitude Report
- Parent & Student Conference with the District Coordinator and/or Site Principal
- Behavior Contract Revised with Program Suspension
- Referral to District Coordinators for Removal from Engage 360° Programs

Creating an emotionally and physically safe environment where students can thrive is a primary goal at SAUSD. Students that impede program activities, emotional wellbeing and/or physical safety of themselves or others will be redirected by staff in a systematic approach that offers intervention and clear outcomes. Students that exhaust interventions and constantly impede the quality assurance of the program for others may be subject to dismissal. Site Coordinators have been tasked to clearly communicate successes and concerns with parents/guardians.

We ask all parents/guardians to support us in encouraging positive behavior with all the students, and to use appropriate language and behaviors while visiting our programs. **Any verbal or physical misconduct by a parent/caregiver may result in your child's dismissal from the program. Adult misconduct is automatically reported to district personnel and site administration.**

STUDENT CODE OF CONDUCT & RESPONSIBILITY

In order to ensure a safe and orderly environment, all students are subject to the Engage 360° progressive discipline policy and Education Code 48900. As a condition of enrollment in the Engage 360° programs, all students and their parents have signed a Parent-Student Agreement Form. The Extended Learning Programs is committed to enforcing the responsibility of every student to conduct himself or herself in accordance with those policies. As a student and parent/guardian interacts with staff members, teachers, counselors, assistant principals, or the principal on discipline matters, measures will be clearly communicated to the student and the parent/guardian. This progressive discipline policy is a cumulative process extending over the entire year. The California Education Code governs all public schools in California. Section 48900 of the Education Code states that pupils are subject to the jurisdiction of school rules:

1. While on school grounds
2. While coming to or going from school
3. During the lunch period, whether on or off the campus
4. During, or while going to or coming from, a school-sponsored activity

The following infractions warrant immediate removal from program, suspension, referral to a Pupil Placement Committee, or expulsion: injury to persons; damage or theft of private or school property; possession or sale of firearms, knives, explosives or other dangerous objects or look-alike weapons; possession, use or sale of alcohol, any controlled substance or drug paraphernalia; sexual harassment, assault or battery; harassment; intimidation or threatening of a witness in a school disciplinary proceeding.

School Wide Expectations

1. Demonstrate acceptable behavior in the classroom, on the school grounds, and on the way home from school.
2. Comply with the school and/or district uniform policy.
3. Attend the Engage 360° Programs, every day, unless out of school for a valid reason (e.g., illness or bereavement).
4. At no time deface, damage, destroy, steal, or litter school district property or the property of other persons.
5. Be honest, courteous, respectful, and show good manners.
6. Show respect for our country and its symbols through participation in appropriate patriotic activities.
7. Move quietly and in an orderly manner throughout the campus. Walk while on campus.
8. Bring homework and reading materials daily to the after school program.
9. Refrain from inappropriate or public displays of affection.
10. Eat food in the lunch area only, and help maintain a clean campus by putting all trash in the proper containers.
11. Obey directions for seating, conduct, and dismissal at assemblies.
12. Maintain the standards of the school when not under the direct supervision of an Instructional Provider or supervisor and when attending Engage 360° functions off campus.
13. Work in the library or computer labs responsibly, respect the rights of others, and use materials properly.

14. Stay on campus during program hours until properly released.
15. Walk directly home from the after school program (for student walkers)

Classroom Expectations

1. Enter and exit the classroom in a quiet and orderly manner.
2. Be in their seats and ready to work during homework assistance.
3. Be prepared, at all times, homework, school agenda (if issued), pencils, pens, a notebook, and paper.
4. Follow all directions of the classroom Instructional Provider and other school staff, and obey the rules and regulations of each classroom in order to avoid disturbing others.
5. Complete all work that is assigned and any make up work missed due to absences. Personal grooming items must be kept in the student's purse, or backpack during school hours.
6. Eat only in designated areas. Students may not eat in the classroom during class time. They may not eat by or near the classrooms at any time.
7. Treat all staff members with respect, following directions and instructions as provided by Instructional Providers.
8. Students are not to be in a classroom unsupervised. Students are not to enter classrooms without permission.

Bullying

Every student is entitled to a safe school environment free from: discrimination, harassment, intimidation and bullying. Engage 360° enforces the District's Policy on Bullying, BP 5145.4. Please refer to the District's website or locate a detailed copy of the Bullying Policy in the school office.

The District prohibits bullying. An anonymous complaint can be made by contacting the principal, calling the anonymous hotline or sending an email to pss@sausd.us. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.

Engage 360° is committed to stopping and preventing bullying and other hateful behaviors. Our students are expected to help us prevent this hurtful behavior by doing the following:

- Avoid engaging in acts of bullying
- Report bullying incidents you witness or experience
- Support someone who has been hurt
- Show your disappointment in the behavior by not joining in acts of bullying
- Obey SAUSD policies and school rules
- Report acts of bullying anonymously by calling the WeTip Hotline: 1-800-78-CRIME

Program Termination Policies

Engage 360° students may be released from the program for, but not limited to, one of the following reasons:

- Excessive Absences (see Absence Policy)
- Excessive Late Pick Ups (see Late Pick Up Policy)
- Use of a tobacco product on school campus
- The possession of illicit drugs, alcohol, weapons, or replicas of weapons on school campus
- Child who presents a health and/or safety risk to himself/herself, other children or staff
- Parent or guardian who presents a health and/or safety risk children, parents, or staff
- Parent or guardian who harasses staff, other parents, and/or children
- Non-compliance with Engage 360° Program policies in the Parent Handbook

Internet Access

Students will have access to technology during afterschool program hours. Engage 360° will enforce the District's Technology Use policies. Please refer to the District's website or Parent-Student District Handbook for a complete copy of the Student Technology Use policies. Students and parents must understand that the consequences of violations of the Student Technology Use Policy include, but are not limited to: suspension and/or revocation of Internet access, school suspension and/or expulsion, or possible legal action.

Privacy

Computer files and communications over District electronic networks are not private. The District reserves the right to monitor any use of District Technology, including on-line communications, for improper use and/or for regular maintenance of the District's systems.

Student Use of Technology Guidelines

A student's parents may be held financially responsible for any harm that may result from the student's intentional misuse of District or Personal Technology. Students may use District Technology and the Internet only if their parents have signed a waiver of claims for damages against the District, which is included in the Student Technology Use Policy.

Student Obligations and Responsibilities

The following provisions refer to District Technology; however, use of Personal Technology also may violate this regulation if the District reasonably believes the conduct or speech will cause actual, material disruption of school activities.

1. Students shall keep passwords, personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own password or account number.
2. Students shall use District Technology responsibly for educational purposes. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited.
3. Students shall not use District Technology to access, post, submit, publish, or display "material that is harmful to minors," or matter that is threatening, obscene, lewd, vulgar, or disruptive.
4. Students shall not use District Technology to engage in discrimination, harassment, intimidation, or bullying on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic.
5. Students shall not use District Technology to engage in hate violence.
6. Students shall not use District Technology to engage in harassment, threats, or intimidation.
7. Students shall not engage in cyberbullying, bullying by means of an electronic act, using District Technology. **Examples of cyberbullying might include:**
 - a) threats to harm another person;
 - b) oral or written assaults, such as teasing or name-calling;
 - c) social isolation or manipulation;
 - d) posting harassing messages, direct threats, social cruelty or other harmful texts, sounds or images on the Internet, including social networking sites;
 - e) posting or sharing false or defamatory information about another person;
 - f) posting or sharing information about another person that is private;
 - g) pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships;
 - h) posting or sharing photographs of other people without their permission;
 - i) spreading hurtful or demeaning materials created by another person (i.e., forwarding offensive e-mails or text messages);
 - j) retaliating against someone for complaining that they have been bullied.
8. Students shall not disclose, use, or disseminate personal identification information about themselves or others when using District Technology. Students should not post or share photographs of other students without the other student's permission.
9. Students shall not use District Technology to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
10. Copyrighted material shall be downloaded or shared only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
11. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy District Technology or manipulate the data of any other user, including so-called "hacking."
12. Students shall not attempt to access or read other users' electronic communication or files, interfere with other users' ability to send or receive electronic communication, or attempt to delete, copy, modify, or forge other users' communication or files.

13. Students shall report any security problem or misuse of District or Personal Technology to the teacher or principal. If a student mistakenly accesses inappropriate information, the student must immediately report the matter to a teacher or school administrator.
14. Students shall not modify or attempt to repair District Technology without prior authorization.
15. Students shall not connect any personal device in the network, such as wireless access points, routers, hubs, etc.
16. Students shall not use web based proxies/anonymizers or software that attempts to make online activity on the Internet untraceable.
17. Students shall not misuse District or school distribution lists or discussion groups by sending irrelevant messages.
18. Students may not send, share, view or possess pictures, text messages, e-mails, or other material of an obscene nature in electronic or any other form on Personal Technology at school or school-related activities, or using District Technology.

Personal Mobile Devices

The use of personal mobile devices, such as laptops, cellular phones, tablets, pagers, or other electronic signaling devices, by students on campus is subject to all applicable School and District policies and regulations concerning technology and personal mobile device use.

- Permission to have a mobile device at school is contingent on parent/guardian permission.
- The District accepts no financial responsibility for damage, loss or theft. Devices should not be left unattended.
- All costs for data plans and fees associated with mobile devices are the responsibility of the student.
- The District does not require the use of personal mobile devices and does not rely on personal devices in its instructional program or extracurricular activities.
- Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property.
- Use during class time must be limited to instructional purposes.
- Photographs and audio or video recordings may be taken/made only with the express permission of all individuals being photographed or recorded. Recordings made in a classroom require the advance permission of the teacher and the school principal.
- Students may not take, possess, or share obscene photographs or videos.
- Students may not photograph, videotape or otherwise record teacher-prepared materials, such as tests.
- If the District has reasonable cause to believe the student has violated the law or District policy, the device may be searched by authorized personnel and/or law enforcement may be contacted.

Internet opt out

Parents/guardians wanting to limit their child's Internet access beyond limited use for required instructional programs and state-required online assessments must complete the SAUSD Student Internet Opt-Out Form on the Parent Portal on the District website. This form, once completed, must be taken to the child's school. A form must be completed and turned in for each child.

Student Files

Engage 360° works collaboratively and comprehensively with staff, parents, and the community to strengthen a learning environment focused on raising the achievement of all students and preparing them for success in college and career. As we continue to support students, we must ensure the wellbeing of all students and the level of commitment of all parties. We believe that caring for students and celebrating their progress is essential, so we task Site Coordinators to maintain student files and support individualized needs. Parents strengthen Site Coordinator support by assisting them with current records. Upon the enrolment of a student, parents are required to fill out the following attachments:

1. Student and Parent Agreement (Appendix A)
2. Medical Condition/Special Needs Form (Appendix B)
3. Photography and or Interview Release (Appendix C)



ENGAGE 360°

EXTENDED LEARNING PROGRAMS



Student Agreement

As a student of the Engage 360° Programs, I will strive for Excellence in Academic work by:

1. Utilizing my time to complete all homework assignments neatly, accurately, and on time during Homework Assistance Rotation.
2. Completing any assignments left unfinished at home.
3. Participating in all program activities.
4. Writing daily assignments and important event dates in my agenda.
5. Taking responsibility of my own success.
6. Asking for help when necessary.

Strive for Excellence in Citizenship by:

1. Complying with all requirements of SAUSD and My School’s Code of Student Conduct.
2. Showing respect for all students, teachers, administrators, staff members and guests.
3. Exhibiting behavior that supports learning within the classroom and throughout the campus.
4. Attending the after school program punctually.
5. Complying with the school’s and/or district uniform/dress code policy.
6. Giving my parent/guardian all school correspondence and having my parent/guardian read and sign such correspondence to be returned to school the following day.

Parent Agreement

I acknowledge that I have received a copy of the Engage 360° Student-Parent Handbook. I understand and will comply with the policies set forth. As a parent of an Engage 360° student, I will support the goals and philosophy of the after school programs by:

1. Being responsible for my child’s regular attendance and punctuality.
2. Assisting my child in achieving the required academic standards necessary for grade level proficiency.
3. Reviewing my child’s schoolwork, agenda, and online grades regularly and contacting my child’s teachers or other staff members via phone, e-mail or agenda, when concerns arise.
4. Participating in conferences with Engage 360° personnel when requested and supporting decisions that have been mutually agreed upon between the after school program and me.
5. Being responsible for reading Engage 360° Parent/Student Handbook and the school’s Code of Student Conduct with my child and ensuring my child abides by all of school and program policies and procedures concerning behavior and citizenship.
6. Knowing and enforcing the school’s and/or district’s uniform and dress code policy.
7. Reading, understanding and signing all program correspondence and ensuring that correspondence is returned to the program Site Coordinator the following day.
8. Attending program parent meetings when scheduled.

Name of Student (Print Name)

School

Parent / Guardian (Print Name)

Date

Parent / Guardian (Signature)

COPY