

BEFORE/AFTER SCHOOL PROGRAMS

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades K-9 as the district may determine based on local needs. (Education Code [8482.3](#), [8484.7](#), [8484.75](#), [8484.8](#))

The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs. (Education Code [8484.8](#); 20 USC [7173](#))

(*cf.* [6171](#) - *Title I Programs*)

The district's ASES and 21st CCLC program(s) shall be operated in accordance with the following:

Program Elements

The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code [8482.3](#))

(*cf.* [6142.91](#) - *Reading/Language Arts Instruction*)

(*cf.* [6142.92](#) - *Mathematics Instruction*)

(*cf.* [6142.93](#) - *Science Instruction*)

(*cf.* [6154](#) - *Homework/Makeup Work*)

(*cf.* [6163.4](#) - *Student Use of Technology*)

The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code [8482.3](#))

(*cf.* [5131.6](#) - *Alcohol and Other Drugs*)

(*cf.* [5131.62](#) - *Tobacco*)

(*cf.* [6142.6](#) - *Visual and Performing Arts*)

(*cf.* [6142.7](#) - *Physical Education and Activity*)

(*cf.* [6178](#) - *Career Technical Education*)

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Nutrition

If snacks or meals are made available in the program, they shall conform to nutrition standards specified in Education Code [49430-49434](#) or 42 USC [1766](#) as applicable. (Education Code [8482.3](#); 42 USC [1766-1766a](#); 7 CFR 226.17)

The district's before-school program shall offer a breakfast meal as described in Education Code [49553](#) for all program participants. (Education Code [8483.1](#))

(cf. [3550](#) - Food Service/Child Nutrition Program)

(cf. [3554](#) - Other Food Sales)

(cf. [5030](#) - Student Wellness)

Location of Program

The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code [8482.3](#))

When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code [8482.8](#))

- (1) Fewer than 20 students participating in the program component
- (2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation
- (3) A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

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In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code [8482.8](#))

(cf. [3540](#) - *Transportation*)

Staffing

All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code [8483.4](#), [45330](#), [45344](#), [45344.5](#))

(cf. [4222](#) - *Teacher Aides/Paraprofessionals*)

All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code [8483.4](#))

(cf. [1240](#) - *Volunteer Assistance*)

(cf. [4112.4/4212.4/4312.4](#) - *Health Examinations*)

(cf. [4112.5/4212.5/4312.5](#) - *Criminal Record Check*)

The student-to-staff ratio shall be no more than 20 to 1. (Education Code [8483.4](#))

Hours of Operation

A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code [8483.1](#))

An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code [8483](#))

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Admissions

a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code [8482.6](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

(1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC [11434a](#)), at the time they apply for enrollment or at any time during the school year and to students who are identified by the program as being in foster care. (Education Code [8483](#), [8483.1](#))

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code [8483](#), [8483.1](#))

The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code [8483](#))

(cf. [5145.6](#) - Parental Notifications)

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.1](#) - Education for Foster Youth)

(2) Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.

(cf. [6179](#) - Supplemental Instruction)

(3) Any remaining capacity shall be filled by students selected at random.

(4) A waiting list shall be established to accommodate additional students if space becomes available.

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Attendance/Early Release

- a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates.
- b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

Summer/Intersession/Vacation Programs

- a. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code [8483.76](#). When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code [8483](#), [8483.1](#), [8483.2](#), [8483.76](#))
- b. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code [8483.76](#))
- c. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code [8484.6](#). (Education Code [8483.76](#))
- d. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code [8483.76](#))
- e. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code [8483.76](#))(cf. [6177](#) - Summer Learning Programs)

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Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code [35021.3](#))

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code [45125](#). He/she also shall submit current contact information to the district and shall update that information whenever the information changes. (Education Code [35021.3](#))

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code [35021.3](#))

Reports

The Superintendent or designee shall annually submit to the CDE outcome-based data, including, but not limited to: (Education Code [8427](#), [8482.3](#), [8484](#))

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

(cf. [0500](#) - Accountability)

(7/15 3/17) 12/17