

# Welcome

## August Institute Attendance and Early Release Policies



# Program Definition

- ExCEL program sites operate ASES and 21<sup>st</sup> 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 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 **9** hours and **3** days per week. Priority for after school slots will be given to middle school students who attend **5** 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
- 2 - Family Emergency
- 3 - Personal Family Circumstance
- 4 - Medical Appointment
- 5 - Transportation
- 6 - Community Safety
- 7 - Child accident
- 8 - Other Conditions

# Student Dismissal

- The SFUSD ExCEL After School dismissal policy includes the utilization of a **15** minute window of time before the close of program for parents to pick up their children.
- 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.

# Sign In/Out Procedure

- Each Student 3<sup>rd</sup> Grade and Up must Sign in everyday
  - Program Leaders should sign in students, Kindergarten to 2<sup>nd</sup> Grade, each day with a clear time in.
- Parents or Students must sign out with a time out each day.
- If a student is leaving early, the Early Release Policy code must be entered.
- Attendance entered and turned into the ExCEL department must match the sign in and out form.

# Site Discretion

Each ExCEL After School 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.