



## **After School Education & Safety Attendance Policy**

In accordance with the California Education Code Section 8483(1) (a) (1), the following attendance regulations for the After School Education and Safety Program (ASES) are required:

### **Elementary School Students:**

Elementary students in the after school program should attend every day and participate in the full program, except when released in accordance with the TRUSD ASES early release policy. Placement priority is given to students who attend the program daily.

### **Middle School Students:**

Middle school students must attend a minimum three days per week for a total of nine hours to accomplish program goals; however, the program must remain operational five days per week and at least until 6:00 p.m. on every regular school day. Placement priority is given to students who attend the program daily.

### **Program Entry:**

It is mandatory that all students attending the after school program sign in to the program within 15 minutes of the end of regular school day to be counted for attendance purpose.

If a student who is enrolled in the after school program also attends a parallel program after school on a regular basis, the parent/guardian must submit for approval a written request for late arrival specifying the days and hours the pupil will attend and the reason(s) for late arrival.

### **Program Exit:**

It is mandatory that all students are signed-out out of the after school program by an authorized parent/guardian before departing. The time of departure and an early dismissal justification, if applicable, must be recorded for compliance purposes. Please refer to the TRUSD ASES Early Dismissal Policy for reasonable early dismissal justifications.

1/17/13