

# 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. **For eligible programs in grades K-9, the district may apply for funding from** ~~the state's After School Education and Safety Program (ASES) (Education Code 8482-8484.65) and/or the funds after school programs in grades K-9, with priority given to schools with the highest percentage of students eligible for free or reduced-price meals. The federal 21st Century Community Learning Center Program (21st CCLC) (Education Code 8484.7-8484.9; 20 USC 7171-7176), for students in grades K-9 and~~ **the federal 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs) (Education Code 8420-8428; 20 USC 7171-7176) provides funding for eligible programs** ~~for students in grades 9-12, are restricted to applicants that primarily serve students in Title I schoolwide programs or serve a high percentage of students from low-income families. Under both of these federal programs, competitive priority for funding is given to applications jointly submitted by school districts and community organizations for an expiring grant or for programs in schools identified for program improvement under 20 USC 6316. Under 21st CCLC, funding priority is also given to applications that will provide year-round expanded learning programming. Under ASSETs, funding priority is also given for the expansion of existing grants.~~ See the accompanying administrative regulation for major requirements of each program.

The following policy is applicable to all three programs, unless otherwise noted, and may be adapted by districts that offer **other** programs through district funding or **alternative other** sources. 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 **in a supervised environment, and provide safe alternatives for students.** In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, **local control and accountability plan, its** curriculum, and **district and state** academic standards.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0460 - Local Control and Accountability Plan)**
- (cf. 5147 - Dropout Prevention)
- (cf. 5148 - Child Care and Development)
- (cf. 6011 - Academic Standards)
- (cf. 6176 - Weekend/Saturday Classes)
- (cf. 6177 - Summer Learning Programs)
- (cf. 6179 - Supplemental Instruction)

Note: The following paragraph reflects a requirement for collaborative planning for both ASES (Education Code 8482.5) and ASSETs (Education Code 8422). ~~20 USC 7174 requires 21st CCLC programs to must~~ be developed in collaboration with the school(s) the students attend, but **collaboration with other entities is at the discretion of the district. neither state nor federal law requires collaboration with other community agencies or organizations.** Districts offering only 21st CCLC programs may revise the following paragraph to reflect district practice.

BP 5148.2(b)

### **BEFORE/AFTER SCHOOL PROGRAMS** (continued)

The district's program shall be planned through a collaborative process that includes parents/guardians, students, and 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)

**Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 8482.5, in awarding funding for ASES programs, the state gives priority to schools with at least 50 percent of students eligible for free or reduced-price meals. Pursuant to 20 USC 7174, funding for the 21st CCLC and ASSETs programs is restricted to schools receiving federal Title I funding. In addition, 20 USC 7174 and Education Code 8422 and 8484.8 give competitive priority for these federal programs to applications jointly submitted by school districts and community organizations for programs that (1) are located in schools that are implementing comprehensive or targeted support and improvement activities pursuant to 20 USC 6311; (2) serve students at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or lacking strong positive role models; (3) provide activities not otherwise accessible to participating students or expand accessibility to high-quality services that may be available in the community; (4) continue or expand existing grants; and (5) for 21st CCLC programs, provide year-round expanded learning programming. For a further description of competitive priority for funding, see the California Department of Education's (CDE) "21st CCLC and ASSETs FAQs" and "Request for Applications for Programs Proposing to Serve High School Students."**

**To the extent feasible, the district shall give priority to establishing before-school and/or after-school programs in low-performing schools and/or programs that serve low-income and other at-risk students.**

*(cf. 1020 - Youth Services)*

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

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

*(cf. 6020 - Parent Involvement)*

**The establishment of a** Any program **to be established** shall be approved by the Board and the principal of each participating school. (Education Code 8421, 8482.3)

Note: **The following optional paragraph is applicable to all programs.** Pursuant to Education Code 8483.4 (applicable to both ASES and 21st ~~CLCC~~ CCLC), the program administrator is required to establish **minimum** qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise students meet the minimum qualifications for an instructional aide pursuant to district policies; ~~See the accompanying administrative regulation for further information about requirements related to staffing.~~ **A district offering an ASSETs program must establish its expectations for staff qualifications.**

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's before-school and/or after-school program possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities. (Education Code 8483.4)

(cf. 1240 - Volunteer Assistance)  
(cf. 4131 - Staff Development)

BP 5148.2(c)

### BEFORE/AFTER SCHOOL PROGRAMS (continued)

(cf. 4222 - Teacher Aides/Paraprofessionals)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

The Each program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, the each program may include support services that reinforce the educational component and promote student health and well-being.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 5030 - Student Wellness)  
(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 6142.7 - Physical Education and Activity)

Note: Pursuant to Education Code 8482.6 (applicable to both ASES and 21st CCLC) and Education Code 8422 (applicable to ASSETs programs), as added and amended by AB 2615 (Ch. 470, Statutes of 2016), the district may charge fees to participating families as long as those fees are waived or reduced for families with students who are eligible for free or reduced-price meals, or conduct individual eligibility determinations based on need or income. Option 1 below is for use by districts that choose not to charge family fees. Option 2 is for use by districts that will charge a permissible family fee to cover unfunded costs of the program. Districts that choose Option 2 may waive or subsidize the fee for some families based on economic need or other factors.

**OPTION 1:** ~~No fee shall be charged for participation in the program. No fee shall be charged for participation in any district sponsored program. For non district sponsored programs, a fee may be charged to participating families. At the discretion of the entity running the non district sponsored program, the fee may be waived or subsidized based on economic need or other critical needs.~~

Comment [mg1]: Language deleted  
Formatted: Strikethrough

Comment [mg2]: Use PSD Language

**OPTION 2:** A family fee may be charged to participating families based on the actual cost of services, as long as the fee is waived or reduced for families with students who are eligible for free or reduced-price meals. The fee may be waived or subsidized based on economic need or other critical needs. (Education Code 8422, 8482.6)

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Note: The following paragraph is for use by districts selecting Option 2 that offer an ASES and/or 21st CCLC program, and may be modified to reflect program(s) offered by the district. Pursuant to Education

~~Code 8482.6, as added by AB 2615 (Ch. 470, Statutes of 2016), commencing July 1, 2017, no family fees may be charged for these programs if the district knows the participating student is a homeless youth or in foster care.~~

Formatted: Strikethrough

~~In regard to the After School Education and Safety program and/or 21st Century Community Learning Center program, no fee shall be charged for a student identified as a homeless or foster youth. (Education Code 8482.6)~~

Formatted: Strikethrough

~~(cf. 3260 – Fees and Charges)~~

Formatted: Strikethrough

~~(cf. 3553 – Free and Reduced Price Meals)~~

Formatted: Strikethrough

~~(cf. 6173 – Education for Homeless Children)~~

Formatted: Strikethrough

~~(cf. 6173.1 – Education for Foster Youth)~~

Formatted: Strikethrough

Formatted: Strikethrough

Note: The remainder of this policy is for use by districts that selected either Option 1 or 2 above.

BP 5148.2(d)

#### BEFORE/AFTER SCHOOL PROGRAMS (continued)

The following **optional** paragraph is for use by districts with programs serving students ages 11-12 years. Education Code 8263.4 provides that the preferred placement for students ages 11-12 years is in a before-school or after-school program rather than in subsidized child care and development services. When subsidized child care services are also available, students ages 11-12 years will be eligible for subsidized child care services only for the portion of care that is not available in a before-school or after-school program. See AR 5148 - Child Care and Development.

~~Eligible students ages 11-12 years shall be placed in a before school or after school program, if and when available, rather than subsidized child care and development services. During the time that the before school or after school program does not operate, such students ages 11-12 years may be provided the option of enrolling in child care and development services in accordance with the priorities established in AR 5148 – Child Care and Development. (Education Code 8263.4)~~

Formatted: Strikethrough

Formatted: Strikethrough

Comment [mg3]: PSD does not have before/after school programs for subsidized child care.

Formatted: Strikethrough

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

To assist in evaluations of program effectiveness, the district may refer to the California Department of Education's (CDE) Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality. In addition, CDE's publication A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools describes available assessment tools that are closely aligned with the program standards. These publications are available on CDE's web site.

To the extent consistent with state and federal privacy laws, Education Code 8484.1 authorizes the district to share specified student data (i.e., school day attendance data, statewide assessment scores, high school exit examination scores, English language development test placement or reclassification scores, California Healthy Kids Survey results in aggregate form, student engagement and behavioral data, and other academic measures, including grades and course completion) with the operator of an after-school program with which the district has a contract that includes a confidentiality agreement. The district should consult with legal counsel if it has any questions regarding the sharing of student data.

In addition, Education Code 8427 and 8484, as amended by SB 1221 (Ch. 370, Statutes of 2014), require the after-school program to submit data on school and program attendance and program quality to the CDE; see the section "Reports" in the accompanying administrative regulation.

~~The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.~~

Formatted: Strikethrough

(cf. 0500 - Accountability)

Note: The following paragraph is for use by districts that offer an ASES or 21st CLCC-CCLC program, and may be adapted by districts that offer ASSETs or other programs. Education Code 8482.3 requires districts offering an ASES or 21st CCLC program to review program goals, program content, and outcome measures, selected from among those listed in Education Code 8484, every three years and to retain documentation for five years.

BP 5148.2(e)

#### BEFORE/AFTER SCHOOL PROGRAMS (continued)

~~Every three years, the program Superintendent or designee shall review its the after school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years. (Education Code 8482.3)~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

(cf. 3580 - District Records)

#### Legal Reference:

##### EDUCATION CODE

8263 Eligibility and priorities for subsidized child development services  
8263.4 Enrollment of students ages 11-12 years  
8273.1 Family fees, exemptions  
8350-8359.1 Programs for CalWORKS recipients  
8360-8370 Personnel qualifications  
8420-8428 21st Century After-School Program for Teens  
8482-8484.65 After School Education and Safety Program  
8484.7-8484.9 21st Century Community Learning Centers  
8490-8490.7 Distinguished After School Health Recognition Program  
17264 New construction; accommodation of before- and after-school programs  
35021.3 After-school physical recreation instructors  
45125 Criminal record check  
45330 Paraprofessionals; instructional aides  
45340-45349 Paraprofessionals; instructional aides  
49024 Criminal background check; Activity Supervisor Clearance Certificate  
49430-49434 Nutrition standards  
**49540-49546 Child Care Food Program**

49553 *Free or reduced-price meals*  
**60851.1 Suspension of high school exit examination**  
**69530-69547.9 69430-69460** *Cal Grant program*  
UNITED STATES CODE, TITLE 20  
**6311 State plans**  
6314 *Title I schoolwide programs*  
7171-7176 *21st Century Community Learning Centers*  
UNITED STATES CODE, TITLE 42  
1766-1766a *Child and Adult Care Food Program*  
**11434a Education for homeless children and youths**  
CODE OF FEDERAL REGULATIONS, TITLE 7  
226.17 **Child care center nutrition standards**

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
**Quality Program Improvement Plan for Expanded Learning Programs in California 2016-17, November 2016**  
**Request for Application for Programs Proposing to Serve High School Students, September 2016**  
**21st Century Community Learning Centers (21st CCLC) FAQs Elementary/Middle School Programs, September 2016**

*Management Resources continued: (see next page)*

BP 5148.2(f)

**BEFORE/AFTER SCHOOL PROGRAMS (continued)**

*Management Resources: (continued)*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)  
A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014  
Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014  
**21st Century High School After School Safety and Enrichment for Teens Program Frequently Asked Questions, March 2012**  
*California After School Physical Activity Guidelines, 2009*  
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS  
*21st Century Community Learning Centers, Nonregulatory Guidance, February 2003*  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education, Before and After School: <http://www.cde.ca.gov/ls/ba>  
California Healthy Kids Survey: <https://chks.wested.org>  
California School-Age Consortium: <http://calsac.org>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
Partnership for Children and Youth: <http://partnerforchildren.org>  
U.S. Department of Agriculture: <http://www.fns.usda.gov/cnd/care/afterschool.htm>  
U.S. Department of Education: <http://www.ed.gov>

(11/06 7/15) 3/17

**Policy Reference UPDATE Service**  
Copyright 2017 by **California School Boards Association**, West Sacramento, California 95691  
All rights reserved.