



## WELCOME TO RON RUSSELL SUN COMMUNITY SCHOOL!

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### SUN Extended Day Schedule:

#### Winter Term:

Jan 14<sup>th</sup> – Mar 14<sup>th</sup>

3pm - 3:17pm: Free Meal  
3:20pm - 4:10pm: Period 1  
4:15pm - 5:20pm: Period 2  
5:20/25pm: Dismissal/Bus Leaves

Classes are Monday-Thursday only.

### Important Winter 2019 Dates:

Dec 7<sup>th</sup>: Students receive activity guide.

Dec 20<sup>th</sup>: Activity guides due

Jan 14<sup>th</sup>: First Day of SUN

Jan 21<sup>st</sup>: No SUN

Feb 18<sup>th</sup>: No SUN

Feb 25<sup>th</sup>-28<sup>th</sup>: No SUN (Conferences)

Mar 14<sup>th</sup>: Last Day of SUN

#### **Anthony Zafra**

SUN Site Manager  
(503) 256-6500 ext. 5641

#### **Harmony Kingsley**

JVC Northwest Americorps  
(503) 256-6500 ext. 5681



SUN Community Schools are a collaboration of Multnomah County, the City of Portland, and Centennial, David Douglas, Gresham-Barlow, Portland Public, Parkrose, and Reynolds school districts and non-profits.

Ron Russell SUN Community School (SUN CS) supported and run by **El Programa Hispano Católico**, is a place where students find academic support, arts enrichment, skill-building opportunities, and recreational classes after school at **no cost**. All Ron Russell students are welcome and encouraged to participate in Extended Day activities through Ron Russell SUN CS, which offers a **free** meal for students each day and transport home by way of the Ron Russell Activity Bus to all bus riders. **In addition** to our Extended Day activities, SUN Community Schools help families connect to local resources such as Case Management, ELL and GED Services, Rent and Energy Assistance, Housing, Food and Clothing pantries, Mental Health Services and much more! Please refer to [www.elprograma.org](http://www.elprograma.org) for more information about our community services.

The team at Ron Russell SUN Community School is looking forward to another great year of new opportunities and student success. **Please don't hesitate to contact the Ron Russell SUN office with your questions, ideas for student classes, or interest in volunteering with SUN.** This is your Community School. Welcome! SUN office: (503) 256-6500 x5641/x5681

A **free meal** is available for SUN participants for Supper, **Monday - Thursday from 3pm - 3:17pm in the Cafeteria.** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

SUN Community School programs and services reflect the diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age, or disability. People with disabilities who require additional support should contact the SUN office: (503) 256-6500 x5641



PORTLAND PARKS & RECREATION  
Healthy Parks, Healthy Portland



**El Programa Hispano Católico Ron Russell SUN Community:  
School Student Registration Form 2018-2019**

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Gender: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Advisory Teacher: \_\_\_\_\_

**What is your race or ethnicity? Mark as many boxes as apply:**

- |   |  |
|---|--|
| <input type="checkbox"/> African                | <input type="checkbox"/> Native American or Alaska Native    |
| <input type="checkbox"/> Asian                  | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Slavic                              |
| <input type="checkbox"/> Latino/Hispanic        | <input type="checkbox"/> White                               |
| <input type="checkbox"/> Middle Eastern         | <input type="checkbox"/> Decline to Answer                   |

**Primary language spoken at home:**

English  Spanish  Chinese  Russian  Vietnamese  Other: \_\_\_\_\_

**Does the student receive special education services?**  Yes  No If yes, please describe:

**What is your preferred method of Communication:**  Phone Call  Text Message  E-mail

\*Provide phone number, e-mail for this communication: \_\_\_\_\_

**Parent/Guardian Emergency Contact Information:**

Student lives with:  Both Parents  1st Parent/Guardian  2ndParent/Guardian  Other

**1st Parent/Guardian:**

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Work Phone: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

**2nd Parent/Guardian:**

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Work Phone: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone:(\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone:(\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

## **Transportation:**

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### **➡ Check ( ) one choice:**

- Picked up by a parent, guardian, or authorized adult (name): \_\_\_\_\_
- Walk home
- Ride the activity bus home

### **Medical Information:**

Please list any allergies, medical concerns or physical disabilities of which SUN Community School should be aware: \_\_\_\_\_

### **Attendance Expectations for Students:**

- Students are expected to attend all classes in which they are enrolled.
- Parent/guardian are expected to contact SUN staff if and when students will not be present in classes in which they are enrolled.
- Parents/guardians are responsible to inform SUN staff if you would like to receive communication regarding attendance of your students in SUN. Staff cannot be responsible for notifying parents/guardians of unexcused absences on a daily basis unless you submit a written request to SUN staff.
- Written permission is required from parents in order for student to participate in any non-registered SUN activity such as special events or SUN classes in which the student has not registered for. Written permission includes, permission slips, e-mail or text message from parent prior to the event or class time.
- Students who are present in SUN on a non-enrolled day without parent permission will not be allowed to participate in SUN activities. SUN staff will make reasonable attempts to inform parent/guardian that student is present at SUN during a non-enrolled time and parent/guardian will decide next step for the student.
- Written permission is required from the parent/guardian of any student who participates in activities outside of the school premises such as field trips.

**➡  Yes, I have read and understood the attendance expectations for the SUN Community School.**

### **Behavioral Expectations:**

The safety and well-being of all participants and staff is of utmost importance. To ensure safety in SUN Community Schools, we require that all participants be able to follow all seven of the following criteria:

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

Please check below to acknowledge you have read the behavioral expectations and agree to discuss any concerns with the SUN Site Manager.

**➡  Yes, I have read the behavioral expectations for the SUN Community School.**

**Photo/Art Release:**

Pictures may be taken of participants or artwork may be created during classes and used in school displays, community handouts, and educational and promotional materials, which may be in print, on the Internet, or on video/audiotape.

**May the program take photos of your child or use their artwork for the above purposes?**

Yes  No

**Parent/Guardian Permission to Participate & Acknowledgment of Risk:**

I hereby give permission for my child to participate in the **El Programa Hispano Católico (EPHC) school-based activity program** and occasional field trips that may be offered with advance parental written permission. I am aware that it is not possible to foresee and prevent all potential losses arising from indoor and outdoor activities. Knowing the risks and dangers, I understand the possible consequences of my child participating in activities during program participation. By signing below, I hereby agree to allow my child to participate in all activities with full knowledge that there are real risks of loss inherent in it. By signing below I expressly assume on behalf of my child all risk of injury associated with participation in program activities. I hereby give my consent for any emergency anesthesia, surgery, hospitalization or other medical treatments that might become necessary for my child. As my child's parent or legal guardian, I hereby agree to take full financial responsibility for any such care.

I hereby state that to the best of my knowledge, my child has the necessary mental and physical skills and ability to participate in SUN activities. As the child's parent or guardian, I assume full responsibility for my child for bodily injury and loss of personal property and expenses thereof.

I understand that my child will be required to follow instructions and abide by the rules attached and reasonable safety procedures. **I understand that EPHC, a Catholic Charities member agency, reserves the right to refuse to allow my child to participate in part or all of the activities if they are incapable of participating safely. EPHC also reserves the right to expel students due to behavioral concerns.**

As further consideration for my child's participation in this program, I (for myself and my spouse {if any} and on behalf of my child) do hereby fully and forever waive and release EPHC/Catholic Charities, and all officers, directors, employees, agents and volunteers of the organization, acting officially or otherwise, from any and all claims, suit, action or cause of action of any kind or nature that may arise or be asserted in any way whatsoever relating to my child's participation in this program, and further, I shall fully and forever defend, indemnify and hold harmless EPHC/Catholic Charities from and against any and all claims, demands, losses, liabilities, damages, actions, causes of action, suits, judgments, costs and expenses (including court costs and attorneys' fees) in any way whatsoever arising out of or relating to my child's participation in this event.

**I have read, understood and accepted the terms and conditions** stated herein and acknowledge that this agreement shall be effective and binding upon my child & me from 7/1/2018 until 6/30/2019 unless canceled in writing.

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**El Programa Hispano Católico Ron Russell SUN Community:  
School Release of Information 2018-19**

Student Last Name \_\_\_\_\_

Student First Name \_\_\_\_\_

Our SUN Community School is a collaboration of David Douglas School District, Multnomah County, the City of Portland and **El Programa Hispano Católico (EPHC)**, who come together to support children's success in school and life. We do this by working together to meet the specific needs of our students and their families.

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

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

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

➡ **Check box AND sign below:**

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

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

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This permission is effective from July 1, 2018 to June 30, 2019 unless cancelled in writing.**



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