**ROANOKE COUNTY PUBLIC SCHOOLS**

**A-STEP**

**(ALTERNATIVE - SECONDARY TRANSITION EDUCATIONAL PROGRAM)**

**2020 – 2021 Student Handbook**

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Located at the Roanoke County Schools Central Office

5937 Cove Road Roanoke, VA 24019  
Roanoke, VA 24019

(540) 562-3900

A-STEP Staff

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**Overview:**

A-STEP looks to provide continued educational opportunities for students as a transitional program back into a comprehensive secondary school setting. A-STEP’s students may be referred from individual secondary schools for possible acceptance for transitional purposes and will include those assigned by the RCPS’s Discipline Review Team for alternative placement. A-STEP allows for continuity of educational services for students to obtain academic credit, and vocational work experience while being supported in a smaller setting. Coursework is provided via an online format through the use of Edgenuity, RCPS Online and RCPS Online Academy for coursework offerings. The A-STEP lead instructor and program administrator will support both students and online programming by using additional methods aimed at helping and encouraging students. Many of the methods utilized attempt to:

* + Reduce the alienation and improve the self-concept of students
  + Provide students with increased access to desirable social roles
  + Increase community and parental participation in the education of students
  + Provide a flexible and integrated academic oriented curriculum which emphasizes the importance of school in preparing for later life
  + Provide students with a success-oriented program to obtain academic and employability skills in a flexible instructional environment
  + Provide a competency-based, self-paced program with clear quantifiable objectives. Instruction will be provided via virtual courses selected to meet the student's individual needs
  + Foster within students the responsibility for their own learning and the expectation that they will take an active role in setting their own goals.

The environment created for each student enrolled in A-STEP aims to be positive, caring, specific and adapted to individual needs.

**Transportation:**

Transportation is the responsibility of the student and parent/guardian. A transportation release form will need to be completed to document all individuals who have permission to transport the student or to indicate if the student will be driving themselves to and from the program.

If there is any change in transportation, please send a note with the student or call (540) 562-3900 ext. 10503 to notify the student.

\*\*Student should arrive 5 minutes before each session (8:05 for AM session/ 12:00 for PM session). Students should be picked up at dismissal time for each session (11:05 for AM session/ 3:00 for PM session). Student will be referred back to RCPS DRTeam for repetitive inability to provide timely transportation to and from program.

## *School Mission*

It is the mission of RCPS A-STEP Program, in partnership with feeder schools, home and community, to assist students in their successful progression towards completing graduation requirements through a non-traditional program that utilizes supported access to online learning opportunities.

***School Vision***

The RCPS A-STEP Program will provide an additional gateway to our students’ futures by developing and maintaining positive relationships among students, staff and home, and promoting a relevant and tailored course of study.

***Belief Statement***

Inherent to all students is the beliefs …

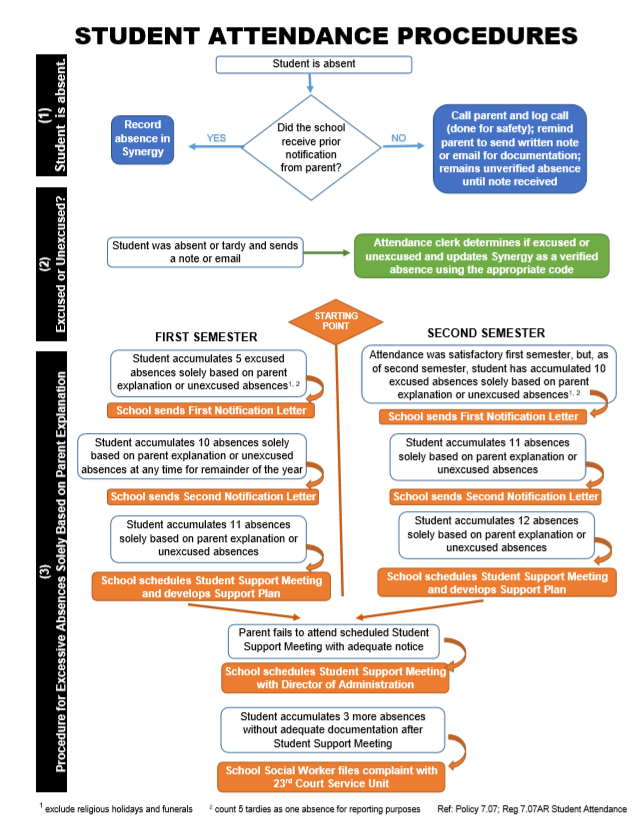
* all students can and must learn;
* all human beings have dignity and worth;
* learning should be productive and fun, but not necessarily easy;
* we have not yet tapped the full potential of any student;
* students must be expected to perform and apply learning;
* respect, responsibility, cooperation, and communication are essential for quality education;
* school will be a safe, secure, and positive environment in which a student can achieve and be successful;
* school personnel should serve as positive role models for students;
* while addressing different learning styles, the school should help students develop independent and critical thinking skills and utilize current technology;
* home school faculty, A-STEP staff, central office administration, parents, and the community share the responsibility for advancing student learning;
* the ultimate responsibility for a student’s education lies with the student.

**Attendance Procedures**

**Daily student attendance is a key factor in student success in school.** Being present each day contributes to a student’s feeling connected to the school and to the student’s learning. Roanoke County Public Schools (RCPS) takes seriously our obligation to provide high quality, engaging, and purposeful learning experiences designed to meet students’ needs and to prepare them for future opportunities. Our goal is to create and sustain schools and classrooms to which students are eager to go and learn. RCPS welcomes you as a valued partner in supporting acceptable levels of school attendance for our students. We want to keep you informed of student attendance procedures that RCPS schools follow in order to support this cooperative effort.

Students are expected to follow Roanoke County Public Schools attendance policy 7.07. In addition, students are expected to follow the specific attendance provisions as stated in their individual contracts. Student will be referred back to RCPS DRTeam or Program Transition Team for poor program attendance.

RCPS schools will follow the procedures below for student attendance. The full version is located in [**Policy 7.07**](http://www.boarddocs.com/vsba/roecnty/Board.nsf/goto?open&id=86DGLY66A065)and [**Administrative Regulation 7.07AR**](http://www.boarddocs.com/vsba/roecnty/Board.nsf/goto?open&id=86HKGY51DDC1).



**Daily Schedule**

The A-STEP program will meet every day from 8:05 a.m. to 3:00 p.m. Classes sessions will consist of 3-hour sessions. Session 1 is from 8:05 – 11:05 am. Session 2 is from 12:00 – 3:00 pm. Students will work with Lead Instructor to select 5 of the 10 weekly sessions with the understanding that the A-STEP teacher may request a student attend an additional session(s) in order to get caught up on coursework. Additionally, unique situations will be considered to facilitate maximum support for students. Any adjustments to a student’s weekly schedule will need to be discussed with the A-STEP instructor at least 2 days in advance of needed change.

|  |  |
| --- | --- |
| 8:05 – 8:15 AM | Morning Session Students arrive |
| 8:15 – 9:00 am | Content Work I |
| 9:00 – 9:10 am | Break 1 |
| 9:10 – 9:55 am | Content Work 2 |
| 9:55 – 10:05 am | Break 2 |
| 10:05 – 10:50 am | Content Work 3 |
| 10:50 – 11:05 pm | Session 1 Students Depart |
|  |  |
| 12:00 | Afternoon Session Students arrive |
| 12:00 – 12:45 pm | Content Work I |
| 12:45 – 12:55 pm | Break 1 |
| 12:55 – 1:40 pm | Content Work 2 |
| 1:40 – 1:50 pm | Break 2 |
| 1:50 – 2:45 pm | Content Work 3 |
| 2:45 – 3:00 pm | Afternoon Session Students depart |

The A-STEP will follow the RCPS school calendar and will also be closed when RCPS is closed due to inclement weather. Should RCPS schools close early due to inclement weather, transportation home remains the responsibility of the student’s parent(s)/guardian(s).

**Coursework**:

A-STEP will use a combination of Edgenuity, RCPSOnline and if applicable continuation of classe(s) via Blackboard of their home school course(s) through RCPS Online Academy. RCPSOnline courses will have RCPS virtual instructors assigned to the semester or full-year classes. RCPSOnline courses will be completed independently by the student with support from the A-STEP lead instructor. Edgenuity is an online digital curriculum program. Courses taken through Edgenuity will be completed independently by the student with support from the A-STEP lead instructor. Courses taken via RCPS Online Academy will be completed with A-STEP lead instructor acting as facilitator between home school instructor and individual student. Students will have access to online coursework both in and outside of school. Additionally, while every effort will be made to continue all components of a student’s schedule, should a student enter A-STEP after the beginning of the school year, some courses and programs may not be available.

Students may work at their own pace but will have weekly assignments that must be completed in order to fulfill requirements of the course pacing guide(s). Students will have work which will need to be completed at home in order to maintain progress and meet pacing requirements. Students are expected to be working during the entire class time and will need their laptop every day. The A-STEP lead instructor will work individually with each student to establish individual student instruction plan of completion.

During class sessions, students may only access Edgenuity or Blackboard. Students are encouraged to take notes during the Edgenuity lessons. Additional assistance or instruction will be provided by as needed by the teacher. Students may use their written notes for quizzes. Students will have three attempts to take quizzes, which can be taken at home, if desired. Students will have two attempts for unit tests and should be taken in class when possible.

Only RCPS computers will be permitted in the A-STEP program. Computers must be used only for instructional purposes during school hours. It may not be used for other purposes including, but not limited to, chat rooms, personal email, social media, message boards, file sharing, gaming, streaming media, or objectionable sites.

**Progress Reports**

The A-STEP lead instructor will send student progress/grade reports to parents every week. These reports should be signed and returned to the teacher the next session day. The parent/guardian, student, lead instructor and administrator will meet every three weeks, either virtually or in person, to determine progress and additional supports if needed. Parents are encouraged to contact the A-STEP lead instructor or administrator if they have concerns or would like to discuss student matters.

Grading is based on the Roanoke County Public Schools grading scale. The final course grade will consist of:

classwork (20%),

quizzes (30%) and

tests (50%).

**Testing:**

Students enrolled in SOL courses will take the corresponding SOL test at their home school. The student’s home school will notify students and parents of testing date(s) and time(s).

**Computer Use:**

Students will abide by the Roanoke County Public Schools Acceptable Computer Use Policy. Students and parents must sign agreement to the AUP before receiving a RCPS provided laptop. Only RCPS computers will be permitted in the A-STEP program. Computers must be used only for instructional purposes during school hours. It may not be used for other purposes including, but not limited to, chat rooms, personal email, social media, message boards, file sharing, gaming, streaming media, or objectionable sites.

**Personal Property:**

Students are expected to follow all rules as stated in the Roanoke County Public Schools Student Conduct Code.

Causing or attempting to cause damage to school and personal property of others is illegal and will not be tolerated. This rule pertains to, but is not limited, to damage to the exterior and interior of buildings, books, laptop computers, computer equipment and software (including the alteration thereof), school buses, private automobiles, school grounds and private or school property. Note: Student lockers are school property. Vehicles parked on school premises (or other areas contracted by the school) shall remain at all times under the control of the school.

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. Carrying, bringing, using or possessing any alcohol/tobacco/vaping/drugs or drug paraphernalia in any school building, on school grounds, in any school vehicle, in a personal vehicle on school property or at any school sponsored activity is prohibited, and grounds for disciplinary action. For more details please see the RCPS Student Conduct Code.

<https://go.boarddocs.com/vsba/roecnty/Board.nsf/goto?open&id=B2YVH26DF8A5>

**Computer Bag/Cell phones:**

Upon entering the building, all students carrying cell phones will turn in the phones at the designated area and place computer bag on shelf/in cubby after unpacking. Cellphones and other non-school related technologies can remain in students’ computer bag or can be placed in a locked cabinet upon student arrival. All technologies must be silenced. Students will be able to pick up backpacks and cell phone when they leave the school. Use of any devices that are internet-connected is not permitted in the classroom. This includes, but is not limited to cell phones, air pods, I-Pad’s, smart watches (i.e. Apple Watch), tablets, or gaming systems.

**Snacks:**

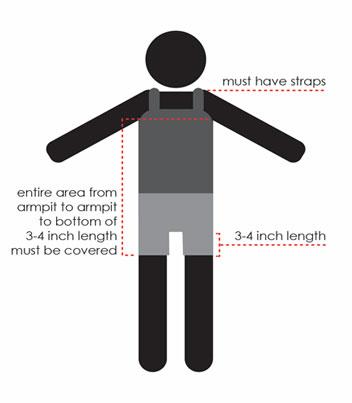
Students may bring water and snacks to eat during their course sessions. Students should bring water bottles with tops or lids to avoid damage to laptops. If a student is attending both a morning and an afternoon session, they are encouraged to bring a packed lunch as lunch is not served. Students will have access to a refrigerator and microwave if needed. Students must clean all trash or wrappers from work area before leaving.

**Use of Restroom:**

Students are encouraged to manage their time effectively. To limit out-of-seat time, students should use the restroom during break times. During class time, students may ask permission to use the restroom - this privilege should not be abused. The A-STEP Program has access to restroom facilities within the program’s location.

**Discipline**:

Students are expected to follow all rules as stated in the Roanoke County Public Schools Student Code of Conduct as defined in SB **Policy 7.11** Student Conduct Code. Failure to follow all rules and procedures in the Student Conduct Code will result in immediate referral back to the RCPS Discipline Review Team or student’s Transition Team.

**Dress Code**:

<https://www.rcps.us/Page/268>

All students are expected to dress appropriately and abide by the Roanoke County Public Schools dress code.

Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.

Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn).

See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.

Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.

Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.

Clothing may not depict or imply pornography, nudity, or sexual acts.

Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

Sunglasses may not be worn inside the building.

Clothing and accessories that endanger student or staff safety may not be worn.

Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class.

Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

**LIFE Counseling:**

During the 2020-21school year, All Roanoke County Life Counselors will be providing Mindfulness and Positive Mental Health Discussions. The schedule and monthly topics are as follows:

**DATE LIFE COUNSELOR TOPIC**

August 28, 2020 Allyse Dunlop Transitions

Sept. 14, 2020 Toni Kier Trauma

Sept 30, 2020 Christy Cundiff Stress Mgmt.

Nov. 9, 2020 Sandy Kay SOS & Mental Health

Dec. 4, 2020 Scott Cundiff Mindfulness & Stress Mgmt.

Jan. 15, 2021 Jessica Neidermeier Conflict Resolution & Problem Solving

Feb. 5, 2021 Donna Clevenger Stress Management

March 5, 2021 Tim Hayes Substance Use

April 9, 2021 Alex Gunn Mindfulness & Stress Mgmt.

May 7, 2021 Ashley King Trans

Additional information for Roanoke County Public School A-STEP (alternating day schedule for secondary schools) may be found on the Roanoke County Public Schools website ([www.rcps.us](http://www.rcps.us)). At the top of the page, select Department, then select A-STEP Program.

**Acceptance of A-STEP Rules and Regulations:**

I have read the rules and regulations of the Roanoke County Public Schools A-STEP program and I agree to abide by these rules and regulations. I understand I may have additional stipulations to follow due to safety precautions or by being placed into the A-STEP program under contract status as a result of disciplinary consequences as assigned by Roanoke County Public Schools. I further understand that failure to abide by these rules and regulations may result in my withdrawal from this program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print parent(s) name Parent signature(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print parent(s) name Parent signature(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name Student signature(s)

**STUDENT AND PARENT/GUARDIAN UNDERSTAND TRANSPORTATION IS THE RESPONSIBILITY OF THE STUDENT/ PARENT/GUARDIAN**

Please Select **☐ Yes**

And Initial Here ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN STUDENT

**A-STEP STUDENT CONTACT(s) LISTING**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(this needs to be an email the student checks regularly to communicate with teacher when completing A-STEP at home)**

Student phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell/home)

1. Parent/Guardian(s) name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian(s) phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell)

(home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Parent/Guardian(s) name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian(s) phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell)

(home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency contacts**:

Name #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name #3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A-STEP TRANSPORTATION**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Home School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Student will drive to and from A-STEP program. Please note if a student is determined to be symptomatic, the student will not be allowed to transport themselves home and a parent/guardian will be contacted.

Make, model and license plate tag information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Model \_\_\_\_\_\_\_\_\_\_\_\_\_Tag ID

\_\_\_\_\_\_ Student will be dropped off and picked up from A-STEP program

Student may be picked up by the following:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature Date**

If there is any change in transportation, please send a note with the student or call (540) 562-3900 ext. 10503 to notify the student.

\*\*Student should arrive 5 minutes before each session (8:05 for AM session/ 12:00 for PM session). Students should be picked up at dismissal time for each session (11:05 for AM session/ 3:00 for PM session). Possible referral back to RCPS DRTeam for repetitive inability to provide timely transportation to and from program.

**A-STEP 2020-2021**

**ALTERNATIVE - SECONDARY TRANSITION EDUCATIONAL PROGRAM**

STUDENT NAME:

STUDENTS BIRTHDATE:

SCHOOL COUNSELOR NAME:

PARENT/GUARDIAN NAME:

STUDENT’S HOME ADDRESS:

PARENT/GUARDIAN’S PRIMARY PHONE NUMBERS:

STUDENT GRADE LEVEL:  BASE SCHOOL:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIPLOMA STATUS:

**CLASSES NEEDED FOR GRADUATION:**

☐ English 9     ☐ World History I ☐ Algebra I ☐ Earth Science ☐ H/PE 9

☐ English 10     ☐  VA/US History ☐ Geometry ☐ Biology ☐ H/PE 10

☐ English 11     ☐  VA/US Government ☐ AFDA ☐  Ecology ☐ First Aid Certification

☐ English 12 ☐ Sequential Elective(s) (Explain) ☐ Econ & Finance ☐ Other(s):

**Please note there are currently two different graduation cohorts. The first consists of student who are seniors in 20-21 (or should have been seniors). For a standard diploma, they need these 6 verified credits: EOC Reading, EOC Writing, 1 Math SOL (Alg 1, Geom, or Alg 2), 1 Science SOL (E. Sci, Biol, or Chem), 1 Social Studies SOL (World Geog, World Hist 1, World Hist 2 or VA/US Hist) and 1 of choice (any additional Math, Science or Social Studies SOL). An approved industry credential can replace the “of choice SOL. This must be approved by Mark Jones.**

**EOC ASSESSMENTS NEEDED FOR GRADUATION BASED UPON STUDENT’S DIPLOMA STATUS**

☐ EOC Reading    ☐  EOC Writing    ☐  EOC Algebra     ☐ EOC Geometry

☐ EOC Alg 2      ☐ EOC Earth Science       ☐  EOC Biology ☐  EOC Chemistry

☐  EOC World Geog ☐ EOC World Hist I    ☐  EOC World Hist 2       ☐ VA/US History

☐ Industry Credential

NOTES

**PLEASE CHECK ANY SUPPORT SERVICES CURRENTLY IN PLACE AND ATTACH COPY OF PLAN/CONTRACT:**

☐ FBA/BIP    ☐  DRT Contract ☐  Attendance Plan        ☐  Health Plan      ☐ Child Study Plan

☐ CHINS ☐ Other (and describe fully)

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ \_

**ALTERNATIVE - SECONDARY TRANSITION EDUCATIONAL PROGRAM**

**TRANSITION PLAN**

Student Name: Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Base School:  Date for Transition:

Reason for alternative placement:

**Reason for transition back to base school:**

☐ Met Academic Goals

☐ Met Behavioral Goals

☐ Met requirements for Reduction in Suspension

☐ Successfully completed requirements for Student Assistance Program

☐ # Credits Earned / Courses Passed

☐

☐

☐

**Supports needed at home school at transition if applicable:**

☐

☐

☐

☐

**Present at Transition Meeting:                               Signature: Date**

|  |  |
| --- | --- |
| Supervisor of Student Services/A-STEP Administrator |  |
| Home School Principal |  |
| Home School Counselor |  |
| Home School Social Worker |  |
| Parent/Guardian |  |
| Parent/Guardian |  |
| Student |  |
| Additional Participant |  |
| Additional Participant |  |

