

OPPORTUNITY SCHOOL/CLASS/PROGRAM**A. Scope and Purpose**

The Governing Board recognizes that attendance and behavior problems which develop in the sixth through tenth grades can have serious detrimental effects and sometimes cause students to drop out of school. In order to provide special attention at this critical time, the Board shall maintain an opportunity class/program for students in the sixth through tenth grades who are insubordinate or disorderly, irregular in attendance, or habitual truants.

B. General

The Tracy School District offers a self-contained educational option for students. The opportunity class provides an alternative educational experience for those students who are at-risk of school success.

The primary goal of the opportunity class is to return successful students to the regular school program as soon as practically possible. Enrollment in the opportunity program typically is a short-termed intervention to help students succeed in the regular school program.

Students are accepted at their individual level of social and academic performance and achievement and given every chance to experience success. They will enter the program with meaningful goals that address the specific difficulties that prompted his/her placement in the opportunity class.

C. Forms Used And Additional References

Student Study Team Note

D. Procedures**1. Program Administration**

The opportunity class is a district program under the direction of the Director of Student Services. However, the supervision of the program is the responsibility of the site principal or his/her administrative designee.

The opportunity class teaching staff will consist of one full-time instructor and one four-hour clerk/aide.

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Policies and administrative regulations concerning the opportunity program may be modified through board action. A district committee composed of the middle school principals, assistant principals, counselors, psychologist, opportunity class teacher, and chaired by the Director for Student Services will meet periodically and make recommendations to the superintendent for changes of policy and administration regulations for the program.

2. Facilities

The opportunity class will be housed in a regular education classroom.

3. Length of Instructional Day

The minimum school day for opportunity class students is 240 minutes (8:15 A.M. – 12:15 P.M.). Some Opportunity Class students will be mainstreamed back into the regular program for one or more periods and their school day may exceed the minimum time period of 240 minutes. The district will provide transportation to and from school for those students who reside outside the Tracy City limits.

The District will make every effort to facilitate mainstreaming back into the regular program for one or more periods.

4. Class Size

The opportunity class is designed for a low student teacher ratio. The maximum class enrollment for the opportunity class shall be twenty (20 students).

5. Curriculum

The academic curriculum will consist of basic skills and other district requirements. Students will be graded by the opportunity class teacher at the regular grading intervals (1st quarter, 2nd quarter, 3rd quarter, 4th quarter). Students will receive credits commensurate with the time in the program and the amount of work successfully completed in 2-1/2 quarter unit increments.

6. Attendance

The opportunity class teacher will record attendance and contact parents by phone as appropriate. Parents are expected to clear absences on the day they occur. More than three days absence due to illness during any quarter will require a physician's

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verification or verification by site personnel. Unverified absences will be recorded as trancies.

7. Admission to the Opportunity Class Program

Students are admitted to the program after extensive alternative remedial actions have been taken on the referring school's campus. The following referral process shall be used in placing students in the opportunity program:

- a. To place a student in the opportunity class the principal, assistant principal, school psychologist, or counselor must fill out a referral to the Student Study Team (SST). Further, the referring staff member must be present at the SST meeting to discuss the case.

The SST consists of the school psychologist, counselor, opportunity class teacher, referring staff member, and other teachers who have the student in class. The parent/guardian will be notified of the Student Study Team meeting to consider placement of the student and the parent/guardian's right to be present at the meeting.

The parent may designate a representative such as a counselor, social worker, or other community member to attend the committee meeting.

- b. The Student Study Team will review each student recommended and determine if Opportunity Class is the appropriate placement for the student. Entrance criteria for the Opportunity Class shall include, but is not limited to one or more of the following:
 - (1) Attendance problems – student already referred to the School Attendance Review Board
 - (2) Behavior problems – student already referred to the Student Study Team
 - (3) Academic problems – student exhibits low academic performance and is not benefiting from the regular program
 - (4) Social problems – student is unable to adjust to the demands and pressures of the regular school program and he/she has been previous referred to the Student Study Team and the need for further intervention is indicated.
- c. The Student Study Team makes a recommendation to the site principal regarding placement into the Opportunity Class. The principal makes a

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decision regarding the recommendation and the parent is notified of this decision in writing. No student will be placed into the Opportunity Class until the recommendation is approved by the principal. The recommendation must include:

- (1) The specific difficulties the student is having
 - (2) The interventions that have been used to help the student before the SST referral was made
 - (3) Goals for the student while in the opportunity program which are related to the difficulties the student is experiencing
 - (4) The conditions and expected duration of the student's enrollment in the opportunity program
 - (5) The disposition of the student when those conditions are met
 - (6) When the SST will meet to review the progress, conditions and duration
- d. If the parent/guardian disagrees with the placement decision, he/she has ten (10) days to appeal the decision to the Director for Student Services. The Director of Student Services will then make the decision of whether or not to place the student in the Opportunity Class. The student will not be placed until the appeal process is completed.
- e. The District Review Board may also place students into the opportunity class with recommendations similar to student study team referrals.

8. Notification

Prior to assigning a student to an opportunity class/program for adjustment purposes, the student and his/her parent/guardian shall be notified in writing of the intended assignment. Insofar as practicable, the notice shall be in the parent/guardian's primary language and shall request the parent/guardian to response within ten days. If the parent/guardian does not respond, the Superintendent or designee shall make a reasonable effort to contact him/her by telephone with this information. (Education Code 48637.1).

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9. Progress Review

A review shall be conducted to examine the progress of each student assigned to an opportunity class/program for adjustment purposes and to determine whether the student would benefit by returning to the regular program. A representative of the opportunity class/program who is familiar with the student's progress shall participate in this review. The student's parent/guardian also may participate if he/she so desires. (Education Code 48637.3).

All opportunity class students will be formally reviewed four times each school year (at the end of each quarter) by the Student Study Team. The review will include expectations for:

- a. Attending school on a regular basis
- b. Improved attitude and behavior
- c. Classroom/homework assignments correctly completed on time
- d. Improved classroom participation
- e. Successful participation in trial mainstreaming program

In addition, the Opportunity Class teacher will monitor and report student progress to the parent as well as the student on a regular on-going basis. The Opportunity Class teacher will make a recommendation regarding continued placement or placement in the regular program for each student. Exit criteria from the Opportunity Class Program shall include the following:

Students may be exited from the opportunity class for other reasons such as lack of parent support, lack of attendance, negative behavior, etc. Students who are not successful in the opportunity class may also be considered for placement in other educational programs, including but not limited to the following dependent upon age and appropriation of placement:

- a. Regular full-time program
- b. Partial night program
- c. Continuation School
- d. Tracy Adult School
- e. Support Room
- f. Summer School
- g. Home Instruction
- h. Private tutoring
- i. Independent Study

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E. Reports Required

State Report

F. Record Retention

None

G. Responsible Administrative Unit

Educational Services
School Principal
Director of Student Services

H. Approved To The Administrator Of The Division

Assistant Superintendent of Educational Services