



**SATURDAY SCHOOL REFERRAL FORM
2024- 2025**

NO STUDENT WILL BE ALLOWED ADMITTANCE TO SATURDAY SCHOOL WITHOUT COMPLETED REFERRAL FORM WITH SIGNATURES.

INSTRUCTIONS:

1. School Administrator completes & signs forms.
2. Student signs form in presence of Administrator.
3. Student receives form and obtains parent signatures.
4. Student gives completed forms to Saturday School Instructor on day of assignment.
5. Upon Completion of Saturday School, student will receive a form to be returned to school administrator.

STUDENT INFORMATION:

Student First and Last Name: _____ Grade: _____

Address: _____

Custodial Parent: _____ Phone: _____

Reason for Referral: _____

SPECIAL CONSIDERATIONS:

Student classified under Special Education: Yes No

If yes, list classification: LD MR ED Other _____

Student classified under Section 504: Yes No

If yes, list disability: _____

REFERRAL DATE(S):

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> October 12, 2024 | <input type="checkbox"/> December 14, 2024 | <input type="checkbox"/> March 8, 2025 | <input type="checkbox"/> May 10, 2025 |
| <input type="checkbox"/> October 26, 2024 | <input type="checkbox"/> January 11, 2025 | <input type="checkbox"/> March 22, 2025 | |
| <input type="checkbox"/> November 2, 2024 | <input type="checkbox"/> January 25, 2025 | <input type="checkbox"/> April 5, 2025 | |
| <input type="checkbox"/> November 16, 2024 | <input type="checkbox"/> February 8, 2025 | <input type="checkbox"/> April 26, 2025 | |
| <input type="checkbox"/> December 7, 2024 | <input type="checkbox"/> February 22, 2025 | <input type="checkbox"/> May 3, 2025 | |

Principal Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



SATURDAY SCHOOL STUDENT RULES 2024 - 2025

1. Instructor must have a properly authorized referral form, and a SIGNED copy of the rules before the student will be admitted to Saturday School.
2. Students are considered tardy after 8:00 a.m. Tardy students will not be admitted to the classroom.
3. If a student leaves the program before dismissal at 11:30 a.m., he/she will not receive credit for attending Saturday School.
4. Parents may not enter the building.
5. Parents are responsible for transportation to and from Saturday School. Students with a driver's license may drive (see below).
6. If the parents are late picking up their child, the parents will be charged a late fee of \$5.00 for every five minutes or a portion thereof after 11:40 a.m.
7. Students must complete all assignments and any information deemed necessary by the administrator/teacher.
8. Students will be responsible for materials such as pencils, pens, and paper needed to complete assignments.
9. Students will not talk or communicate with another student while in their Saturday School assignment.
10. Students will be given one restroom and water break: no snacks or soft drinks may be purchased.
11. Students will be given an additional Saturday, referred to Alternative School, or recommended for suspension for expulsion by the administrator or director of Saturday School for failure to obey these rules. If the student is uncooperative and/or a threat to a teacher, staff, and/or other students, the police will be called.
12. The student must raise his/her hand when attention is needed.
13. The School System has a NO USE policy for tobacco products.
14. Students must follow rules and regulations of the school system for dress and behavior.
15. The instructor has the right to establish rules and regulations that will benefit the overall program.

PARKING FOR STUDENTS: Saturday School will be held at St. Clair County High School – 16700 US Highway 411, Odenville, AL 35120. Students who are licensed drivers are to park in the designated student parking area at the school. Upon arriving at the school, students are to park, immediately exit, lock their cars, and enter the classroom. Students may not return to their cars until dismissal at 11:30 A.M. Students will be expected to obey traffic laws. The Odenville Police Department will be monitoring students who are driving to and from the program.

PARENTS TRANSPORTING STUDENTS: Saturday School will be held at St. Clair County High School. The program will begin promptly at 8:00 a.m. Tardy students will not be allowed to enter the building. Students are to enter the building upon arrival at the school. The students will be released promptly at 11:30 a.m. Parents will be charged a late fee of \$5.00 for every five minutes or a portion thereof after 11:40 a.m.

STUDENT ASSIGNMENTS: Student assignments will be based on the behavioral referral form.

I have read the above rules, and I understand the meaning of each rule.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____