

## SECTION 507 PROGRAM MODIFICATION REQUESTS

1. Purpose: The purpose of this policy is to provide program modifications and a procedure for requesting program alternatives for students who are drop-outs or potential drop-outs in order to encourage their continued formal education.
2. Eligibility: Resident students of the Portage Community School District are eligible to apply for program alternatives. Students under the age of 16 must have the recommendation of their parent, teacher, guidance counselor and principal for consideration under this policy.
3. Program Alternatives and modifications may be considered in the following areas:
  - a. Modification within the students' current academic program.
  - b. A school work training or work study program.
  - c. Enrollment in any alternative public school or program located in or operated by the Portage Community School District.
  - d. Enrollment in any non sectarian private school program, located in the Portage Community School District and which complies with the requirements of 42VSC2000d. Enrollment under this provision shall require a tuition contract by the Portage School Board and the prior approval of the program by the Board.
  - e. Home-bound study, including nonsectarian correspondence courses or other courses of study approved by the school board or nonsectarian tutoring provided by the school in which the student is enrolled.
  - f. Enrollment in any public educational program located outside the Portage school district. Enrollment of a student under this subdivision should be pursuant to a contractual agreement between school districts and requires prior approval of the School Board.
4. Requests: Requests from an eligible child will be made to the principal. Students under age 18 must present written acknowledgement of the request from their parent or guardian. All requests will be written and will document the reasons for the request as well as the proposed program modification.
  - a. Conference – The Principal will cause a conference to be held with designated staff members, the child, and the parent or guardian.  
  
The conference will investigate the reasons for the request and if necessary recommend a feasible program, if any, that meets the individual student needs.
  - b. Program approval – Any recommended program must be submitted to the District Administrator, who shall be the designee of the School Board, for the administrator's approval or disapproval. Programs submitted under Rule 3, parts d and f, of this policy require prior approval of the School Board.
5. Appeals – Appeals from administrative decisions will be made, in writing, to the School Board by the child's parent or guardian.
6. Membership – Students in alternative programs under the provisions of this policy shall be counted as full time enrolled students for local and state purposes.
7. Waivers not allowed – Program modifications do not effect or waive any of the graduation requirements of the School Board.
8. Program modifications plans shall be reviewed annually for continuing students.

<sup>1</sup>st Reading – July 9, 1984

<sup>2</sup>nd Reading – August 13, 1984

Approved – August 13, 1984

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Portage Community Schools

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