

# Expanded Learning Program Absence and Early Release Policy

Aspen Public Schools, Inc | 2023-2024 (Revised July 2023)

## About this Policy

According to the California Department of Education, each school will develop an Early Release Policy for the before and after school programs.

### Education Code: After School Safety and Education and Expanded Learning

EC Section 8483(a) states that: Every after school component of a program shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day.

(2) It is the intent of the Legislature that elementary school and middle school or junior high school pupils participate in the full day of the program every day during which pupils participate, except as allowed by the early release policy pursuant to subparagraph (B) of paragraph (1) of this section or paragraph (2) of subdivision (f) of Section 8483.76

EC Section 46210 states that the Expanded Learning Opportunities Program will operate:

(B) (i) For at least 30 non school days, inclusive of extended school year days provided pursuant to paragraph (3) of subdivision (b) of Section 56345, no less than nine hours of in-person expanded learning opportunities per day.

(ii) Extended school year days may include in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, recess, and meals, are not less than nine hours of combined instructional time, recess, meals, and expanded learning opportunities per instructional day.

## Aspen Public School Policy for Absences and Early Release

1. After school program will remain open every day until 6pm. Any students who need to leave before 4:30pm are leaving the program early and must have an early release form on file.
2. Parents/Guardians must submit the early release form with their application and notify the school immediately of any changes to their form/schedule.
3. Parents/Guardians must write the appropriate code on the sign out sheet when they pick up a student any time before 4:30pm. Refer to the Expanded Learning Program Code Directory for the list of codes. Codes must be documented on the sign in / sign out sheet when picking up students.
4. For safety and planning purposes, if Parent/Guardians need to remove students for an extended period of time from the program (more than three days consecutively), they should notify the Aspen staff team at least 3 days prior to absences or as soon as possible.
5. Parents/Guardians will be given an opportunity annually to fill out an enrollment form that includes the ability for staff to sign out their students as needed. For example, this

may be for students who walk home, take public transportation, or for other related reasons.

6. As applicable, Expanded Learning Programs will adhere to the school policy as described in the Aspen Public School Family/Student handbook.

### Early Release Codes

<b><u>Release Code</u></b>	<b><u>Reason</u></b>
1	Walker
2	Transportation
3	Offsite Enrichment
4	Disciplinary Reasons
5	Safety Concerns
6	Family Need