

### Attendance & Early Release Policy (District Policy 5112)

Dear Parents and Guardians,

The After School - Bridge Program is funded by the After School Education & Safety (ASES) Grant and free to all participating students in LUSD. Future funding for the Bridge Program is determined in yearly reviews that monitor daily student attendance at all participating elementary & middle school sites.

As required by the ASES grant, the Bridge Program must operate every school day from school dismissal to 6pm daily. To ensure maximum funding – all participating students must adhere to the following Attendance Policies:

- Attend every regular & minimum school day
- Students who are picked up prior to 6:00 p.m. must adhere to the Bridge Program “Early Release Policy” for one of the following reasons listed below.
- Parents/Guardians must also indicate the appropriate sign-out code when signing out their child.

CODE	REASON
*PP	Parallel Program ( <i>Sports, Dancing, Counseling etc...</i> ) *Special Activities Form needs to be in student file
T	Transportation
W	Safety for walkers ( <i>Written permission required</i> )
M	Medical ( <i>Illness, Doctor’s Appointment, Injury</i> )
O	Other

#### Excused Absences:

An excused absence can be considered Medical Appointments, Religious Observances, Religious Training, Illness, Funerals, Pre-arranged Absences and agreed upon reasons between parent/guardian and the Bridge Program Administration (*see Lodi Unified School District Board policy 5113 and Board Rule 5113*)

If a student is absent, parents are required to communicate in writing or verbally to the Bridge Program staff. This is in addition to notifying the regular school day staff. Failure to communicating your child’s absence to bridge staff may result in an unexcused absence. Student with 3 or more unexcused absences may be recommended for program removal. If you have any other questions or concerns please contact your After School – Bridge Staff.

Sincerely,

**Lodi USD Bridge Program**