



BEYOND THE BELL BRANCH Middle School Early Release Policy

State Legislation governing after school programs for middle schools funded by After School Education and Safety Program and/or 21st Century Community Learning Centers mandates that such programs must operate from the close of school every school day until 6:00 p.m. Programs in schools that dismiss students after 3:00 p.m. must operate a minimum of 3 hours per day. It is the intent of the State Legislation that middle school students attend a minimum of 3 days per week and participate in a minimum of 9 hours of program activities. In the event that a student is participating in other extracurricular activities during program hours, a parent/guardian or authorized person may pick up his/her child or may authorize the child to sign out of the program under the following condition(s):

A: Attending a parallel program (program in the school or community such as soccer, basketball, music lessons, religious education, etc.) as long as an agreement with the parent or guardian exists making this the child's enrichment component.

Please select the day(s) and enter the time(s) when the student will be picked up from the program.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

First day of activity: _____ Last Day of activity: _____

Activity/Class: _____

***This section must be completed each and every time the student enrolls in a new activity.**

B: During Standard Time, when the days are shorter and it gets dark early, a parent/guardian or authorized adult (18 years or older who is on the student's emergency card) may pick up his/her child under the following condition:

Family does not have transportation and they need to walk home before it gets dark.

My child will be picked up at: _____ from _____ to _____
Time Date Date

***This option is valid only during Standard Time.**

C: Family emergencies (such as a death in the immediate family, natural catastrophic incidents, etc).

D: Medical appointments.

E: Climatic/Natural Disaster Conditions.

F: Conditions in regards to safety, as prescribed by the school safety plan, local district, or local government body.

G: Conditions pertaining to student health and welfare.

H: Court Order Mandate (Court Order documentation must be on file with agency).

Code/Time: _____; _____; _____; _____; _____; _____; _____; _____; _____

Dates/Initial: _____; _____; _____; _____; _____; _____; _____; _____; _____

***This section must be completed each and every time the student leaves before the program closes.**

THE EARLY RELEASE POLICY IS NOT INTENDED FOR THE DAILY EARLY DEPARTURE OF STUDENTS. FAMILIES MAY USE THE EARLY RELEASE POLICY SPORADICALLY. THE MISUSE OF THE EARLY RELEASE POLICY MAY RESULT IN THE TERMINATION OF SERVICES.

- My child will be picked up by an authorized adult.
- I authorize my child to sign out of the program and leave without adult supervision (Authorization for student to sign out of the program must be in the student's file).

Student's Name: _____ Grade: _____ Birth date: _____

In signing below, I request that my child be excused from the program at the specified time(s) and day(s) mentioned above. I understand neither the program provider nor the Los Angeles Unified School district is liable for incidents involving my child occurring after his/her departure from the program. I also understand services will be terminated if the program has a waiting list of students eligible to attend the program on a regular basis.

Parent's Name Parent's Signature Date

Agency Representative's Name Representative's Signature Date

This form must be completed each time the student leaves before the program closes.

This section to be completed by site personnel.

Number of days the student has left early during the current school year: _____

(REVISED 6/10/14)