

**EXTENDED INSTRUCTIONAL PROGRAMS**  
*(Supplemental Educational Services)*

Pursuant to Board policy, the Boonville R-I School District will provide supplemental educational services (SES) as required by law.

Supplemental educational services are high quality, research-based tutoring and other complementary academic enrichment services, provided in addition to instruction offered during the school day, specifically designed to increase the academic achievement of eligible students and enable these students to attain proficiency in meeting state academic achievement standards.

Services must be rendered by providers approved by the Missouri Department of Elementary and Secondary Education (DESE). The district will provide access to SES for eligible students in schools receiving Title I funds that have failed to make adequate yearly progress (AYP) for at least three (3) consecutive years and have been identified as in need of improvement, corrective action or restructuring.

The district will continue to provide SES to eligible students in such schools until the school is no longer identified for improvement, corrective action or restructuring.

**Students Eligible for Supplemental Educational Services**

1. All low-income students are eligible for supplemental services. The district defines "low- income students" as those students qualified for free and reduced-cost lunches.

The district will give priority to the lowest-achieving eligible students if the demand for services exceeds the level that funds can support. The district defines "lowest-achieving students" as those students scoring at the lowest level of proficiency on the Missouri Assessment Program (MAP) test.

2. Students with disabilities, as defined by federal law, are eligible to receive SES to the same extent that other students may access such services. The district will arrange for supplemental educational services with the necessary accommodations for eligible students with disabilities. If no provider is able to provide services with the necessary accommodations, the district will supply supplemental educational services with necessary accommodations, either directly or through a contract.
3. Students with limited English proficiency (LEP) are eligible to receive SES to the same extent that other students may access such services. The district will arrange for supplemental educational services and language assistance in the provision of those services for all eligible students with LEP. If no provider is able to provide services with the necessary language assistance, the district will supply supplemental educational services with necessary accommodations, either directly or through a contract.

4. Parents of students eligible for both supplemental educational services and for school choice under the No Child Left Behind Act (NCLB) must choose between the supplemental educational services option and the school choice option and notify the superintendent of their choice in writing by the date established by the district.

### **Confidentiality**

The name of any student who is eligible for or receiving supplemental educational services is an education record subject to the Family Educational Rights and Privacy Act (FERPA). As such, names will not be disclosed without the written permission of the student's parent/guardian or as otherwise permitted by FERPA. The district will not supply potential providers with a list of eligible students without parental consent.

### **Notification**

The superintendent or designee will provide parents/guardians of eligible students with notice regarding the availability of supplemental educational services at least annually. The annual notice will:

1. Identify each approved service provider within the district, within the district's general geographic location or accessible through technology such as distance learning.
2. Describe the services, qualifications and evidence of effectiveness for each provider.
3. Describe the procedures and timelines that parents/guardians must follow in selecting a provider to serve their child.
4. Include an explanation of how the district will determine which students will receive services should requests exceed allocated funds.
5. Be easily understandable; in a uniform format, including alternate formats upon request; and, to the extent practical, in a language the parents/guardians can understand.

### **Providing Supplemental Educational Services**

1. Parents/Guardians must request services by the date established in the timeline section of this procedure. Once the deadline to request services has passed, the superintendent or designee will notify students regarding whether they will receive supplemental educational services and, upon request, assist parents/guardians of students receiving supplemental educational services in choosing an appropriate provider.

Parents/Guardians must notify the superintendent or designee in writing of their chosen provider or request assistance in choosing a provider in accordance with the timeline established in this procedure.

The district will give priority to its lowest-achieving eligible students if requests for services exceed the funds allocated to provide such services.

2. The superintendent or designee will negotiate with the provider chosen by the student's parents/guardians and enter into an agreement subject to Board approval. This agreement will minimally include:
  - < Specific achievement goals for the student, developed in consultation with the student's parents/guardians.
  - < A description of how the student's progress will be measured and how the student's parents/guardians and teachers will be regularly informed of that progress.
  - < A timetable for improving the student's achievement.
  - < A provision for termination of the agreement if the provider fails to meet student progress goals and timetables.
  - < Provisions governing payment for the services, which may include provisions addressing missed sessions.
  - < A provision barring the provider from disclosing to the public the identity of any student eligible for or receiving SES unless the provider has the written permission of the student's parents/guardians.
  - < An assurance that SES will be provided consistent with applicable health, safety and civil rights laws.

The district will only reach an agreement with a service provider that offers services in or near the area served by the district or via distance learning.

3. The district will not provide transportation to and from supplemental educational services.
4. For students with a disability, the achievement goals, measurement, reporting of progress and timetables in the provider agreement must be consistent with the student's Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA) or the student's individualized services under Section 504 of the Rehabilitation Act.
5. If the demand for services from a particular provider exceeds that provider's capacity, the district will select students to receive the provider's services by following the same guidelines used to determine which eligible students will

receive supplemental services, giving priority to the lowest-achieving eligible students.

### **Monitoring Service Providers**

1. After consultation with the student's parents/guardians, the district will create a schedule for informing parents/guardians and teachers about the child's progress as a part of the service provider agreement.
2. Parents/Guardians who are not satisfied with the supplemental educational services being provided may request a new provider in accordance with the same procedures and timelines established for any request for supplemental services.
3. The district may terminate the supplemental services if the provider is unable to meet the student's specific achievement goals and timetables set out in the agreement between the district and the provider. Termination of services will be pursuant to the terms of the agreement.

### **Timeline**

1. Annual notice to parents/guardians regarding supplemental educational services will be provided on or before August 1.
2. Parents/Guardians must notify the district of their request for supplemental educational services, including their choice of provider or a request for assistance in choosing a provider, not later than 15 business days after receipt of the annual notice.
3. The district will notify parents/guardians of eligible students of whether their request has been granted or denied within 15 business days of the request deadline.
4. The district will meet with parents/guardians to develop an agreement with the chosen provider within 30 business days of notifying the parents/guardians that their request has been granted.
5. Requests for supplemental educational services received after the established deadline will be only be considered if additional money is made available.

*[The district should specify what will happen to requests received after the deadline. For example, the district could reject the request, process it as funds and space become available or process it the following semester.]*

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: **January 16, 2008**

Revised:

Boonville R-I School District, Boonville, Missouri

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