

San Francisco Unified School District**ExCEL After School Program Office Early Release Policy 2011-12**

ExCEL program sites operate ASES and 21st Century grant funded, comprehensive after school programs daily. Programs commence immediately upon conclusion of the regular school day, operate a minimum of 15 hours per week, and remain open until at least until 6:00 PM on every regular school day.

Student Attendance Expectations

Elementary students are expected to attend the entire program every day it operates.

Middle school students are expected to attend at least nine hours and three days per week. Priority for after school slots will be given to middle school students who attend five days per week.

Priority for student enrollment in the after school programs is given to students who fully participate in program offerings.

Allowable Reasons for Early Release

Exceptions to the attendance expectations for Elementary and Middle school students are included in the following list of allowable reasons for early release:

- | | |
|----------------------------------|----------------------|
| 1 - Parallel Program | 5 - Transportation |
| 2 - Family Emergency | 6 - Community Safety |
| 3 - Personal Family Circumstance | 7 - Child accident |
| 4 - Medical Appointment | 8 - Other Conditions |

Each after school program site will reference the appropriate allowable reason for early release by indicating the corresponding numerical code in the Early Release Column of the daily sign out sheet, as well as the time of the student departure.

Student sign in/out procedures

All student sign in/out must be documented using a standardized ExCEL sign in/out sheet (see attached sign in/out form). Elementary students must be signed out by an authorized adult unless specific written permission has been secured by the parent/guardian. Middle school students may sign themselves in and out from the program.

Student dismissal

The SFUSD ExCEL after school dismissal policy includes the utilization of a fifteen minute window of time before the close of program for parents to pick up their children. This 15 minute timeframe accommodates San Francisco's specific community needs of the city-based schools with limited parking and traffic issues that necessitate a staggered pick up/dismissal schedule. Under this written early release policy, student dismissal during the 15 minute time period does not necessitate utilization of early release coding or designating a specific reason for departure from the program, and students will be documented as having fully participated in the daily program offerings.

Site Discretion

Each ExCEL AfterSchool Program site has the discretion to modify the priority attendance section and/or student dismissal protocols of this policy to tailor the policy to the specific needs of their community, with the written approval from the ExCEL office.