

**Riverside Unified School District's
2022-2023**

Expanded Learning After School Programs: Early Release Policy

Riverside Unified School District's Expanded Learning Programs, HEARTS (elementary) and PRIME Time (middle school) offer a safe environment in which academic support, enrichment activities and social emotional development occur every day.

- *It is recommended and encouraged for your child to remain for the entire duration of the program (until 6PM) in order for your child to receive the full benefits of the program.*
- *All early releases must have an **early release reason** clearly marked on the child's **Student Dismissal Log**.*
- ***Pick ups at 5:50-5:59 do not require an early release code.***
- *During California Standard Time, walkers release twenty-five (25) minutes before sunset.*

Please review the following information carefully.

Expanded Learning programs take place on each school day, from dismissal until 6PM, Monday through Friday, excluding holidays. Student participation in quality afterschool programming improves school attendance, academic achievement, graduation rates, and attitudes toward learning; as such, students are encouraged to attend the full program every day the program is in operation.

From time to time, we understand that a student may need to be released from the program early, for routine appointments such as doctor, dentist, or court-mandated meetings, which cannot be made during another time of the day.

Expanded Learning programs have multiple sign-out times available. Parents/guardians will need to pick a designated sign-out time for their child during registration, times vary by site. Parents/guardians must pick up their child at their **designated assigned time only**; gates will open promptly and programs will maintain a ten (10) minute window for pick up.

Furthermore, any dismissal before the 6PM **pick-up window (5:50 -5:59)** requires an early release reason ; parents/guardians provide a reason for any early release before 6PM pick-up window by marking a box on the **Student Dismissal Log**, using following criteria:

- **ALTERNATE ACTIVITY:** attending an alternate activity in a school or community center such as sports, dance, religious studies, or other activity that would become the child's enrichment component.
- **FAMILY EMERGENCY:** emergencies such as unexpected hospitalization of a family member, death in the family, or catastrophic incidents.
- **FAMILY NECESSITY/NEED:** unusual situation such as a parent/guardian attending school or work in the late afternoon/evening, no transportation, or interference with the regular family routine.
- **RECURRING MEDICAL APPOINTMENTS:** ongoing medical appointments such as counseling or physical therapy.
- **BUS RIDERS:** If a student is eligible, it will be noted in the dismissal log.
- **PROGRAM REQUESTED PICK-UP:** program personnel will call and release to parent/guardian for:
 - **Extreme Weather Conditions:** only applies to days with heavy rains or strong winds, especially if family walks home, to be determined by the school district.
 - **Student Accident/Illness:** child reports to program not feeling well, has a bathroom accident, or has sustained an injury during the program hours.
 - **Student Behavior Release:** student released early due to misbehavior.
 - **Other conditions** based on a case-by-case basis as determined by Program Administration.

Additionally, beginning in the autumn and lasting until near the beginning of spring, California is on Standard Time. As a result, sunset can be as early as 5PM. During Standard Time, the following policies are observed:

- Students who walk home with their parent/guardian will be allowed to leave the program twenty-five (25) minutes before sunset.
- **PRIME Time only:** Students with permission to walk home will be released twenty-five (25) minutes before sunset.
 - *Sunset in December may be as early as 4:45PM, yet in February; sunset may come around 5:30PM.*
 - ***PRIME Time parents/guardians agree that if they wish for their child to be released early from the program, neither the school district, nor any officer or employee thereof, shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds.***

Students found in violation of the Early Release Policy are subject to dismissal from the Expanded Learning Programs. Students may be dismissed from the program when an individual student's record is reviewed and found to have an excess of unexcused absences and/or repeated early releases without an early release reason.

Nondiscrimination Statement:The Riverside Unified School District is committed to ensuring equal, fair, and meaningful access to employment and education services. RUSD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all basis of discrimination will apply to both education services and employment.

For any questions, concerns, or to file a complaint regarding discrimination, intimidation, harassment (including sexual harassment), bullying, Title IX, contact your school site principal and/or the District's Equity Compliance Officer and Title IX Coordinator: Raúl Ayala, Director of Pupil Services, 5700 Arlington Avenue Riverside, CA 92504, (951) 352-1200 ex. 83030, or by email at rayala@riversideunified.org and/or David Marshall, Resolution Officer, 3380 14th Street Riverside, CA 92501, (951) 788-7135 ex. 80426 , or by email at drmarshall@riversideunified.org. For Title II, please contact Kiersten

Reno-Frausto, SELPA Director, 5700 Arlington Ave. Riverside, CA 92504, (951) 352-1200 ex. 83503 or by email at kfrausto@riversideunified.org. For 504 Coordinator, please contact Paul Defoe, CWA Manager, 5700 Arlington Ave. Riverside, CA, (951) 352-1200 ex. 83301 or by email at pdefoe@riversideunified.org and for CCR Title 5, please contact Mr. Timothy Walker, Deputy Superintendent, Pupil Services & SELPA, 5700 Arlington Ave Riverside, CA 92504, (951) 352-1200 ex. 83501 or by email at twalker@riversideunified.org.