

Administrative Regulation

INSTRUCTION

Alternative School Programs

1. Establishment of an Alternative Education Class

- 1.1 Parents of pupils within the District may request that the District establish an alternative education class. The request must demonstrate that the following items have been accomplished:
 - 1.1.1 Sufficient parent support and pupil enrollment exist to warrant the creation of such a class. (See section 4.2 regarding class size/new class.)
 - 1.1.2 A proposal for a new alternative education class has been submitted for approval by the Board of Trustees by November 1 of the school year prior to the beginning date for the new class.
 - 1.1.3 A volunteer district teacher has been found to teach the class.
- 1.2 A teacher(s) may request the establishment of an alternative education class in accordance with guidelines 1.1.1 and 1.1.2.
- 1.3 The request will be submitted to the Board of Trustees for final determination. For a class to begin the next school year, a determination must be made on or before January 1.

2. Enrollment and Admissions

- 2.1 Participation in alternative education programs and activities is optional for parents whose children are assigned to balance class size.
- 2.2 To ensure equitable access (as outlined in Board Policy 6152), each alternative education class shall be open to any interested pupil at the appropriate grade level.

When a new class is formed the following will be implemented:

 - a. 20% of the available openings will be reserved for siblings of students currently enrolled in the Alternative Education program at that site.
 - b. Remaining positions will be filled through random selection of pupils using a lottery system

All things being equal, first priority will go to pupils in Berryessa Union School District.
- 2.3 Returning pupils will have automatic placement in the program at the next grade level even if the class is new.
- 2.4 Pupils selected for Alternative Education classes must meet the district's administrative guidelines for interdistrict and intradistrict transfers if the program is not located in the pupil's "home" school. (Board Policies 5111 and 5116)

3. Evaluation of the Selection Process

3.1 The selection process will be evaluated by December of each year.

4. Class Size

4.1 No class size shall exceed the contractual limit agreed to between Berryessa Union School District and the California Teachers Association of Berryessa.

4.2 A class with an enrollment for at least 25 pupils, by the third Friday in May, will have an Alternative Education classroom allocated for the month of September.

4.3 If an established class has fewer than 25 pupils enrolled by the third Friday in May, the pupils and their parents will be notified that continuation of the class will be contingent upon the class reflecting the school site average by the school's reorganization date.

4.4 Immediately prior to the first day of class, the enrollment of each Alternative Education classroom shall be evaluated by the administration. If the requirements of a planned class appear to be in jeopardy, the parents, teacher, and administration shall work together to meet the requirements for class continuation.

4.5 Continuation of an Alternative Education class beyond the school's reorganization date shall be contingent upon that class having an enrollment which reflects the grade level average of that site. The site administration will include the Alternative Education class in the school's reorganization plan.

5. Housing of Alternative Education Classes

5.1 When possible, classes within a program will be housed at the same school.

5.2 If it becomes necessary to consider moving an Alternative Education class, parents, teachers, and administration will work together.

6. Funding and Capital Assets Inventory

6.1 No donation or fee by parents/guardians or others will be a requirement for enrollment continuation or participation in an Alternative Education class and/or any of its activities.

6.2 Each Alternative Education class shall administer and maintain records, and take responsibility for accounting of funds raised using district authorized procedures. The program and/or class procedures will include processes to keep information that pertains to families confidential. All administration and maintenance of funds or financial records must be reviewed and approved by the principal. All records and accounting documents will be subject to review by the district administration and available for audit. Purchase of equipment and/or materials must follow district authorized procedures.

6.3 Any equipment or capital assets purchased for an Alternative Education class shall become the property of the district when offered as a gift as specified in Board Policy

3280, section 8.

(or)

Any equipment or capital assets, other than district property, must be covered by liability insurance provided by the lending entity, in the amount of \$1,000,000.

- 6.4 In the event that an Alternative Education class is dissolved, items purchased through fund raisers become property of the district as specified in Board Policy 3280, section 8, unless such items are specifically identified in advance as being on loan to a class and, in that event, are insured for liability by the lending entity. Items purchased through fund raisers or donations stay at the school that initiated the fundraiser or received the donation.
 - 6.5 Programs and/or classes will develop procedures to return funds and/or materials/equipment to donors if the program and/or class is cancelled during the school year in which the donation is received.
 - 6.6 In the event that an Alternative Education class is dissolved, funds will be divided among remaining Alternative Education classes in that program. If there are no other classes, funds will be divided among remaining Alternative Education classes. If there are no Alternative Education classes, funds will be donated to the school.
 - 6.7 In the event an Alternative Education class is dissolved, any outstanding debts will be paid by funds from the program. If there is no program at the school, payment will be the responsibility of the person who ordered the equipment, service and/or materials
7. Curriculum of Alternative Programs
- 7.1 Alternative Education programs must align with the district and the State Frameworks.
 - 7.2 Curriculum materials must meet district standards.
8. Procedures
- 8.1 Procedures for all employees require that the principal must give prior approval for all school meetings, parent education programs, before/during/after school activities, speakers, and/or any activities that involve the program or its components.
9. Evaluation
- 9.1 Alternative Education programs will be evaluated annually as part of the school-wide evaluation.
10. Teacher Replacement, Existing Alternative Education Program
- 10.1 District personnel procedures will be followed to fill vacancies in Alternative Education classrooms.

11. Commitment to the Public

- 11.1 Employees will not use institutional privileges for private gain. Employees will not accept gifts or favors that might impair or appear to impair professional judgement. (Board Policy 4103)
- 11.2 No non-management district employee or community member will use the name of the district and/or school to establish financial relationships with individuals or organizations.

12. Discipline

- 12.1 The school's discipline plan (Code of Conduct) applies to all pupils on the campus including Alternative Education participants.

13. Alternative Education Advisory Council

- 13.1 An Alternative Education Advisory Council shall be established by June 1 for the following school year. Membership will include a parent/guardian representative from each Alternative Education classroom, the teacher from each Alternative Education class, at least one administrator from a school with an existing Alternative Education Program, and two other teachers appointed by CTAB. The Superintendent will designate a district administrator as the Executive Secretary of the Council.

14. Notice of Alternative School

- 14.1 At the beginning of each school year, the "Notice of Alternative Schools" shall be sent to all parents/guardians as set forth in Education Code Section 58501. (Notice is included in the annual Notice to Parents Regarding Federal Laws and Education Code Excerpts Relating to Rights of Parents or Guardians of Minor Pupils.)
- 14.2 A copy of the "Notice of Alternative Schools" shall be sent to each teacher before March 1 of each year.
- 14.3 Copies of the "Notice of Alternative Schools" shall be permanently posted in each school and the District Office at least two (2) places normally visible to pupils, teachers, and visiting parents/guardians.

Adopted: July 28, 1983
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