



**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) grant program**

**Per California Education Code Section 8483(a)(1), the After School Education and Safety funded programs in secondary schools shall commence immediately upon conclusion of the regular school day, operate a minimum of fifteen 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 California Education Code Section 8483(a)(2), it is the intent of the Legislature that pupils in middle school or junior high school attend a minimum of nine hours a week and three days a week to accomplish program goals.**

**A. Late Arrival to the After School Education and Safety Program (ASES) at a secondary school is approved by the Santa Barbara Unified School District's Board of Education for the following reasons:**

1. A student is requested to report directly to a remedial or tutorial or other ASES-related session with a teacher or approved staff before signing into the ASES 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 and goes to the assigned activity.
2. In the case where a student is asked to attend a parent conference with a teacher or administrator after school prior to checking in to ASES.
3. Documented dental, medical, or counseling appointments
4. Documented religious education classes

**B. Early Release from the After School Education and Safety Program (ASES) at a secondary school is approved by the Santa Barbara Unified School District's Board of Education for the following reasons:**

1. Documented dental, medical, or counseling appointments
2. Documented religious education classes
3. Family or transportation emergencies
4. Commuter families living out of town who need leave earlier than normal check out time
5. Students transported by their parents who need to pick up earlier than normal to get home and prepare dinner prior to leaving for an evening job or class
6. A written parent request for a student who must walk a long distance home or take public transportation and, for safety reasons, needs to leave earlier than the normal check out time
7. In severe weather and during months of early darkness (Pacific Standard Time) where there is concern for safety reasons
8. 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.)
9. In cases of community emergency, such as fire, earthquake, upon decision by the administration
10. In the case of a parent conference when it is a hardship for the parent to return to school a second time to pick up the student.

**Individuals Authorized to Request Late Arrival or Early Release to ASES and to Sign Students Out.**

The student’s parent or legal guardian may request late arrival or early release for the above reasons. Parents or students should alert Program Supervisor in advance about scheduled appointments (A #3 and #4; B#2 and #3). Parents are to discuss needs related to #5, #6 and #8 with the Program Supervisor. Principals, teachers, or other school approved staff may request late arrival to ASES due to A#1 and 2.

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

**Because the ASES program is evaluated by the state and funded by the state based on attendance for the full program on at least 3 days per week for a minimum of 3 hours per day 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.**

**ASES PROGRAM**

**SIGN-IN AND SIGN-OUT PROCEDURES AT SECONDARY SCHOOL SITES**

**Sign In:** All students enrolled in ASES must sign in to the program immediately after school with ASES staff.

**Sign Out:** Before leaving the ASES program each day, students must go to the ASES Program Supervisor or other designated staff, sign out of the program, and write in the time.

For Early Release they need to sign out and note the reason for leaving early. **There are no exceptions to signing out requirements.** This is for safety purposes, for attendance documentation, and funding-related.

\_\_\_\_\_
Day of the Week

\_\_\_\_\_
Reason

\_\_\_\_\_
Day of the Week

\_\_\_\_\_
Reason

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 \_\_\_\_\_