

EXPANDED LEARNING EARLY RELEASE POLICY**Purpose**

The purpose of this Early Release Policy is to establish guidelines for the reasonable early release of students from the expanded learning program at Shanél Valley Academy. This policy aims to ensure compliance with California Education Code sections 8483(a)(i)(B) and 8483.1(a)(1), which require grantees to develop procedures for early release and late arrival based on local needs. Early release policies assist in documenting attendance and accommodate various reasons that students may need to leave before the end of the program.

Policy Statement:

1. Definition of Early Release: Early release refers to the departure of a student from the after school base program before the scheduled end time of the program.
2. Authorization for Early Release: Early release may be granted based on valid reasons, including but not limited to:
 - Family emergencies or appointments that cannot be scheduled outside of program hours.
 - Participation in extracurricular activities (with appropriate documentation).
 - Off site enrichment activities
 - Medical appointments
 - Transportation
 - Medical appointments
 - Safety issues
 - Cultural programs
 - Special circumstances approved by the program coordinator or designated staff.
3. Procedure for Early Release:
 - Request: Parents or guardians must submit a written request for early release to the program coordinator or designated staff. The request should include the reason for early release and the expected time of departure.
 - Approval: The program coordinator or designated staff will review the request and approve early release based on the validity of the reason provided.
 - Notification: Upon approval, parents or guardians will be notified of the approved early release and the student will be signed out accordingly.
4. Documentation:
 - The program shall maintain records of all early releases, including the reason, time of departure, and authorization details.
 - Documentation shall be kept confidential and stored securely in accordance with applicable privacy laws and regulations.

5. Program Compliance:

- The after school base program at Shanél Valley Academy shall remain open for a minimum of 15 hours per week and until at 5:30 p.m. every day school is open.
- Students are not required to stay the entire length of the program, but early release should be managed in a way that minimizes disruption to the program and ensures the safety and well-being of the students.

6. Review and Revision:

- This policy shall be reviewed annually by the SVA Board of Directors or designated staff to ensure its effectiveness and relevance.
- Amendments or revisions may be made as necessary to align with changes in local needs or regulatory requirements.

Implementation: This Early Release Policy shall be communicated to parents or guardians at the beginning of each academic year and made available on the school's website or through other appropriate channels. Staff responsible for enforcing the policy shall be trained accordingly to ensure consistent application.

Conclusion: This policy is designed to support the efficient operation of the after school base program while respecting the needs of students and families. By providing clear guidelines for early release, Shanél Valley Academy aims to maintain a safe and productive learning environment for all participants.

Approved: 6/27/24

Amended: