

Jr. High SAVE School Program – Grades 7-8

(Revised August 8, 2008)

408 W. Washington St.

Bloomington

Phone: (309) 828-5807

Introduction

I. **History:** The program is the result of the Safe Schools Law enacted by the State of Illinois in 1996. It has been part of the McLean/Dewitt Regional Alternative Education Program for the past nine years.

The program is designed to meet the educational and personal growth needs of students in who have been disruptive to the learning environment, or have the potential to be harmful and may pose as a threat to themselves or their peers within the school setting. The program is available to any student residing in Dewitt, McLean and Livingston County. To participate in the SAVE program, a student must be officially enrolled in his/her Home School District and be referred by the administration of their Home School.

Students who will benefit from the educational structure and environment of the SAVE program may exhibit some but not all of the following characteristics:

- The student has been suspended at least twice for a period of 3-10 days for gross misconduct.
- The student has been arrested by police and/or remanded to juvenile or criminal courts for acts related to school activities.
- The student has been involved in repetitive incidents of misconduct considered to be of a serious nature.
- The student has been expelled from their Home School District for the violation of a school policy.

Home Schools are responsible for recommending students who exhibit characteristics that lead them to believe the student may benefit by enrolling in the SAVE Program. It is the goal of the SAVE Program to do what is best for the individual student in cooperation with the student's Home School. The Director and Site Coordinators will work with the Home Schools when a student's success in the SAVE Program may be questionable.

II. **Mission Statement:** It is the mission of the Junior High Alternative School to work as a professional team to provide students with a comprehensive education in an environment emphasizing academic and personal success to enable each student to succeed in high school and become productive, responsible and contributing members of the community.

Statement of Beliefs

We Believe That:

Learning is a lifelong requirement; therefore, we equip students with the knowledge, skills, and attitudes necessary for a life of continuous learning as well as encourage their ethical growth in order to form a productive and responsible member of society.

We Believe That:

The members of a society must be able to work together to achieve the goals of the individual and the community; therefore, our curriculum is designed to include diverse learning activities intended to teach students how to work effectively in groups.

We Believe That:

All students can and will learn because low achievement is often due to negative past experiences resulting in poor attitudes and study skills than lack of ability; therefore, we detect deficits in those basic skills and attitudes, and emphasize improvements in those skills and attitudes throughout all courses and activities.

We Believe That:

Future success will belong to those who are able to understand the history, languages, cultures, and dreams of people everywhere; therefore, we help students develop a true understanding of different cultures through an appreciation and tolerance of differences as well as similarities.

We Believe That:

All students have a right to learn in a safe and caring environment free from disruptions, threats and intimidation's; therefore, we will provide a safe and orderly environment that will not tolerate classroom disruptions.

We Believe That:

Learning can best take place in an atmosphere of respect for teachers and peers; therefore, we view discipline as a teaching tool which guides and directs students to assume responsibility for their choices and where consequences are applied fairly in an objective and caring atmosphere.

We Believe That:

Some areas of learning are crucial to academic success; therefore, the curriculum will emphasize math, language and reading skills as the core of learning throughout all courses.

Referral Process

I. Home School Referrals: All students are required to register at their Home School, as they remain legal students of that Home School. The registration includes the following steps:

- proof of compliance with state health requirements
- proof of residency and citizenship
- completion of emergency cards
- completion of free/reduced lunch forms (if applicable)
- payment of school fees

Only properly registered students will be enrolled in the Regional Alternative School and will have priority in the scheduling process. Students, who have applied but have not completed their Home School's registration requirements, will be placed on a waiting list.

Process for enrollment in the 7-8 grade Regional Alternative Education School:

- The Home School counselor and/or administrator meets with the student to explain the options available to the student and the benefits of the Regional Alternative School.
- Completion of the Referral Form with parent and student signatures.
- The counselor or building administrator completes the Referral Form and submits it with transcripts and information pertinent to behavior and attendance.
- The Referral Form is approved by the Home School's district office administration and sent to:

Alternative School Director
Regional Alternative School
408 W. Washington
Bloomington, Illinois 61701

- The Regional Alternative School Director will review the Referral Form, and if it is determined the student is an appropriate candidate for the program, a conference will be scheduled with the student and his/her parents.
- If it is determined after the interview that the Regional Alternative Schools is an appropriate program for the student, an academic schedule will be developed for the student and a copy will be sent to the Home School.
- If the student is not accepted, the Home School will be notified and the Referral Form will be returned.
- Written verification of enrollment date of accepted students will be sent to the Home School District and will be updated on a regular basis throughout the school year.

II. Emergency Procedures: Parents of all students are required to fill out an emergency card. In emergency situations, The School calls the numbers listed on the card. It is essential that parents update these Cards if their address, phone number, or emergency contact person changes

Student Progress

I. Student Success Plan: Each student will be required to develop an individual educational plan. The Site Coordinator or lead teacher will assist the student in developing his/her plan. The plan must receive the approval of the Site Coordinator and include the setting of goals in the following areas:

- attendance
- academic progress
- counseling services
- plan for returning to their home school
- community awareness services

The completed plan will be utilized throughout the academic year to assess the individual progress of the student. The plan will be reviewed by the Site Coordinator at the beginning of each semester and appropriate revisions made to accommodate the changing needs of the student.

II. Reporting of Grades: Grades will be assigned at the conclusion of each semester. Grades will be mailed home to the student's parent/guardian with a copy of the report card sent to the student's Home School.

Progress reports will distributed to both the student and parent/guardian whenever the instructor feels it is appropriate. Progress reports may be used anytime during the school term to communicate to the student and parents when there may be a concern with the academic progress of the student.

III. Grading: Every teacher will maintain an evaluation record for each student using the following guidelines:

1. Each student will be expected to successfully complete a minimum standard of academic work for each week they are enrolled in the program. The minimum expectations for each course are outlined in the curriculum guides and these expectations will be communicated to the students on a weekly basis.
2. The final grade will reflect **both** the student's effort at completing the required assignments and an assessment of the student's academic proficiency on tests, quizzes, exams, class projects and reports.

Letter Grades: A, B, C, D and F will be assigned each week for the academic work earned by the student.

A =	Outstanding Achievement	90% or above
B =	Above Average Achievement	80% - 89%
C =	Average Achievement	70% - 79%
D =	Below Average Achievement	60% - 69%
F =	Failing	59% or below

NA = Non-attendance will be assigned for a student who did not attend enough class hours during the grading period to warrant any type of a grade.

Effort Grade: Students will also receive a numerical grade, (3 - 0), to reflect their effort on the completion of required assignments and activities for the week.

- 3** = Maximum effort on assignments for the week. The student remained on task and cooperated with the teacher at all times.
- 2** = Meets Expectations. The student completed the majority of class work and cooperated with the teacher the majority of the time.
- 1** = Did not meet expectations. Student did not complete all the required or cooperate with the teacher at an acceptable standard.
- 0** = Did not do any work.

IV. **Grade Promotion:** At the conclusion of each semester, the Site Coordinator and a team of teachers will review the progress of each student in the program as to whether or not the stated **goals were achieved** in the areas of **academics, attendance, and behavior**. The parent/guardians will be notified of the student's progress and if the student has successfully achieved their stated goals, the student may be considered to return to the Home School. The parent/guardian may contact the Home School concerning the student's placement for the following semester. The Home School has the final decision regarding the placement of the student.

Students who begin the school year as over-aged eighth graders may be considered for promotion to the ninth grade between the first and second semesters. It will be the decision of the Home School District whether the student is or is not promoted.

V. **Parental Involvement** : Communication between home and school helps bind the student, parents, teachers and administration into a team working toward a common goal of helping the student to succeed. Conferences allow the people most directly involved with the student to become actively involved in the educational process. Parents will be strongly encouraged to become actively involved in their child's educational program by attending conferences when scheduled by the teachers or administrators. Parents and guardians are strongly encouraged to contact the school to schedule a conference whenever there is a question or concern.

School Curriculum

I. All students will be scheduled for six academic classes daily in the following core subjects:

Math	Language Arts	Social Studies
Science	Wellness/Recreation	

The goal of each of the above courses is to provide the students with the basic knowledge and skills that will prepare them to be successful at the freshman level in high school.

II. Multi-cultural Education: The instructional program will emphasize multi-cultural education by presenting the contributions of all races and cultures, and by recognizing in all grades the similarities of students' various cultures.

Discussion of controversial issues will be age appropriate, serve an educational purpose, be consistent with the curriculum, and present a balanced view. The following guidelines will be used in teaching controversial issues in the classroom:

- All issues will be studied with as much objectivity as possible.
- In discussing controversial issues, the teacher will not seek to bring about a single conclusion to which all students must subscribe.
- In discussion of controversial issues, the teacher will not suppress a student's view on the issue as long as the expression is not derogatory, malicious, or abusive toward others views.
- No one student will be permitted to dominate the discussion.
- All sides of an issue, within the scope of any course of study, will be explored.
- It will be the responsibility of the teacher to distinguish opinion or interpretation from fact, when recognized.

III. Testing and Assessment: The student assessment program will adhere to the appropriate guidelines established by the Illinois State Board of Education. Standardized tests, ISAT and any other state mandated tests will be administered to Alternative Education students with guidance and approval of the Home School District.

Attendance Policy

I. Minimum of one semester commitment: Any student enrolling in the Alternative Education Program may return to their Home School day program at the semester break only. This change in enrollment will be dependent on the approval of the Home School District.

II. Daily Schedule: The official school day for all students is from 8:30 a.m. to 2:10 p.m., Monday through Friday. All students will be scheduled for five academic classes daily.

Study Skills/Reading	8:30 a.m. – 9:15 a.m.
Academic Block One	9:15 a.m. – 10:20 a.m.
Academic Block Two	10:20 a.m.– 11:25 a.m.
Academic Block Three	11:25 a.m. - 12:30 p.m. (Lunch I: 11:40 – 12:00) (Lunch II: 12:10 - 12:30)
PE/Recreation (Y)	12:40 p.m. - 2:10 p.m.

III. Absences: Class attendance is required. Student truancy will be handled according to the following schedule of notification and action:

Any absence - The Alternative School Office will make a phone call home.

3rd absence - The Site Coordinator will arrange a conference to discuss the situation with the parents. The student's probation/parole officer, if applicable, and the Home School will be notified.

10 absences - A letter will be sent home to the Home School notifying them of the truancy situation. A copy of the letter will be sent to the parents and the student's probation/parole officer, if applicable. A conference will be scheduled with the parents/guardian, the student and the Site Coordinator.

18 absences- According to the guidelines set forth by the Regional Superintendent's Office of Dewitt / Livingston / McLean Counties, a letter will be sent to the Home School notifying them that a truancy problem has developed. At that time the Home School will take the necessary steps to file truancy with Regional Office of Education. A letter will also be sent to the parents and student's probation/parole officer, if applicable, notifying them that the case has been turned over to the Regional Superintendent's Office.

It is the responsibility of the student to make up all work missed due to an absence. In case of a pre-planned absence, students are expected to complete all work before leaving or as soon as possible after their return. In the case of an illness or some other unplanned absence, students should contact their teachers as soon as they return to school.

IV. Tardiness: Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts on the beginning of the student's day, but also is disruptive to the class and infringes upon the rights of others. Habitual tardiness will not be tolerated. If frequent tardiness occurs, school authorities will contact parents and measures to remedy the situation will be explored.

V. Release of Students: The official school day for all students in the Regional Alternative School is from 8:30 AM to 2:15 PM. Students may arrive at school at 8:15 AM. No students are allowed in classrooms without a teacher present, nor are they allowed in the classroom before 8:15 AM. All students will be dismissed between 2:00 to 2:15 PM from the YMCA. Once a student leaves the premises for the day, he/she may not return.

Students may not leave school for any reason, except a family emergency. A request to be dismissed early must be confirmed through a parental telephone call indicating the time and the reason. Leaving early without administrative approval will be considered as an absence.

School Calendar

Refer to a copy of the school calendar on our website <http://www.rasblm.org> for the dates of school holidays and vacation periods.

Internet/Computer Access

Students have access to the Internet and computers on a daily basis. To ensure the proper use of these resources, all students and parents/guardians are required to sign a receipt acknowledging receiving a copy of the policies covering computer/Internet use at the Regional Alternative School.

School Lunch

A closed lunch program will be enforced. Students may not leave the building at any time during their lunch break. Students will not be allowed to order any “take-out” or have meals delivered.

Students have only two options for lunch: 1) they may participate in the school lunch program offered daily, including the free/reduced lunch program, if applicable; or 2) they may choose to bring a bag lunch from home.

Office Telephone

The telephone is not available for student use at any time during the school day. Any necessary messages will be received and delivered by the Alternative School staff.

Visitation Policy

No visitors will be allowed on Regional Alternative School sites unless approved by the Director or Regional Superintendent of Schools.

Unwanted visitors will be asked to leave the building site immediately. If they do not cooperate, law enforcement authorities will be called and criminal trespassing charges will be filed.

Health Policies and Procedures

I. Administration of Medication: The office staff administers medications when the following specific requirements are met:

- Parent authorization for each medication is in writing
- Doctor's permission is in writing. The label must state:

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| * student's name | * direction for use |
| * name of drug | * physician's name |
| * dosage | * expiration date of a time-dated drug |

- The School does not provide any form of medication to students, including over-the-counter drugs, such as aspirin or Tylenol. Over-the-counter drugs must be provided by parents, stored in the office and administered under the supervision of the staff.
- Any medications brought to school must be stored in the office with a signed form.
- Any student violating the terms of this policy, taking or distributing any type of drug or medication, prescription, over the counter or a look-a-like drug; may be immediately dismissed from the program.

II. Exclusion for Illness: Alternative Education School students will be required to follow all state laws concerning proper immunization and health records. Health records are to be updated with the Home School as required by the State of Illinois. Updated health records must be on file with the Home School District prior to a student being allowed to enroll in the Regional Alternative School Program.

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat or rashes, the students should not come to school until the seriousness of the conditions has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be excluded from the program. The following procedures will be followed:

- The student will be asked to report to the main office.
- Parents will be notified to make arrangements to have the student picked up at school. If the parents cannot be reached, the person designated on the emergency card will be called. It is essential that parents list people on the emergency card who will be able to pick up their child if they are not available.

III. Homebound Instruction: A student absent from school for more than seven consecutive days because of health related problems or physical impairment should contact his/her Home School regarding homebound instruction. The Regional Alternative School will work in cooperation with the Home School and its procedures in order to maintain the student's progress in all academic classes.

Transportation Procedures and Policies

I. School Cancellations: If school is closed or starts late due to severe weather, a power outage or other problems, local radio stations will announce the closings. Only under extreme circumstances will school be closed once students have arrived. Closings will be announced on local radio stations under "Regional Alternative School, Junior High School".

II. Transportation to and from the Alternative School program will be the responsibility of the individual student or their Home School district. All rules and regulations concerning transportation will be decided by the Home School District. Any questions, concerns or problems with transportation issues should to be directed to the administration of your Home School District.

III. Students will not be permitted to get into any vehicles after they arrive at school. The parking lot and all vehicles will be off limits to any student during school hours. The Alternative School staff will provide any transportation necessary during the school hours.

Student Behavior and Discipline

I. Student Rights and Responsibilities: All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate the Regional Alternative School policies or rules will be subject to disciplinary measures.

II. Search and Seizure: For the safety and supervision of students in the absence of parents/guardians, to maintain discipline and order in Regional Alternative School, and to provide for the health, safety, and welfare of the students and staff, Regional Alternative School authorities are authorized to conduct searches of students and their personal effects, as well as site property. The Alternative School staff may search a student and/or the student's personal effects (i.e. purses, wallets, knapsacks, book bags, etc.).

Students and their belongings will be searched as they enter the building on a daily basis.

The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student.

When feasible, the search should be conducted as follows:

- outside the view of others
- in the presence of an adult witness
- by an Alternative School staff member

III. Seizure of Property: If a search produces evidence that the student has violated or is violating either the law of the program's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to the law enforcement authorities.

IV. Student Contract: Students enrolling in the Regional Alternative School must agree to follow the rules and procedures established by the Regional Alternative School administration and staff. Students and their parents/guardians are required to sign a **Student Contract of Understanding and Commitment** when accepted into the program. Failure to sign the form or comply with the policies and rules as outlined in the contract and student handbook will jeopardize the enrollment status of the student.

V. Classroom Participation and Behavior: Effective use of class time is critical to student learning. Teachers prepare lessons for each class and it is the shared responsibility of each student to meet the day's objectives for the class. Students who cooperate with the teacher help the class as well as themselves in the learning process. The primary goal of the school is academic achievement and improvement for all students.

Classroom distractions, disruptions and lack of participation will not be tolerated. Refusal to participate in classroom activities, complete academic assignments or involvement in activities which disrupt the academic environment for others will be dealt with harshly and may result in withdrawal from the Alternative School program.

VI. Specific School Rules: Students enrolling in the Regional Alternative School must follow all rules established by the administration and staff. All students enroll in the Regional Alternative School on a voluntary basis and recognize that failing to comply with the rules and policies may jeopardize their enrollment status.

Students remain legally registered in their Home School District and are therefore subject to the policies, rules and regulations as outlined in the handbook of their Home School District.

Specific school rules for the Regional Alternative Junior High School are as follows:

- **Authorized Areas**: The only authorized areas of the building are the classrooms. For safety reasons, the school's administration and staff must know where all students are once they arrive at school. Any student who is on the property without permission, or who is in an area without permission, will be charged with criminal trespassing.
- **Gang Activity**: Gang activities of any kind will not be tolerated. Students who make their gang affiliations obvious and/or intimidate other students will be subject to appropriate discipline. Depending on the severity of the gang activity, the student may be removed from the school entirely.
- **Smoking**: According to Illinois School Code (ILCS 5/IG-20.5), the use of tobacco on school property by staff, students, or other persons when such property is being used for school purposes is prohibited. Students who choose to smoke on school grounds will have all cigarettes, lighters, and matches, etc. confiscated and may be suspended from the school.
- **Drugs/Paraphernalia**: Neither drugs nor paraphernalia are allowed on school grounds at any time. If drugs or paraphernalia are found to be upon a student's person, or if a student attends school under the influence of a drug, then the Site Coordinator will administer the discipline that he/she deems appropriate. Discipline measures may include but are not limited to; possible suspension or removal from the Alternative School and notification of local authorities.
- **Weapons**: Weapons of any kind (knives, guns, etc.) are not allowed on school grounds at any time. Students who have weapons in their possession on school grounds will be suspended and possibly removed from the program.
- **Respect**: Students are expected to maintain a level of respect that is appropriate for a school environment. Students must be respectful of property, other students, staff, and the administration. This includes following all classroom rules set by the teachers. Failure to maintain this level of respect will result in disciplinary action, that may include removal from the program.
- **Paging Devices & Cellular Phones**: Students are not to bring paging devices or cellular phones to school. Upon the first violation of this policy, the cellular phone or paging device will be confiscated and held in the office until picked up by the parents. Further violations of this policy may result in more serious consequences, including suspension from school.

VII. Dress Code: Students should be dressed and groomed appropriately upon arrival to school. Students are expected to wear the following as part of a school uniform:

- A plain white collared shirt with no writing or any type of symbols/emblems.
- Dark pants or jeans that fit appropriately at the waist (no shorts or cutoffs)
- No jewelry of any type may be worn in the building (includes watches)
- No hats or any type of headwear will be allowed in the building.
- Jackets, coats, sweaters or sweatshirts may not be worn in the building.
- Shirts must be tucked into pants, and belt must be through the belt loops at all times.
- Casual black or brown dress shoes or tennis shoes only. No open face shoes. Shoes must be laced correctly and tied at all times.
- Bright or non-natural hair coloring that draws attention or may be disruptive will not be allowed.

VIII. Classroom Expectations:

Follow Directions: Students are required to comply with teachers' and other staff's directions.

Keep hands to self: Students are required to keep hands, feet and objects to themselves.

Follow classroom routines: Students are required to follow school and classroom routines.

Use of appropriate communication: Students are required to use appropriate tone, volume, topics and language on campus.

Done Day: A done day results in immediate dismissal from school for the day plus any other Consequences described in the student handbook. A student receives a done day for the following:

- * repeatedly violates classroom rules after numerous warnings
- * physically threatens staff or another student
- * damages or destroys school property
- * any actions of gross insubordination/ disrespect

IX. The following offenses will result in the immediate notification of law enforcement officials, and possible dismissal from the program:

- Chronic use, possession or being under the influence of alcohol, drugs or carrying drug paraphernalia on school property.
- Possessing or using knives, firearms or weapons of any nature on school property.
- Misusing of school fire alarms or tampering with fire extinguishers.
- Physically assaulting others.

Sexual Harassment Policy

I. WHEN THE OFFENDER IS AN ADULT: Definition: Sexual harassment is any sexual behavior or inappropriate sexual comments from an adult towards a student. If you believe that you have been the victim of sexual harassment by an adult or if you have questions or concerns about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. As soon as the Director is advised of your concern, an investigation will be immediately conducted. If it is determined that an adult has sexually harassed a student, serious disciplinary action towards the adult may occur.

II. WHEN THE OFFENDER IS A STUDENT: Definition: Sexual harassment is unwanted sexual attention (verbal or physical) from anyone with whom the student may interact in the course of receiving an education in school or at school sponsored activities. If you believe that you have been the victim of sexual harassment by another student or if you have any questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent/guardian, or one of the building administrators. As soon as the Director is advised of your concern, an investigation will be immediately conducted.

If it is determined that a student has sexually harassed another student, the possible consequence to the offending student may include the following:

Parent Conference	Suspension/Expulsion
Apology to the victim	Referral to the police for investigation

Reprisals, threats or intimidation of the victim will be treated as serious offenses that could result in an external suspension or expulsion (for student offenders). In all cases, the school and school authorities to protect both the student and the victim will maintain a high degree of confidentiality.

Discipline Code & Procedures

I. The Regional Education Alternative School expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment where all students have the opportunity to improve their academic skills. Students guilty of gross disobedience or misconduct or continue actions that disrupt the learning environment for other students may receive an external suspension up to ten days or dismissed from the program. The following is not a comprehensive list, but are acts considered as examples of "gross disobedience or misconduct":

- Fighting
- Assault on a student or any school employee (Assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Arson
- Creating a false fire alarm
- Use of profane, vulgar or obscene words, gestures or other actions which disrupts the school environment
- Insubordination (Refusal to follow orders, directions or stated school rules)
- Participation in acts designed to disrupt classroom or school activities
- Repeated failure to follow stated school rules and procedures
- Under the influence of and/or possession of alcohol or drugs, including "look-alike" drugs
- Destruction of property
- Theft
- Involvement in any type of gang activity, including the wearing of gang clothing and displaying of gang signs
- Possession of any type of weapon
- Acts that obstruct or interrupt the instructional process in the classroom
- Any acts that endanger the safety of the other students, teachers or any school employee
- Repeated refusal to participate in classroom activities or complete academic assignments

II. Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. The following options may take place:

- Warnings and advisement to assist the student to discontinue the undesirable behavior.
- Student placed on a behavior management plan that outlines consequences for his/her behavior.
- Student may receive an in-school suspension, with the term at the discretion of the administration.
- A student may be externally suspended or dismissed from the program for extreme behavior (even if the first offense), or if the student presents a danger to himself/herself or others, or demonstrates an unwillingness or inability to abide by school rules after the above consequences have been tried. The term of each suspension is at the discretion of the administration.

III. Procedural "Due Process" will be afforded to all students subject to discipline and shall include the following procedures:

- The opportunity to respond to the charges in front of a staff member or administrator of the school.
- Notification of all evidence.
- Right to a formal hearing with the Director of the Program.
- Right to know the outcome of the hearing within five school days.

IV. When a student is externally suspended or dismissed from the program, the following procedures will be followed:

- In non-emergency situations, immediately prior to the suspension, the school administrator will advise the student of the charges and explain the evidence supporting those charges. The student will be provided the opportunity to tell his/her side of the story. This will be followed by a letter to the parents as soon as possible.
- The parent/guardian will be immediately notified by phone that the student is being suspended and requested to take the student home.
- In emergencies, if the conduct of the student is severely disruptive, the student will be immediately removed from the building, by the police if necessary, and formal charges will follow.
- Parent/guardian and the student will be presented the reasons for the suspension and scheduled a conference date as soon as possible. The conference may occur on the same day as the suspension, but there must be a conference held with the parent/guardian, student and school officials prior to reinstatement to school.
- The school administrator will clearly state the number of days the student will be suspended and will follow this oral presentation with a letter to the parent/guardian summarizing the reasons for the suspension, the conference date and the right to request a formal hearing of appeal with a hearing officer, usually the Regional Alternative School Director.
- A written request for a formal hearing of appeal must be submitted to the Director within five school days following the initial suspension. A formal hearing with a hearing officer, usually the Director, will be scheduled within five school days after receiving the written request. The parent/guardian will receive a written decision from the hearing officer within five working days following the formal hearing.
- Copies of any written correspondence or information concerning suspensions or dismissals from the program will be forwarded to the student's Home School District.