



Administrative Guidelines

Department: Operations

Policy:

Topic: Alternative Education Program Assignment Procedures

Revised: October 2019

PROCEDURE

In accordance with board policy JCDA, students in grades 6-12 may be assigned to an alternative education program by any of the following methods: tribunal decision, as a result of being incarcerated for or conviction of a criminal offense, by parent request, and as a result of an Admissions Screening Committee decision.

1. Students found in violation of the behavior code (JCDA) by a disciplinary tribunal or a disciplinary tribunal waiver are suspended long-term or expelled may be given the opportunity to attend an alternative education program during the period of long-term suspension or expulsion.
 - a. Such attendance is dependent on the student meeting and complying with all of the program requirements.
 - b. Assignment in the alternative education program as a result of a disciplinary tribunal or disciplinary tribunal waiver decision shall not extend past the period of expulsion unless otherwise specified in the tribunal decision.
 - c. However, parents/guardians may request that their student remain in the alternative education program beyond the time period provided by the waiver or tribunal decision. Such request will be referred to the Admission Screening Committee for review and approval.
2. Students who have been convicted of a criminal offense or incarcerated as the result of an arrest for a criminal offense may be assigned to the alternative education program upon the recommendation of the school's principal or the student's assigned case manager.
 - a. Upon notification from the Department of Juvenile Justice (DJJ) or a parent/guardian that a previously DJJ-placed student (including incarcerated students) will be enrolling in the school or the student and his parent/guardian/foster parent presents the student for enrollment and the school is made aware of his or her previous

status an incarcerated or DJJ-placed youth, the principal shall designate a school social worker or other staff member to serve as a case manager for the student.

- b. The default assignment for the returning student should be the home school unless the case management consultation team concludes that the best assignment for the student in an alternative setting. However, any assignment made pursuant to an individualized education program team shall take precedence.
 - c. The school social worker or other staff member shall consult with the student, DFCS caseworker/DJJ counselor, and the parent/guardian/foster parent within five school days to determine whether the student should be assigned to the alternative education program and whether transition or other services are necessary for the child.
 - d. If it is determined that alternative education program assignment is appropriate, the student shall be enrolled in the alternative education program rather than the home school.
 - e. If the student is to be enrolled in an alternative education program or the home school and transition or other services are necessary upon enrollment, such services may include any of the following:
 - i. Tour and orientation session.
 - ii. Introduction to a buddy or peer to facilitate transition.
 - iii. Assistance with course selection.
 - iv. Referral to SST process.
 - v. Referral to special education.
 - vi. Other services as needed.
3. Students may be assigned to a disciplinary Alternative Education Program by the decision of an Admission Screening Committee.
- a. The Admission Screening Committee will be chaired by the District Administrator for Operations (DAO) or designee and should consist of a representative from the department of curriculum/instruction, school social worker/counselor, and school psychologist. Neither school administration nor the parents/guardians will be present.
 - b. The DAO will schedule meetings of the Administrative Screening Committee on an as-needed basis and should notify committee members and school administrators of the meeting dates/times/location no later than 3 business days prior to the scheduled committee meeting.
 - c. Administrators presenting students to the Admission Screening Committee must complete the recommendation form (attached as exhibit 72-1) and attach all required documentation.
 - i. Recommendation for administrative assignment must be received by the DAO no later than five (5) school days prior to the scheduled committee meeting date.

- ii. Parent/guardian notification of the school administration's intent to request assignment to an alternative education program must be completed prior to submitting the assignment request to the DAO. Proof of such notification must be attached to the recommendation form. The school should use the provided form letter and attachments (attached as exhibit 72-2) for notification.
 - d. Failure to submit required documentation or submission of incomplete documentation may result in a non-assignment decision or rescheduling to the next meeting of the Admission Screening Committee.
 - e. Parents/guardians will be given an opportunity to present written documentation to the Admission Screening Committee in support of or opposition to the requested assignment.
 - f. Admission Screening Committee decisions will be based, in part, on capacity at the alternative education program. Students assigned to the alternative education program by the Admissions Screening Committee shall not displace students who are assigned to an Alternative Education Program as a result of a disciplinary tribunal decision or disciplinary tribunal waiver.
- 4. Questions concerning student assignment decisions resulting from disciplinary tribunal decisions, incarcerations, or Administrative Screening Committee decisions shall be referred to the Associate Superintendent or designee.