

September 10, 2018

Dear Students, Parents/Guardians,

Pleasanton Middle School is excited to invite and welcome our students to attend the *Pleasanton Middle School Study & Learning Assistance Hour*, which will begin on September 10, 2018. The sessions will be held Monday through Thursday afternoons from 3:15 to 4:15 pm in the Pleasanton Middle School Library. Credentialed teachers and high school students will assist students with homework, review concepts, and help with the practice needed for the various content areas.

Our goal is to help students reach their fullest potential; but, in order to attain that goal, we ask that students be committed to their learning by coming prepared with the necessary materials, being focused, and productive. Textbooks and computers will be available in the library, as needed. To ensure that all students have a positive experience, we wish to provide an environment that is conducive to learning.

The following expectations must be followed by students attending the *Study & Learning Assistance Hour*:

1. Respect others and work quietly.
2. Stay engaged and use your time to be productive.
3. No eating or drinking in the library.
4. Remain in the library at all times, except for using the restroom or getting a drink of water, with permission from a teacher.
5. Sign in when arriving to the learning assistance session and sign out when leaving.
6. Devices may be used for academic purposes only, and if given permission by a teacher. No game playing is allowed.
7. Most students follow the expectations; however, for any individual that chooses not to follow the norms - he/she may be dismissed from and/or lose the privilege of attending the *Study Hour & Learning Assistance* opportunity. **Additionally, parents/guardians will be contacted and a school consequence will be given.**
8. Because this is a school-sponsored event, cell phone rules still apply, until the student leaves campus for the day.

We look forward to you joining us for this learning opportunity. We want to assist you in being successful on your educational journey.

Sincerely,

Principal Jill Butler, Ed.D

By signing below, I/we have read and understand the rules and expectations of *Study & Learning Assistance Hour*.

Student signature _____ Date _____

Parent/Guardian signature _____ Date _____

Parent email address: _____

Student ID# _____

**PLEASANTON UNIFIED SCHOOL DISTRICT
STUDENT TUTORING AUTHORIZATION**

This form must be on file with the administrator responsible for tutoring at all times. After attendance at the first session, in no case will the student be permitted to attend tutoring if the form is not on file with the parent/guardian(s) signature.

Student's Name: _____ Grade: _____

Destination and Purpose: **Pleasanton Middle School, Extended Day Tutoring**

Date(s) of Trip: **Monday through Thursday (beginning 9/10/18)**

Times: **3:15 - 4:15 PM** In PMS Library Departure Time: N/A Return Time: N/A

Method of Transportation: N/A Staff Sponsor: **Dr. Jill Butler, Pleasanton Middle School Principal**

Name of Medical Insurance Company: _____

Group/Coverage Number: _____

PARENT APPROVAL

Your attention is directed to Education Code Section 35330. This law states, in part, "all persons making field trips ...shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by reason of the field trip."

Further, the parent/guardian(s), by acknowledging this field trip/tutoring authorization, fully understands and recognizes that the student's participation in this field trip/tutoring is strictly voluntary, not required attendance.

Field Trip/Tutoring Regulations:

1. Students shall obey all rules while at tutoring including arriving to school by the same form of transportation as departure, unless prior written permission is granted by site administrator to return with parent/guardian.
2. Students shall comply with all applicable school rules and shall be subject to discipline up to and including suspension or expulsion for their actions.
3. Students may be denied future tutoring opportunities and be sent home, if rules are not observed.
4. Administrators and adult tutors will discuss rules and safety with students while at tutoring.

I certify that all Emergency Medical Information on file with the District is current. (Come to the school office if this information needs updating.)

Parent/Guardian Signature

Date

I have read and agree to all regulations listed above.

Student Signature: _____

Parent/Guardian Signature: _____ Cell Phone#: _____