

## INSTRUCTION

### **STANDARDS FOR DISCRETIONARY AND ALTERNATIVE PROGRAMS**

These procedures are designed to assist the sponsoring group of a discretionary or alternative learning program in the collection of information and application process necessary for the program proposal to be considered by the Superintendent and School District Board of Directors.

These procedures also delineate all written documents required as attachments to the proposal application. This program application form, together with all attachments, shall constitute the proposal packet utilized by the school board.

It is critical that the sponsoring group document this process maintaining a written record of all work with each group.

#### DECISION MAKING GROUP AND PLAN

- A. Any proposal group shall have an identified decision making group and plan consistent with established district decision-making guidelines. A copy of the decision making plan and a roster of the members of the decision making group will be Attachment #1.

#### PURPOSE STATEMENT

- B. There shall be a purpose statement for any proposed new program. In addition, the specific qualities that distinguish the proposed program from current programs shall also be delineated. The document containing the purpose statement and the distinguishing qualities will be Attachment #2.

#### REVIEW OF LITERATURE AND BEST PRACTICE

- C. A review of the literature, current best practice and other relevant investigative devices shall be utilized to determine the impact that the proposed program likely will have upon the following policy goals:
1. The promotion of the education of the district's students consistent with the goals of public education and the mission of the district and with the achievement of the Washington State Essential Learning's and the Wenatchee School District Curriculum Standards by all district students,
  2. the enhancement of student learning by the expansion of available choices,
  3. the enhancement of parental and community involvement,
  4. the promotion of the effective, efficient, and safe management and operation of the district.

A summary of research findings linking the proposed program to the above stated policy goals will be Attachment #3.

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### SUBSTANTIAL OR PERVASIVE IMPACT UPON OTHERS

D. Whenever there is the potential for a substantial or pervasive impact upon another building/program/support service, such as establishing a program at a school site, then the following consensus statements and consensus decision to proceed shall be reached by the impacted building's/program's/support service's decision making body and the decision making body of the proposed group:

1. A consensus statement delineating the potential impact of the proposed program upon the impacted building/program/support service.
2. A consensus statement delineating how positive impacts will be maximized and negative impacts minimized.
3. A consensus recommendation, consisting of 80% of the parties involved, to proceed delineated in a recommendation statement.

These consensus joint statement will be Attachment #4.

### GOALS AND OBJECTIVE AND ASSESSMENT

E. The proposal shall include a statement of the goals and specific objective to be achieved by the proposed program. The relevant district policy goals, listed in C. above, will be included as goals. In addition, the evaluative criteria and instruments to be utilized to measure the achievement of the stated goals and objectives shall be identified. The goals, objectives, and assessment measures document will accompany the proposal as Attachment #5. As a minimum, annual evaluations will be required. An action plan utilizing the results of each evaluation and a copy of the evaluation results will be submitted at least annually to the superintendent.

### PROGRAM DEVELOPMENT PLAN AND BUDGET

F. A program development plan including a development timeline, a list of human resource requirements, and a detailed development budget shall accompany the proposal as Attachment #6. The district supported budget for a proposed program shall not exceed the per pupil cost of education other students at the same school level. The source of any additional human or financial resources required for the program development shall be identified prior to Board approval of the program.

### PROGRAM IMPLEMENTATION PLAN AND BUDGET

G. A program implementation plan including an implementation timeline, a list of human resource requirements, and a detailed implementation budget will accompany the proposal as Attachment #7. The district supported budget for a new program shall not exceed the per pupil cost of educating other students at the same school level. The source

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of any additional human or financial resources required for program implementation shall be identified prior to Board approval of the program.

### SINGLE OR MULTIYEAR PROGRAM DECISION AND BUDGET

H. The proposal shall indicate if a single year or multiyear program is proposed. If the proposal is multiyear then the number of years shall be stated and a list of budget implications for each year will accompany the proposal as Attachment #8. The district supported budget for the program shall not exceed the per pupil cost of educating other students at the same school level. The source of any additional human or financial resources required for program maintenance shall be identified prior to Board approval of the program.

### PLAN FOR SUCCESS

- I. The proposal shall have a written plan, submitted as Attachment #9, which details:
1. The student selection process and procedures.
  2. The procedures to eliminate or reduce barriers to inclusion.
  3. The procedures to eliminate or reduce waiting lists.

### COMMUNITY COMMUNICATION AND INVOLVEMENT PLAN

J. A plan to provide community communication and involvement will be developed and implemented. Both the plan and a synthesis of the involvement will be shared as Attachment #10. Broad support is critical to the acceptance of any program proposal.

### SHARING WITH ELEMENTARY AND/OR SECONDARY LEVEL GROUP

K. The proposal group shall share their proposal with the appropriate level group, elementary or secondary. The level group's review recommendations and corollary statement by the proposal group will be Attachment #11.

### CABINET REVIEW

L. The proposal and all attachments will be reviewed by the cabinet at least three weeks prior to the date at which the Board will receive the proposal. Cabinet recommendations and a corollary statement by the proposal group will be Attachment #12.

### PROPOSAL GROUP DECISION TO PROPOSE

M. The decision to propose a potential program will follow the proposal group's decision making plan and will be indicated by the signature of the decision making body's chair on the program application form. If the decision making plan allows less than unanimous

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(80%) agreement, then a plan to address dissenting concerns will be Attachment #13. If another building/program/support service is substantially or pervasively impacted, then their agreement to the proposal is indicated in Attachment #4.

### CONTRACT WAIVER

N. If the proposed program requires a contract waiver, then the district contract waiver process shall be followed. Evidence of waiver approval will be Attachment #14.

### SUPERINTENDENT REVIEW

O. The superintendent will review the proposal packet to ensure that it is complete, including all attachments, prior to placing the proposed program on a board agenda.

### IMPLEMENTATION ACTIVITY COMMENCES

P. Implementation timeline activities may commence with school Board approval.

### EVALUATION

Q. A program and budget evaluation and an implementation report for appropriate action shall be submitted annually to the superintendent.

### SUNSET REVIEW

R. Any new program which no longer meets the five Board policy standards for development will be returned to the Board for sunset consideration.

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### **Discretionary Programs and Alternative Learning Programs**

#### **Review Process**

Discretionary programs and alternative learning programs are those programs which provide a distinctive learning environment with the degree of substance and impact that identify them as a focal point of the school. Discretionary and alternative learning program applications are available to any group, staff or community, proposing a program.

#### Review Process:

1. The application form is submitted to the Superintendent.
2. The Superintendent and cabinet review the application to determine if the proposal meets the five board policy (#2246) standards for discretionary and alternative learning program development consideration. Superintendent determines if additional supporting information is needed (i.e. school/parent surveys, voice poll, data collection, etc.)
3. When the Superintendent determines that the proposal idea meets the five policy standards, or best meets the standards if there are multiple proposals under consideration, then the School Board will review the program proposal to evaluate the possibilities, challenges, concerns, etc.
4. If the Superintendent determines that the proposal idea does not meet the five policy standards, then the group has the option to modify their idea to meet the standards or to appeal the judgment of the Superintendent to the Board.
5. Upon Board approval of the discretionary or alternative learning program application, the Superintendent will assign a central office liaison to work the proposal group.

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### **Wenatchee School District Discretionary and/or Alternative Learning Program Procedural Checklist**

The following procedural checklist is designed to assist the central office liaison in their work guiding and supporting proposal groups. This procedural checklist provides a quick reference to the steps already described.

#### **Attachment # 1**

- \_\_\_\_\_ Decision making group roster.
- \_\_\_\_\_ Decision making plan.

#### **Attachment #2**

- \_\_\_\_\_ Purpose Statement.

#### **Attachment #3**

- \_\_\_\_\_ Summary of research finding relative to policy goals.

If there is the potential for a substantial or pervasive impact upon another building/  
program/support service then:

#### **Attachment # 4**

- \_\_\_\_\_ Consensus statement delineating the potential impact of the proposed program upon the impacted building/program/support service.
- \_\_\_\_\_ Consensus statement delineating how positive impacts will be maximized and negative impacts minimized.
- \_\_\_\_\_ A consensus recommendation statement.

#### **Attachment #5**

- \_\_\_\_\_ Goals and objectives statement.
- \_\_\_\_\_ Delineation of assessment measures.

#### **Attachment # 6**

- \_\_\_\_\_ Program development timeline.
- \_\_\_\_\_ Development human resource requirements.
- \_\_\_\_\_ Detailed development budget.
- \_\_\_\_\_ Identification of the source of any additional required human and/or financial resources for development.

#### **Attachment #7**

- \_\_\_\_\_ Implementation timeline.
- \_\_\_\_\_ Implementation human resource requirements.
- \_\_\_\_\_ Detailed implementation budget.
- \_\_\_\_\_ Identification of the source of any additional required human and/or financial resources for implementation.

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**Wenatchee School District  
Discretionary and/or Alternative Learning Program  
Procedural Checklist**

If the proposal is a multiyear proposal then:

**Attachment #8**

- \_\_\_\_\_ Statement of number of year.
- \_\_\_\_\_ Budget implications for all years.
- \_\_\_\_\_ Identification of the source of any additional required human and/or financial resources for multiyear maintenance.

**Attachment # 9**

- \_\_\_\_\_ Plan for success document.

**Attachment # 1 0**

- \_\_\_\_\_ Community communication plan.
- \_\_\_\_\_ Community involvement plan.
- \_\_\_\_\_ Synthesis of community involvement.

**Attachment # 11**

- \_\_\_\_\_ Elementary and/or Secondary level group's review recommendation.
- \_\_\_\_\_ Proposal group's corollary statement to level group's review.

**Attachment # 12**

- \_\_\_\_\_ Cabinet's review recommendation.
- \_\_\_\_\_ Proposal group's corollary statement to cabinet's review.

**Attachment # 13**

- \_\_\_\_\_ Proposal group's decision to proceed signature.
- \_\_\_\_\_ Plan to address dissenting concerns as appropriate.

If waiver contract is required then:

**Attachment # 14**

- \_\_\_\_\_ Evidence of contract waiver approval.

**Attachment # 15**

- \_\_\_\_\_ Confirmation by superintendent that proposal packet is complete.

**Attachment # 16**

- \_\_\_\_\_ Placement on school board agenda.
- \_\_\_\_\_ School board action.

Upon approval of school board and implementation of program then:

**Attachment #17**

- \_\_\_\_\_ Annual program and budget evaluation.
- \_\_\_\_\_ Sunset review by the school board if appropriate.

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Wenatchee School District No. 246

Application Form

Discretionary and/or Alternative Learning Program Proposal

Program Title: \_\_\_\_\_ Grade Level: \_\_\_\_\_
Proposal Group: \_\_\_\_\_
Group Representative: \_\_\_\_\_ Telephone: (H) \_\_\_\_\_
Mailing Address: \_\_\_\_\_ (W) \_\_\_\_\_

A proposed Discretionary program or Alternative Learning Experience program must meet the five school board policy (#2246) standards in order to be considered for approval to continue into the developmental stage. The application procedure is as follows:

- Step 1: Provide a list of the members of the sponsoring group. Please include name, addresses and phone numbers (home/work). Provide a written (300 words maximum) description of the proposed program and a purpose statement that provides evidence that the proposed program is consistent with the goals of public education, and the mission of the Wenatchee School District.
Step 2: Provide a written plan as to how the proposed program will enhance student learning and compliment the achievement of the Washington State Essential Learning's and the Wenatchee School District Curriculum standards.
Step 3: Provide a written plan that identifies the student population to be served, ensures that enrollment is open to all students, that selection is made in a fair and equitable manner, and strategies which will be used to minimize barriers to participation, such as transportation, and how enrollment opportunities will be communicated to all district students and their families prior to student selection.
Step 4: Expansion and/or replication of the program must be possible. Provide a statement addressing your commitment to expansion and/or replication of the program, and a outline of a development plan for the expansion and /or replication of the program if district student and parental demand so warrants.
Step 5: The district supported budget for a discretionary and/or alternative learning program shall not exceed the per pupil cost of educating other students at the same school level. Provide a detailed budget of the program implementation and operating costs including human resource requirements and other financial resources that will be used in the start up and yearly operations of the program.

Official Use: Date Submitted: \_\_\_\_\_

Received By: \_\_\_\_\_

Reviewed By Superintendent: Date: \_\_\_\_\_ Initialed: \_\_\_\_\_