

CSBA Sample Board Policy

Students

BP 5148.2(a)

BEFORE/AFTER SCHOOL PROGRAMS

Note: The following **optional** policy is for use by districts providing before-school and/or after-school programs and should be revised to reflect the program(s) offered by the district. The state's After School Education and Safety Program (ASES) (Education Code 8482-8484.6) funds before-school and after-school programs in grades K-9, with funding priority given to schools where 50 percent of the elementary and 50 percent of the middle/junior high school students are eligible for free or reduced-price meals under the National School Lunch Program. The federal 21st Century Community Learning Center Program (21st CCLC) (20 USC 7171-7176; Education Code 8484.7-8484.9) serves students in grades K-12 and is restricted to programs that primarily serve students in Title I schoolwide programs, with competitive priority for schools identified for program improvement under 20 USC 6316. The 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs) (Education Code 8420-8428) serves students in grades 9-12 and gives priority to schools ranked in deciles 1-3 on the most recent Academic Performance Index. See the accompanying administrative regulation for major requirements of each program.

Pursuant to Education Code 8483.7 and 8483.75, as amended by SB 638 (Ch. 380, Statutes of 2006), each ASES program must provide cash or in-kind local matching funds, equal to at least one-third of the total grant, from the school district, governmental agencies, community organizations, or the private sector. Categorical funds for remedial education activities may not be used as matching funds, and facilities or space usage may not fulfill more than 25 percent of the match requirement.

The following policy is applicable to all three programs unless otherwise noted. If the district does not offer both a before-school and after-school program, it may modify the following policy as appropriate.

The Governing Board desires to provide before-school and/or after-school enrichment programs that support the regular education program and provide safe, constructive alternatives for students. In order to increase academic achievement of participating students, the content of such programs shall be aligned with the district's vision and goals for student learning, its curriculum, and district and state academic standards and shall be integrated with other learning support activities.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 6011 - Academic Standards)

(cf. 6162.52 - High School Exit Examination)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

Note: The following **optional** paragraph reflects a requirement for collaborative planning for both the ASES program (Education Code 8482.5) and ASSETs program (Education Code 8422). Pursuant to Education Code 8484.75, a district operating only a 21st CCLC program is exempt from this requirement; such districts may choose to use or adapt the following paragraph at their discretion. Education Code 8484.8 gives priority for 21st CCLC funding to applications submitted jointly by school districts and community organizations.

BEFORE/AFTER SCHOOL PROGRAMS (continued)

The district's program shall be planned through a collaborative process that includes parents/guardians, students, representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5)

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

The establishment of any program shall be approved by the Board and the principal of each participating school. (Education Code 8421, 8482.3)

Note: The following **optional** paragraph may be revised to reflect district practice.

The program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, the program may include support services that reinforce the educational component and promote student health and well-being, including, but not limited to, drug and violence prevention programs, counseling/guidance services, character education, and programs that promote parent/guardian involvement and family literacy.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6020 - Parent Involvement)

(cf. 6142.3 - Civic Education)

(cf. 6164.2 - Counseling/Guidance Services)

Note: Pursuant to Education Code 8482.6 (applicable to both ASES and 21st CCLC programs) and Education Code 8422 (applicable to ASSETs programs), the district is not required to charge fees or conduct individual eligibility determinations based on need or income. Option 1 below is for use by districts that choose not to charge fees. Option 2 is for use by districts that will charge a fee to cover unfunded costs of the program.

OPTION 1: No fee shall be charged for participation in the program.

OPTION 2: A fee may be charged to participating families based on the actual cost of services. The fee may be waived or subsidized based on economic disadvantage or other critical needs in accordance with Education Code 8263 and 8350.

(cf. 3260 - Fees and Charges)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify measures that shall be used to determine program effectiveness, such as outcome-based data on academic performance, attendance, and positive behavioral changes.

BEFORE/AFTER SCHOOL PROGRAMS (continued)

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

- 8263 Eligibility and priorities for subsidized child development services
 - 8350-8359.1 Programs for CalWORKS recipients
 - 8420-8428 21st Century After-School Program for Teens
 - 8482-8484.6 After School Education and Safety Program
 - 8484.7-8484.9 21st Century Community Learning Centers
 - 17264 New construction; accommodation of before- and after-school programs
 - 35021.3 After-school physical recreation instructors
 - 45125 Criminal record check
 - 49430-49436 Nutrition standards
 - 49553 Free or reduced-price meals
 - 69530-69547.9 Cal Grant program
- UNITED STATES CODE, TITLE 20
- 6314 Title I schoolwide programs
 - 6319 Program improvement
 - 7171-7176 21st Century community learning centers

Management Resources:

CSBA ADVISORIES

Proposition 49: New Funding for Before and After School Programs, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

21st Century High School After School Safety and Enrichment for Teens (ASSETS) Program

Evaluation Guidebook 2005-06, July 2006

COUNCIL OF CHIEF STATE SCHOOL OFFICERS (CCSSO) PUBLICATIONS

Using NCLB Funds to Support Extended Learning Time: Opportunities for Afterschool Programs, August 2005

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Building and Sustaining After-School Programs: Successful Practices in School Board Leadership, 2005

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

21st Century Community Learning Centers, February 2003

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

After-School Programs: Keeping Children Safe and Smart, June 2000

WEB SITES

CSBA: <http://www.csba.org>

Academy for Educational Development, Promising Practices in Afterschool:

<http://www.afterschool.org>

California Department of Education, After School Partnerships Office: <http://www.cde.ca.gov/l/ba>

California School-Age Consortium: <http://calsac.org>

Children Now: <http://www.childrennow.org>

Council of Chief State School Officers: <http://www.ccsso.org>

National School Boards Association, Extended-Day Learning Opportunities Program:

<http://www.nsba.org/edlo>

CSBA Sample Administrative Regulation

Students

AR 5148.2(a)

BEFORE/AFTER SCHOOL PROGRAMS

Note: The district should revise the following administrative regulation to reflect the program(s) and grade levels it offers. In addition to the program requirements described below, before-school and after-school programs may be subject to other policies contained throughout this policy manual. See BP/AR 5148 - Child Care and Development, BP 6300 - Preschool/Early Childhood Education, AR 3514.2 - Integrated Pest Management, food safety standards and nutrition requirements in BP/AR 3550 - Food Service/Child Nutrition Program. Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's programs.

After School Education and Safety (ASES) and 21st Century Community Learning Center (21st CCLC) Programs

Note: The following section is for use by districts providing before-school and/or after-school programs funded by the state After School Education and Safety program (ASES) (Education Code 8482-8484.6) or the federal 21st Century Community Learning Center program (21st CCLC) (20 USC 7171-7176; Education Code 8484.7-8484.9). Pursuant to Education Code 8484.75, programs funded through the 21st CCLC program are generally subject to the same program requirements applicable to ASES programs, with the exception of specified provisions primarily related to allocation of funds. The following section applies to both programs except where otherwise noted.

The following two paragraphs are for districts with an ASES program. Districts may use ASES funding to operate both before-school and/or after-school programs.

The district's ASES program may serve students in grades K-9. (Education Code 8482.3)

Note: The following paragraph is **optional**. Education Code 8482.5 gives competitive priority for state ASES funding to schools that meet the following criteria.

Consistent with state funding priorities, the district shall, to the extent feasible, give priority to establishing ASES programs that serve students in schools in which at least 50 percent of elementary students and 50 percent of middle or junior high school students are eligible for free or reduced-price meals under the National School Lunch program.

(cf. 3553 - Free and Reduced Price Meals)

Note: The following paragraph is for use by districts with a 21st CCLC program. Pursuant to Education Code 8484.8 and 20 USC 7173, 21st CCLC funds are restricted to programs that primarily serve students who attend Title I schoolwide programs, with competitive priority given to schools identified for program improvement under 20 USC 6316.

The district's 21st CCLC program may serve students in grades K-12. The program shall primarily serve students in Title I schoolwide programs, with priority given to schools that are identified for program improvement under 20 USC 6316. (20 USC 7173; Education Code 8484.8)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 6171 - Title I Programs)

Note: The remainder of this section applies to both ASES and 21st CCLC programs.

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

1. Program Elements

- a. 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)

Note: Pursuant to Education Code 8483.55 and 8484.8, the California Department of Education (CDE) is required to develop and distribute by July 1, 2009, voluntary guidelines for the physical activity programs described in item #b below.

- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, 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)

2. Nutrition

- a. If snacks are made available in the program, they shall conform to state nutrition standards specified in Education Code 49430-49436. (Education Code 8482.3)

(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- b. 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)

Note: Education Code 8482.3 provides that a program may be offered at one or multiple school sites. Program applications and U.S. Department of Education nonregulatory guidance, 21st Century Community Learning Centers, state that programs may be located off campus as long as the facility is as available and accessible to students as if it were located at a school.

3. Location of Program

- a. 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)

Note: Education Code 8482.8 allows the district to provide services at another school site if there is a significant barrier to student participation in a program at the school of attendance, as described below. Approval to provide services at another school site must be obtained from the Superintendent of Public Instruction prior to or during the grant application process. In addition, Education Code 8482.8 allows a district that is temporarily prevented from operating a program at a given site due to natural disaster, civil unrest, or imminent danger to students or staff to transfer funding to other program sites in order to meet attendance targets during that time period.

- b. 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 district may, with the approval of the Superintendent of Public Instruction, provide services at another school site. A significant barrier includes either 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

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)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

4. Staffing

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4)

(cf. 4222 - Teacher Aides/Paraprofessionals)

Note: AB 774 (Ch. 162, Statutes of 2007) added Education Code 35021.3 authorizing districts to establish a registry of volunteers for before-school and after-school physical recreation instructors; see section below entitled "Volunteers."

- b. 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. 4112.5/4312.5 - Criminal Record Check)

(cf. 4212.5 - Criminal Record Check)

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

5. Hours of Operation

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1)
- b. 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)
- c. A program may be offered during summer, intersession, or vacation days for a minimum of two hours per day for the before-school program or three hours per day for the after-school program. However, 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)

Note: Education Code 8483 and 8483.1 express legislative intent that elementary students attend the full program day of either the before-school or after-school program every day in which they participate. Education Code 8483 and 8483.1 allow districts to implement a flexible attendance schedule for students in middle or junior high school, but express the intent that students at these grade levels attend a minimum of six hours over three days a week in the before-school program or nine hours over three days a week in the after-school program. Education Code 8483.1 specifies that, for before-school programs, students who attend less than one-half of the daily program hours may not be counted for attendance purposes.

BEFORE/AFTER SCHOOL PROGRAMS (continued)

Pursuant to Education Code 8483, districts offering an after-school program are **mandated** to establish a policy regarding reasonable early daily release of students from the after-school program. Education Code 8483.1 **mandates** districts offering a before-school program to establish a policy regarding reasonable late daily arrival of students. The following paragraph should be revised to reflect district practice.

- d. 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. However, 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.
6. 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)
- 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:

Note: Item #(1) below is for use by districts that maintain middle or junior high schools.

- (1) Priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1)

Note: Items #(2)-(4) are **optional** and may be revised or expanded to include enrollment priorities established by the district.

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

(cf. 5149 - At-Risk Students)
(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.

BEFORE/AFTER SCHOOL PROGRAMS (continued)

21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program

Note: The following section is for use by districts providing before-school and/or after-school programs funded by the 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs) (Education Code 8420-8428).

The district's ASSETs program may serve students in grades 9-12. (Education Code 8421)

Note: The following paragraph is **optional**. Education Code 8422 gives priority for state ASSETs funding to programs serving students in schools ranked in deciles 1-3 on the most recent Academic Performance Index (API).

When feasible, priority shall be placed on establishing programs that serve students in schools that are ranked in deciles 1-3 on the most recent Academic Performance Index (API).

(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.4 - Quality Education Investment Schools)

The program shall be operated in accordance with the following:

1. Program Elements
 - a. The program shall include an academic assistance element that is aligned with the regular academic program and includes, but is not limited to, at least one of the following: (Education Code 8421)
 - (1) Preparation for the high school exit examination
(cf. 6162.52 - High School Exit Examination)
 - (2) Tutoring
 - (3) Homework assistance
 - (4) College preparation, including information about the Cal Grant program pursuant to Education Code 69530-69547.9
 - b. The program shall include an enrichment element that may include, but is not limited to, community service, career technical education, job readiness, opportunities for mentoring and tutoring younger students, service learning, arts, computer and technology training, physical fitness, and recreation activities. (Education Code 8421)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

(cf. 6142.4 - Service Learning/Community Service Classes)

- c. The program shall include a nutritional snack and a physical activity element. (Education Code 8423)
 - d. The Superintendent or designee shall assess students' preferences for program activities. (Education Code 8423)
2. Location of Program
- a. The district's program may operate on one or multiple school sites or at another location approved by the California Department of Education (CDE). (Education Code 8421)
 - b. If applying for a location off school grounds, the Superintendent or designee shall ensure that safe transportation is available for students, if necessary, and the program is at least as available and accessible as similar programs conducted on school sites. (Education Code 8421)
3. Hours of Operation
- a. The district's program shall operate for a minimum of 15 hours per week. (Education Code 8421)
 - b. The district's program may be operated either after school only or for any combination of after school, before school, weekends, summer, intersession, and vacations. (Education Code 8422)

Volunteers

Note: The following **optional** section is for use by districts that choose to create a registry of volunteer after-school physical recreation instructors or other volunteers pursuant to Education Code 35021.3, as added by AB 774 (Ch. 162, Statutes of 2007), and may be used by districts that provide an ASES, 21st CCLC, ASSETS, or any other local program. When the district opts to use a registry created by a county office of education pursuant to Education Code 35021.3 rather than develop its own, the following section may be revised to inform district staff about the county registry and encourage its use.

After-school instruction in physical recreation provided by a volunteer does not count toward satisfaction of physical education requirements pertaining to the number of instructional minutes or course completion for high school graduation; see BP/AR 6142.7 - Physical Education and BP 6146.1 - High School Graduation Requirements.

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

BEFORE/AFTER SCHOOL PROGRAMS (continued)

Note: Pursuant to Education Code 35021.3, the district may expand the following paragraph to impose additional requirements on prospective registrants, including, but not limited to, certification in cardiopulmonary resuscitation.

Education Code 35021.3 authorizes, but does not require, the district to contribute funds to pay for all or part of the criminal background check described below.

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

Note: Items #1-3 below apply to ASES, 21st CCLC, and ASSETs programs. Districts that offer only an ASSETs program may modify item #2 below to add that program attendance is to be reported on a semi-annual basis pursuant to Education Code 8427.

The Superintendent or designee shall annually submit to the CDE outcome-based data on academic performance, attendance, and positive behavioral changes, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. Participating students' school day attendance on an annual basis
2. Program attendance

Note: Pursuant to Education Code 8247 and 8484, districts are required to submit one or more of the following measures annually to the CDE. For districts offering ASSETs programs, Education Code 8247 requires that the same measure(s) be used for at least three consecutive years. The district may revise item #3 below to reflect the measure(s) selected by the district.

AB 1685 (Ch. 22, Statutes of 2007) amended Education Code 8247 and 8484 to provide that the measures described in items #3a, #3c, and #3d below may be reported by after-school staff who directly supervise students.

3. One or more of the following measures of program effectiveness based on the individual program's focus:
 - a. Positive behavioral changes, as reported by school day teachers or program staff who directly supervise students

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- b. Standardized Testing and Reporting (STAR) test scores

(cf. 6162.51 - Standardized Testing and Reporting Program)

- c. Homework completion rates as reported by school day teachers or program staff who directly supervise students
- d. Skill development as reported by school day teachers or program staff who directly supervise students
- e. Any other measures developed by the CDE

Note: Optional item #4 below reflects Education Code 8427 applicable only to districts that offer an ASSETS program for secondary students.
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- 4. To the extent possible, performance of participating students on the high school exit exam and graduation rates

(cf. 0500 - Accountability)

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