

## **ALTERNATIVE EDUCATION PROGRAM POLICIES AND PROCEDURES**

### **POLICY**

Monroe County Schools shall maintain an Alternative Education Program for students in grades 6-12. This program operates under the regulations outlined in West Virginia Department of Education Policy 2418 and is designed to provide academic and counseling services to students on a temporary basis. Students may be placed in Alternative Education for: violations of the Productive and Safe Schools Act (WV Code 18A-5-1a); repeated violation of Monroe County's discipline policy following documented multiple behavioral interventions by the Student Assistance Team or IEP Team at the referring school; and continuation of educational services during periods of expulsion. The State Superintendent's approval of the county alternative education policies and procedures is required for authorization to operate an alternative education program.

### **GOALS**

- A. To provide instruction in the core academic subjects with certified Alternative Education Teachers.
- B. To provide support services through school counselors, probation officers (if student is on probation), outside agencies, as appropriate, to facilitate re-entry into the regular school program.
- C. To provide behavioral interventions designed to assist in the development of responsible behavior.

### **PROGRAM DELIVERY**

Alternative Education services may be delivered through school-based or community-based placements. School-based alternative services will be provided to students on the campus of James Monroe High School and Monroe County Technical Center.

- A. High School
  - 1. School-based services will be offered during normal school hours. The Alternative Education teacher will be required to attend meetings and collect assignments for students.
  - 2. Transportation will be provided by the student's regular bus. If the student is unable to ride the bus, the parent is responsible for providing transportation to and from school. If the student loses transportation privileges as a result of violations of student code of conduct, the parent is responsible for providing transportation to and from school.

3. A Certified Alternative Education teacher will be employed to provide academic and support services as specified in written plans to all students who attend the Alternative Education Program.
4. For students in grades 9-12, credits can be earned in the four (4) core academic subjects. Depending on Alternative Education Team decisions, students may be allowed to earn credits in selected electives. Grades will be transferred to the student's classroom teachers upon re-entry into the regular school program.
5. Prior to re-entry into the regular school program, the student and parent(s) must meet with the Alternative Education Placement Team or the IEP Team to discuss academic and behavioral progress toward the goals within the student's written plan.
6. Maximum class size will be ten (10) students per class.

**B. Middle School**

1. School-based alternative education services will be available for grades 6-8 and will be offered during normal school hours on the campus of James Monroe High School and Monroe County Technical Center. The Alternative Education teacher will be required to attend meetings and collect assignments for students.
2. Transportation will be provided by the student's regular bus. If the student is unable to ride the bus, the parent is responsible for providing transportation to and from school. If the student loses transportation privileges as a result of violations of student code of conduct, the parent is responsible for providing transportation to and from school.
3. A Certified Alternative Education teacher will be employed to provide academic and support services as specified in written plans to all students who attend the Alternative Education Program.
4. Prior to re-entry into the regular school program, the student and parent(s) must meet with either the Alternative Education Placement Team or the IEP Team to discuss academic and behavioral progress toward goals established by the team.

## **PLACEMENT PROCEDURES**

### **A. Students without Disabilities**

1. Placement in Alternative Education may be considered for a student following multiple discipline violations and multiple behavioral interventions. Violations of the Productive and Safe Schools Act will be referred directly to the Superintendent of Monroe County Schools for action.
2. If a student reaches Level II or Level III, a Student Assistance Team (SAT) must meet to develop Behavior Intervention Plans (BIP's) designed to prevent the occurrence of further violations. The student and the parent(s), as well as the school's SAT Designee, should be part of this process. Written documentation of the meeting and behavioral interventions is required. Behavior Intervention Plans must be implemented for a reasonable time period, reviewed for effectiveness, and revised at least once at each level if the initial plan was ineffective.
3. If a student reaches Level IV for excessive disciplinary violations, the building administrator may contact the Board of Education Office to schedule a team meeting to consider placement options.
  - a. The Alternative Education Placement Team, consisting of at least a building administrator, a school counselor, a teacher, the student, and the parent(s)/guardian(s), will meet to discuss the discipline violations, placement options, and to write an Alternative Education Plan.
  - b. If the student is placed in Alternative Education, the Team will write an Alternative Education Plan that includes academic coursework, behavioral components, and provisions for review of student progress. It will also include specific criteria for re-entry into the regular school program and the projected length of the placement. Re-entry into the regular school program should occur at the beginning of a grading period if possible.
  - c. Prior to the projected date of re-entry into the regular school program, the Alternative Education Placement Team will meet to review the student's progress toward specified goals and to discuss re-entry.

4. The Alternative Education staff will provide instruction in core academics and support services as specified in the student's written plan, provide counseling as needed, record attendance, provide grades to the parent(s), and notify the parent(s) and school officials of discipline violations. For seniors scheduled to graduate, if decided by the Alternative Education Team, classes other than the core academics may be provided.
5. Transfer to another school in Monroe County during placement in Alternative Education will not alter the terms of a student's placement in that program.
6. For students transferring into Monroe County from an alternative program in another district, records will be reviewed to determine an appropriate placement.

**B. Student with Disabilities**

1. Students with disabilities may be expelled only for violations involving drugs or weapons, if the IEP Team determines the violation is not a manifestation of the student's disability.
2. If a student with disabilities is placed on Level I, Level II or Level III, an IEP Team will meet to develop behavior intervention plans per each level designed to prevent the occurrence of additional violations of the discipline code. Behavior Intervention Plans must be implemented for a reasonable time period, reviewed for effectiveness, and revised at least once at each level, if the initial plan was ineffective.
3. For students with disabilities reaching Level IV for excessive disciplinary violations, an IEP Team will meet to consider placement options. The IEP Team will decide if the behavior in question is a manifestation of the student's disability. Consideration should be given to changing a student's placement to a more restrictive environment within the school prior to consideration of Alternative Education placement.
4. For specific information regarding discipline procedures to be followed with students with disabilities, refer to Policy 2419, West Virginia's Regulations for the Education of Exceptional Students.

**C. Expelled Students**

1. The parent(s) of students assigned to Alternative Education as a result of expulsion by the Monroe County Board of Education must contact the Monroe County Board of Education to begin the

enrollment process. Students who have been expelled must be placed in an alternative education program unless found to be a dangerous student under the procedures set forth in WV Code 18A-5-12.

2. The Monroe County Board of Education will schedule an Alternative Education Placement Team meeting to complete the Alternative Education Plan.
  - a. The Alternative Education Plan will include academic coursework, behavioral components, and a projected date for review of student progress. It will also include criteria for re-entry into the regular school program, and the length of placement as specified by the Monroe County Board of Education.
  - b. Prior to the projected date of re-entry into the regular school program, the Alternative Education Placement Team will meet to review the student's progress toward specified goals.
3. The Alternative Education staff will provide instruction in core academics and support services as specified in the student's written plan, provide counseling as needed, record attendance, provide grades to the parent(s), and notify the parent(s) and school officials of discipline violations. Core instruction will utilize state and county adopted textbooks and curriculum and be supplemented with state approved computer based academic coursework. For seniors scheduled to graduate, classes other than the core academics may be provided.
4. Transfer to another school in Monroe County during placement in Alternative Education will not alter the terms of a student's placement in the program.
5. For students transferring into Monroe County from an alternative program in another district, records will be reviewed to determine an appropriate placement. (Students who have been suspended or expelled from a public or private school in another West Virginia county or in another state, but are now found within this county, may not be denied enrollment unless determined to be a "dangerous student" under the procedures set forth in WV Code 18A-5-1a.)

## CODE OF CONDUCT

- A. All students placed in the Alternative Education program shall follow the Student Code of Conduct.

- B. Violations of Monroe County's discipline policy occurring during Alternative Education placement will result in the documentation of disciplinary occurrences of the Alternative Education Teacher. Any disciplinary action causing suspension from Alternative School will be processed as unexcused absences and may result in truancy being filed with the court system.
- C. If a student with disabilities who has been placed in the school-based Alternative Education Program by the IEP Team incurs multiple documented disciplinary occurrences, an IEP Team will convene to consider changes in program delivery.
- D. All students receiving instruction in Alternative Education are expected to attend classes regularly. They will remain in Alternative Education until they complete all time lost because of absences, tardies, or early dismissals.

### **Student Assessment**

Students enrolled in alternative education programs shall participate in the State Assessment Program, in accordance with State Board of Education policy 2340 - The Statewide Assessment Program. The test scores for these students shall be counted in the results of the home school of referral.

### **Support Services**

Students in alternative education programs shall receive school counseling services and/or other support services such as school social work or psychological services as indicated in the student's written plan.

### **Special Education Services**

The Board shall comply with applicable State and Federal laws and regulations in the education of exceptional students placed in alternative education programs.

### **Involvement of Parents and Community Agencies**

Parents, families, community, and business members through a variety of means will be encouraged to become involved in the student's education. Law enforcement and probation officers will be involved when deemed appropriate for the student's success.

### **Performance Measures and Process for Program Evaluation**

The Board shall conduct an annual evaluation of the effectiveness of the program(s).

The State Department of Education shall review compliance with alternative education requirements and the effectiveness of alternative programs through monitoring and review of the electronic County Strategic Plan. The program shall be evaluated on the basis of its stated goals and the provisions of West Virginia policy 4373.

The evaluation of the effectiveness of alternative education programs shall focus upon the impact of the program on student performance and results using indicators such as: academic gains; reduction in

**dropout rates; reduction in incidences requiring disciplinary action; improvement in attendance rates; and return to the regular school program; rates of successful completion of vocational training programs; rates of successful completion of high school graduation or attainment of a G.E.D.; and rates of successful job placement and job retention.**

**West Virginia State Board of Education policy 4373  
WV Code 18-2-6 and 18-5-19**

**Approved by Monroe County Board Action: September 2, 2014**