



Santa Barbara Unified
Every child, every chance, every day.

721 East Cota Street
Santa Barbara, CA 93103
Phone: 805.965.4633
Fax: 805.884.0962
SBUUnified.org

**Santa Barbara Unified School District
LATE ARRIVAL & EARLY RELEASE POLICIES
for the After School Education and Safety (ASES/A-OK) grant program
at Santa Barbara Unified School District Elementary Schools**

Per Education Code Section 8483(a)(1), the After School Education and Safety funded programs in elementary schools shall commence immediately upon conclusion of the regular school day, operate a minimum of 15 hours per week, and remain open until at least 6 p.m. on every regular school day. Every program shall establish a policy regarding reasonable early daily release of pupils from the program.

Per Education Code Section 8483(a)(2), it is the intent of the Legislature that elementary school pupils participate in the full day of the program every day during which pupils participate (=15 hours).

A. Late Arrival to the After School Education and Safety grant program (ASES/A-OK) at elementary schools is approved by the Santa Barbara Unified School District Board of Education for the following reasons:

1. A student is requested to report directly to a remedial or tutorial or other ASES-related sessions with a teacher or approved staff before signing into the ASES/A-OK program, so as to maximize time in the session. When the session is over, the student reports immediately to the site coordinator for sign in to ASES/A-OK and goes to the assigned activity.
2. On parent conference days in the event the conference is directly after school and the student is asked to attend with the parent.
3. Documented dental, medical, or counseling appointments
4. Documented religious education classes

B. Early Release from the After School Education and Safety (ASES/A-OK) program at elementary schools is approved by the Santa Barbara Unified School District Board of Education for the following reasons:

1. At ASES/A-OK sites for students who take the bus home; the bus must leave at approximately 5:15-5:30 in order to complete the route in a timely and safe manner.
2. On parent conference days when it is a hardship for the parent to return to school a second time to pick up the student (On parent conference days, ASES/A-OK program parents are invited to stay and visit the program until check out time if they are able.)
3. Documented dental, medical, or counseling appointments
4. Documented religious education classes
5. Family or transportation emergencies
6. Commuter families living out of town who need to leave earlier than normal check out time
7. Students transported by their parents who need to leave earlier than normal check out time to go home and prepare dinner prior to leaving for an evening job or adult class
8. In severe weather and during months of early darkness (Pacific Standard Time) where there is concern for safety reasons
9. In some cases where a student has a periodic special classes not available in the ASES/A-OK program, such as a musical instrument or dance lesson, that develops specific skills important to that youth's development (early release in this situation is considered on a case by case basis and may not be granted if there is a wait list for ASES/A-OK.)
10. In cases of community emergency, such as fire, earthquake, upon decision by the administration.

Individuals Authorized to Request Late Arrival or Early Release and Sign Out Students:

The student’s parent or legal guardian may request late arrival or early release for any of the above reasons. Parents should alert the site coordinator in advance about scheduled appointments (A or B #3, #4). Parents are to discuss needs related to B #6, #7, #9 with ASES/A-OK site coordinator. Principals, teachers, or other school approved staff may request late arrival due to A #1 above and alert the ASES site coordinator.

When picking up a student for Early Release, the parent or other approved adult listed on the students enrollment form must go to the ASES/A-OK site coordinator or other designated ASES/A-OK staff, sign out the student, write the time of day, and state the reason. There are no exceptions. Students who arrive late per an approved reason above must go directly to the ASES/A-OK site coordinator to sign in and say why they are arriving late. There are no exceptions.

Consequences of excessive absences, excessive unapproved late arrival or excessive requests to leave early (whether for approved or unapproved reasons):

Because the ASES/A-OK Program is evaluated by the state and funded by the state based on daily attendance for the full program and other factors, excessive absences or excessive requests for late arrival and early release (whether for approved or unapproved reasons) may result in a student being dropped from the program if there is a waiting list.

After School Education and Safety program (ASES/A-OK)

SIGN-IN AND SIGN-OUT PROCEDURES AT THE ELEMENTARY SCHOOL SITES

Sign In:

All students enrolled in ASES/A-OK are signed in by ASES/A-OK staff directly after the regular school day ends.

Authorized Pick-Up Persons and Sign Out Requirements:

Parents or other adults authorized by parents to pick up a student are required to sign students out of the ASES/A-OK Program and write the time before leaving with the child. Identification may be required. A note signed and dated by a parent or legal guardian is required for anyone being added or deleted from the authorized list and must be brought to the Site Coordinator or family advocate. In an emergency, the parent or guardian with legal custody may call the Site Coordinator or Program Supervisor to authorize a change for the day, providing appropriate identification information. Children may not be signed out by a child.

There are no exceptions to signing out requirements. This is for safety purposes, for attendance documentation and funding-related.

_____ Reason

Day of the Week

_____ Reason

Day of the Week

I understand and agree to comply with the Late Arrival/Early Release Policies as outlined in this agreement.

Parent or Guardian
(Please Print Clearly) _____ Date: _____

Parent or Guardian Signature _____