

## **Establishment of Alternative Education Programs**

### **Parent Notification**

The district provides flexible options which encourage students to remain enrolled and graduate.

The Board is dedicated to keeping all students enrolled in the regular educational program. It is recognized, however, that there will be students in the district who may benefit educationally in an alternative education environment. Alternative education programs are reviewed in curriculum handbooks or are available from either the Middle School or High School building principals.

“Alternative education program” means a school or separate class group designed to assist students to achieve the goals of the curriculum in a manner consistent with their learning styles and student educational needs in meeting state standards and preparing students for the State of Oregon Assessments..

For further information, please contact a school counselor or principal.

### **Initiation Procedure**

Regulations are written in accordance with state law and Board policy. These regulations outline the parameters for alternative education, outline the request process, and include pertinent forms.

Alternative education programs should be proposed when the regular classroom setting and curriculum programs fail to meet a group of students or an individual learning style, or a student’s educational needs. Alternative education program requests should outline plans that incorporate the common curriculum goals (CCGs) and Essential Learning Skills (ELS), or standards associated with Certificate of Initial and Advanced Mastery (CIM, CAM) the student would master if she/he were progressing within regular, required programs.

An alternative education program request for a particular student can originate from:

- An administrator or counselor;
- A classroom teacher or Student Assistant Team (SAT);
- A parent.

Requests can be made in these situations: when there is a severe conduct problem, or the individual student needs (learning styles) require instruction beyond the regular classroom, or when a parent makes the request.

The steps to initiate and process an optional education request are outlined as follows:

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(continued)

<u>Category A</u> Administrator or counselor request	<u>Category B</u> Classroom teacher or SAT request	<u>Category C</u> Parent Request
Administrator/counselor notifies parent that student is being referred to alternative education.	Classroom teacher may complete an alternative education program request form and submit to their respective site council or	Parent contacts building administrator to request alternative education plan – completes request form.
Administrator/counselor is responsible for completing the request for alternative education form.	Classroom teacher may refer a student to the SAT in their building and, after a plan has been developed by the team, a request form may be completed and submitted to the building site council.	Building administrator will submit outline of specific program to appropriate party. (SAT teacher, etc.)
The administrator/counselor will consult with others, i.e., parents, classroom teacher(s), specialist, educational psychologist or others who can facilitate a recommendation.	Once a student has been referred submit the a proposal to the site council.	If program is outlined, building administrator reviews with classroom teacher, submits to SAT, who in turn, submits to site council.
A recommendation is made on form D. Administrator submits to a district administrator of alternative education so budget, legalities, can be reviewed, and plan approved.	Site Councils will approve/disapprove/recommend changes to a proposal request and report back to the classroom teacher or SAT.	Plan is approved as is or given back to appropriate party.
Parent/student notified of recommended alternative education programs and given timelines, copy of parental rights, and give signature of approval.	Final program requests are signed and submitted to district administrator for review with considerations for legalities, budgeting concerns.	When plan is approved, send to district administrator, who will review within five school days.
Program implemented, monitored in accordance with district policy	Parents are given a copy and sign, giving their consent and permission to proceed.	Notify parents, and obtain signed consent.
	Plan implemented, monitored in accordance with district policy.	Implement program, monitor in accordance with district policy.
	Alternative education programs to regular curriculum may be developed by teachers in individual buildings. Complete pertinent information in optional education worksheet and follow recommended procedure.	If plan is not approved by site council, the appropriate party will resubmit for approval followed.

## Approval Procedures

A plan for an alternative education program can be proposed and submitted for approval by an administrator, classroom teachers, SAT, site council, and community members.

1. The proposal should be outlined on the application form and submitted to the administrator who directs alternative education in the district and the curriculum director. All proposals should be developed and submitted with consideration for the policies and regulations that pertain to alternative education programs. The applicant should also review and consider the programs already available for students.
2. The administrator responsible will review the application using a point system where values include:  
  
1 = missing information  
3 = needs more detail  
5 = acceptable

The review should be completed in a timely manner after the receipt of the proposal.

3. The review will also include attention to Oregon Revised Statutes that refer to alternative education programs.
4. All alternative education programs implemented will be monitored in accordance with Board policy IGBHA and accompanying administrative regulation.
5. All student credit received through alternative education programs will be in accordance with Board policy.
6. Complete either the alternative education course proposal application or the request for individual alternative education program and parental notification forms.