

**SANDIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

NO. 4261

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OF 5

CLASSIFICATION INSTRUCTION, SPECIAL PROGRAMS

EFFECTIVE 8-2-76

SUBJECT ALTERNATIVE SCHOOLS

REVISED 3-28-79

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing establishment of alternative schools.
2. Alternative instructional programs are covered in Procedure No. 4000.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Ed. Code 5811-5819.5; SB445.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Educational Services Division.
2. Definition. Alternative school: A school established upon request of parents to provide students a choice of learning opportunities compatible with their interests, goals, and learning styles not otherwise available in the district's educational program.
3. Objectives of an Alternative School
 - a. To maximize the opportunity for students to develop positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
 - b. To recognize that the best learning takes place when a student learns because of the desire to learn.
 - c. To maintain a learning situation maximizing student self-motivation and encouraging a student to follow his/her own interests in his/her own time. These interests may be conceived by the student totally and independently, or may result, in whole or in part, from a presentation of choices of learning projects by teachers.
 - d. To maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
 - e. To maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.
4. Notice to Parents, Teachers, and Students. A notice regarding alternative schools shall be sent to parents and guardians. (Included in the notifications sent annually via brochure on parent rights and responsibilities.) In addition, this notice shall be distributed to each teacher before March 1 each year and copies shall be posted in at least two places normally visible to students, teachers, and visiting

NOT REVISION

- c. 4. (continued)
parents for entire month of March (Ed. Code 5811.5). Notification may be by circular or by district staff bulletin; copies of the bulletin may be posted to meet the posting requirement.
5. A copy of the law (SB 445, Education Code 5811-5819.5) concerning alternative schools will be maintained in the principal's office and be available for review by parents, students or teachers (Ed. Code 5811.5).
6. Criteria for establishment and operation of an alternative school or program include:
- a. Enrollment is open to all students; the program may not be **exclusive**. Previous classroom performance shall not be a criterion for limiting any student from an opportunity to attend.
 - b. Enrollment is voluntary; "**choice**" is a significant factor.
 - c. The alternative is not a limited, special, or pilot project, but is an integral ongoing part of the public school system.
 - d. Total school community is involved in the decision-making process. (Community is defined as parents, students, and staff.)
 - e. Student population must be balanced racially-, ethnically, and by sex to extent possible.
 - f. Staff must be balanced racially, **ethincally**, and by sex, when feasible; teachers must volunteer for assignment.
 - g. The school will be maintained and funded by the school district at same level of support as other education programs for children of same age level.
7. Instructional Requirements and Constraints. General laws and policies affecting the district's instructional program are covered in Procedure No. 4000. Course of study, promotion and graduation requirements, etc., applying to conventional program also apply to alternative schools.
8. Code Requirement Waivers. Applications may be made for a waiver of any provision of the Education Code, other than those relating to earthquake safety, in operation of alternative schools.
9. Annual Evaluation. There shall be an annual evaluation of each alternative school submitted to the appropriate K-12 area assistant superintendent on or before June 1 (Ed. Code 5816.5). Evaluation shall include pre and post-testing of basic skills for student **participants**, and must identify the variables that may have affected student academic achievement. Process of evaluation also shall include teacher, parent, and student input from the alternative school.

C. 10. District Committee-for Alternatives in Education (DCAE) provides leadership for planning, development, and evaluation of alternative schools and programs.

a. Membership includes, but is not limited to:

- Division representatives, appointed by appropriate assistant superintendent
- Elementary, junior, and senior high school school principals, appointed by appropriate assistant superintendent 3
- Teachers selected by School Operations Division; two secondary and one elementary 3
- Teachers selected by Certificated Employee Council 2
- Counselor, appointed by San Diego City Student Services Association 1
- Administrators Association representative 1
- Students, selected by ASB's 3 or 4
- Parents, selected by appropriate groups 4
- Chairman, appointed by Assistant Superintendent, Educational Services Division 1

b. Functions and Responsibilities

- (1) Identifying educational alternatives that currently exist in the district.
- (2) Developing criteria for establishment of alternative schools.
- (3) Assisting in evaluation of present alternative schools.
- (4) Assisting individuals and groups who wish to develop alternative schools by:
 - (a) Helping interested individuals form a school/community alternative education committee for their school.
 - (b) Providing school/community committees with "Planning Guide for Alternative Schools or Programs" (describes procedures for proposing an alternative school).
 - (c) Providing school/community committees with information, suggestions, and resources for planning, developing, and completing the written proposal. DCAE may suggest use of district resource services as well as appropriate

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- C. 10. b. (4) (c) (continued)
instruments such as "Parent Survey for Alternatives in Education," a survey developed by the district to determine parent preferences in school/program design.
- (d) Serving as a liaison between district resource personnel and individual school/community committees wishing to develop an alternative school.
- (5) Reviewing summaries and written proposals of alternative education schools submitted by school/community committees and making recommendations to Assistant Superintendent, Educational Services Division.
- D. IMPLEMENTATION:
1. Principal, during latter part of April, posts information regarding alternative schools as required in **C.4.** above.
 2. School/Community Alternative Education Committees. Any individuals or groups from a particular school and/or community may submit proposals for an alternative school.
 - a. School/community members may contact chairman of DCAE, who provides guidelines for formation of **a** school/community alternative education committee.
 - b. When a school/community committee is formed, members prepare a brief summary of their proposed program describing:
 - (1) Way in which their program differs from existing school(s) or **programs.**
 - (2) Age groups to be served.
 - c. Summary is submitted to DCAE chairman for committee review and recommendation.
 - d. Approved summaries are then developed into a complete written proposal in accordance with "Planning Guide for Alternatives in Education." Proposals must include detailed information regarding needs, goals and objectives, program description, evaluation process, and budget. Committee members work cooperatively with DCAE, district resource persons, and interested teachers and principals.
 - e. Completed proposals are submitted to DCAE for review and recommendation to Assistant Superintendent, Educational Services Division, for further processing.
 3. Assistant Superintendent, Educational Services Division
 - a. Reviews written proposal to determine which district groups should review and make recommendations regarding approval or disapproval.

D. 3. b. Submits written proposal to appropriate divisions, Instructional Council, Superintendent's Cabinet, and Board of Education for information and approval. If rejected by any group in the process, proposal is returned to DCAE for revision or to be discontinued.

4. Board of Education approves or disapproves alternative program proposal.

5. Superintendent or designee assigns board-approved programs to appropriate assistant superintendent(s) for implementation through regular district procedures.

6. Program Evaluation. Alternative schools and programs are evaluated in accordance with regular district procedures and the board-approved evaluation plan, which includes pre-testing and post-testing of basic skills for student participants.

E. FORMS AND AUXILIARY REFERENCES:

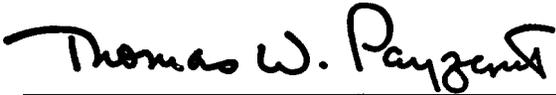
1. Course of Study for Elementary Schools, Stock No. 41-E-3500.
2. Digest for Secondary School Curriculum, Stock No. 41-S-2900.
3. "Planning Guide for Alternative Schools or Programs," available from Educational Services Division.
4. "Parent Survey for Alternatives in Education," available from Educational Services Division.

F. REPORTS AND RECORDS:

1. Yearly evaluation of the program, based on the plan in approved proposal; submitted to DCAE by management employee responsible for the program.

G. APPROVED BY:


Special Assistant
to the Superintendent


Superintendent