SOUTHERN KERN UNIFIED SCHOOL DISTRICT

2601 Rosamond Blvd.
Rosamond, CA 93560
(661)256-5000 Fax (661)256-1247

Governing Board
Robert Vincelette, President
Sunni Hepburn, Vice President
Mario Gutierrez, Clerk
Dewine Moore, Member
Adrienne Rendon, Member
Superintendent
Barbara Gaines
Associate Superintendent HR
Leanne Hargus
Assistant Superintendent SPED, Pupil Personnel
Sheryl Taylor
Assistant Superintendent Ed.Serv.
Dr. Larry Mendez
Chief Business Officer
Robert Irving

Embracing the Whole Child

AFTER SCHOOL PROGRAM EARLY RELEASE POLICY

Per Education Code 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 pm on every regular school day. Every program shall establish a policy regarding reasonable early daily release of pupils from the program.

A. Late Arrival to the After School Education and Safety grant program (ASES After School Program) at the elementary and middle schools are approved by the Southern Kern Unified School District (SKUSD) 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 After School Program for the time of the session. When the session is over the student must report immediately to the ASES site coordinator or ASES instructor for sign in to the ASES After School Program.

2. For dental, medical, or counseling appointments

3. For religious education classes

B. Early Release from the After School Education and Safety (ASES After School Program) at the elementary and middle school are approved by the Southern Kern Unified School District for the following reasons:

1. At ASES 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. For dental, medical, or counseling appointments: SKUSD staff has the right to ask for documentation.

3. For religious education classes: SKUSD staff has the right to ask for documentation.

4. Family transportation emergencies

5. In severe weather and during months of early darkness (Pacific Standard Time) where there is concern for safety reasons

6. Student accidents/injuries that occur during the program time

7. Family emergencies such as death in the family, catastrophic incidents, etc.

8. In some cases where a student has a periodic special class not available in the ASES After School Program, such as 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 waiting list for the ASES After School Program).

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 for any of the above reasons. Parents should alert the site coordinator or family advocate in advance about scheduled appointments. 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 After School Program site coordinator or one of the instructors, 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 After School site coordinator to sign in the and state why they are arriving late.

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

Because the ASES After School 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 or early release (whether for approved or unapproved reasons) may result in a student being dropped from the program from the program if there is a waiting list.

Sign-In and Sign-Out Procedures at All School Sites

Sign-In

All students enrolled in ASES After School Program are signed in by ASES After School Program staff directly after the regular school day ends.

Authorized Pick-p Persons and Sign-Out Procedures

Parents or other adults authorized by the parents on the students ASES After School Program enrollment form as an emergency contact are allowed to pick up a student. The parent or authorized adult are required to sign students out of the ASES After School 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 to be added or deleted from the emergency contact list and must be brought to the ASES After School Program site coordinator to authorize the change. Students may not be signed out by a child.

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