

## **INSTRUCTION**

### Optional Education Program (OPEPO)

In keeping with the district's commitment to educational program options for students which focus on active parent and family involvement, the Optional Education Program has been established. The following are the procedures of this program:

#### **I. Parent and Family Involvement**

Parents and families of OPEPO students, in cooperation with the school district, will provide the active involvement, support and resources necessary for maintaining a successful student learning program. It is expected that parents will not make application to the program if the following expectations cannot be met.

All families are expected to:

- A. Volunteer at least six (6) hours per month in the classroom or in another capacity (three (3) hours per month for single parents).
- B. Attend all required parent meetings.
- C. Participate in program fundraising activities.

#### **II. Application Process**

- A. Parent(s) planning to apply for program admission must spend at least one half day observing the program between February 1<sup>st</sup> and April 1<sup>st</sup>. As part of this process, parent(s) must schedule and participate in a conference with the OPEPO teachers.
- B. Parent(s) must attend one (1) of the scheduled OPEPO conferences scheduled by the teachers, February 1<sup>st</sup> through April 1<sup>st</sup>.
- C. Application for student enrollment in the OPEPO program shall be made annually beginning with a designated date in March through April 1st. All applicants must be at least six (6) years of age on or before August 31st of the year or have been admitted to the district consistent with its early entry procedures.
- D. Applicants who have completed this process will then be placed in an applicant pool. If a parent has not completed the classroom observation and teacher conference, their applicant's name will be removed from the applicant pool.
- E. A lottery will determine placement in available openings.

#### **III. Student Placement**

Placement will be determined on or before May 15<sup>th</sup> by the following criteria:

- A. Every effort will be made to maintain diversity in the OPEPO classroom: grade level, cognitive development, academic skills, social-emotional development, gender, ethnicity, and special needs.

- B. Given the district's placement requirements and commitment to classroom group diversity are met, siblings of current program members will have preference for enrollment, if there is an opening at the appropriate grade level. Should there be more applicants than openings at a grade level, the siblings of current program members will have preference. The remaining applicants will be part of the lottery.

IV. Waiting Lists

Applicants who are not placed will remain on the waiting lists. Parents will be notified and applicants may enter the program as grade level openings occur during the school year.

Applicants who are on the waiting list must reapply each year during the application period. If the applicant does not reapply their name will be removed from the waiting list.

V. Program Leave of Absence

Upon written notice from the parent, students may have a twenty (20) school day leave of absence from the OPEPO program prior to being removed. The leave of absence will begin from the specific date of written notification. Leave request beyond twenty (20) school days may be reviewed and be approved by the principal.

If a student is eight years old or older, the parent must submit a request for leave of absence to the principal, complete the home school request and confirm that the child will be home schooled during this leave of absence.

**Date: 3/14/85; 11/17/88; 1/11/99; 4/28/03; 11/22/04.**