

Dear Parents/ Guardians,

It is my pleasure to join the school community of Carmel Middle School this year. My name is Abigail Hatten and I will be the Coordinator and Tutor of the Extended Learning Center (ELC). The ELC is an afterschool program that provides tutoring to CMS students. This program is the perfect place for students to come and receive extra help with their classwork. The ELC is a **drop in** program that is open **Monday – Thursday after school** and ends at **5:30pm**. Students may come in at any time during those hours.

As you know, there are some rules and expectations set in place so that students can succeed. They must be met or loss in ELC privileges will occur. Please read through these rules and expectations with your child to complete the permission slip.

1. **Show up ready and prepared.** Students bring in their work with all necessary materials.
2. **Sign in and sign out.** Students need to sign-in upon arrival. If they need to leave (go to bathroom or library) they must sign-out.
3. **Work quietly.** Students should work quietly and raise their hand if they need help. ELC is a place where students can learn and focus.
4. **Set goals.** Students should set a goal to accomplish by the end of their time in ELC.
5. **Be respectful.** Respect those around you, including other students and staff. Also, if after a warning the student doesn't get back on task, the student will be asked to leave. Continual disruptions will result in loss of ELC privileges.
6. **Be positive!** A negative attitude will not help and can make your work harder.
7. **No cellphones.** Cell phones should be off and put away, unless it is for coordinating a ride home.
8. **Active work.** Students need to be actively working while at the ELC. If you have completed all your work and have nothing to do, then you need to contact your parent/guardian to pick you up.
9. **All school rules will be enforced.** Any violations will result in the consequences set forth in the school handbook (see the CMS agenda).

The ELC is a great opportunity for students to learn and receive additional help after school! If you have any questions, you may contact me at ahatten@carmelunified.org.

Sincerely,

Abigail C. Hatten

Extended Learning Center Permission Slip

This permission slip must be signed and returned before using the ELC. Please read through the rules and expectations with your child. It is important that students follow these rules in order to have a successful experience.

I, _____, the parent/ guardian of _____, give permission for my child to participate in ELC. I have discussed the rules with him/ her. I understand that using the ELC is a privilege for my child and not a right. I also understand that if my child does not follow the rules, he/she will be asked to leave. Constant disruptions will allow for my child to be excluded from using the ELC.

Parent Signature: _____ **Date:** _____

I, _____, understand the rules and expectations of ELC. I will arrive prepared, ready to work, and will follow all the rules and expectations. I understand that if I do not follow these rules, I will be asked to leave. If I am a constant disruption to the ELC, I will not be allowed to use the ELC. I have read and agree to the rules and expectations of the ELC.

Student Signature: _____ **Date:** _____

Due to the school office being closed while the ELC is open; please provide the name of two emergency contacts that are authorized to pick up your child if we are unable to reach you.

Name/ Relationship: _____ **Number:** _____

Name/ Relationship: _____ **Number:** _____