

**Administrative Procedures for Policy 3930 (Students)
Regarding Alternative Education**

- I. High School and Middle School Regional Alternative Education Programs
 - A. Regional Alternative Education Programs will serve the middle schools and high schools.
 - B. The Alternative Education Programs are designed as behavioral modification programs.
 - C. The primary focus of the Alternative Education Program is to assist the relatively small number of students who are not meeting behavioral expectations in the traditional school setting develop appropriate social skills so they can successfully return to the regular school program.
 - D. Placement in an Alternative Education Program
 1. In lieu of an extended suspension or expulsion, a student who has exhausted In-School Suspension placements may be placed in an alternative program by the Director of Student Services/designee or the principal of the student's regularly assigned school.
 2. A student who was not behaviorally successful during the previous school year may be placed in the alternative program by the Director of Student Services/designee or the principal of the student's regularly assigned school at the beginning of the new school year.
 3. A student may be placed in an alternative program as an intervention before exhausting all measures if assigned by the Director of Student Services/designee or the school principal. This will be done with the best interest of the student in mind.
 4. The Superintendent/designee may make the decision to place a student in an alternative setting if the student is transitioning from an out of county program or other disciplinary status from another school district.
 - E. Evaluation of Students in Alternative Programs
 1. Teachers will evaluate students each day. Progress sheets will be sent to parent/guardian at least once a week. The progress sheets must be signed by parent/guardian(s) and returned to school.
 2. A copy of the progress sheets will be included in the student's data packet to document progress toward established criteria for success for exiting the program
- II. Elementary Alternative Education Center

- A. The Calvert County Elementary Alternative Education Center (EAEC) fills an important need within our school system. There are times when it is necessary to place a student in a more restrictive, structured, supportive small group environment for safety and other reasons. The County level EAEC program serves students in grade K-5. Students assigned to the EAEC continue their academic work in a highly structured environment. Student to teacher ratios are small to ensure adequate supervision and academic support are provided. The EAEC is an interim placement focused on reinforcement of desired behaviors. In rare cases, a placement in the EAEC is approved while awaiting specific testing.

Admission to the EAEC is strictly controlled. A student may be placed in the EAEC only through one of the following three channels:

- 1. Review of records: for students entering CCPS from an out-of-county placement similar to the EAEC, an administrative placement may be made by the Director of Student Services.
- 2. Decision of a discipline conference that is held in Student Services.
- 3. Application to the Director of Student Services.

III. County Secondary Alternative School

- A. Secondary Alternative Schools are designed for students in grades 6 through 12 who have difficulty meeting climate and culture expectations in the traditional school setting or have been suspended out-of-school.
- B. Students with disabilities may be admitted to a Secondary Alternative School if the IEP team determines that the placement is appropriate
- C. Secondary Alternative Schools provide an alternative to extended suspension or expulsion and provide students an opportunity to participate in an educational setting with appropriate curriculum, continued special education services, and structured pro-social-emotional and behavior interventions.
- D. Secondary Alternative Schools also provide structured alternative learning environments for middle and high school students who have exhibited chronic disruption and noncompliant behavior in the regular school setting.
- E. Admission into a Secondary Alternative School is strictly controlled to maintain small class size for Tier 2 and Tier 3 academic, social – emotional and behavioral supports.
- F. Placement in the Secondary Alternative School
 - 1. A student may be placed at the Secondary Alternative School only through one of the following four procedures:
 - a. A review of records will be conducted for students entering CCPS from an out-of-county placement similar to Calvert County Secondary Alternative Schools. An administrative placement may be made by the Director of Student Services/designee or the Director of Special Education/designee.

- b. A decision of a Conference Presiding Officer in cooperation with the Director of Special Education/designee (if applicable).
 - c. A decision regarding an Individualized Education Plan by an IEP team made in cooperation with the Director of Special Education/designee.
 - d. An application made through the principal of the student's assigned regular education school to the Director of Student Services/designee.
 - G. Evaluation of Students in Secondary Alternative Schools
 - 1. Teachers will evaluate student performance each day.
 - 2. Class work and informal and formal assessments will occur while students are enrolled in the program.
 - 3. Diagnostic testing may occur while a student is placed in a Secondary Alternative School to further evaluate the student's level of functioning in a number of areas in an attempt to address his/her needs in the small classroom environment.
- IV. Instruction in Alternative Education Programs and in Secondary Alternative Schools
 - A. The instructional programs in the Alternative Education Programs and the Secondary Alternative Schools include a behavioral adjustment component with the goal of returning students to the regular school program.
 - B. Emphasis is placed on study skills, organization, coping techniques, positive self-esteem and appropriate social skills.
 - C. Instruction is provided in Reading/Language Arts, Math, Social Studies, and Science with an emphasis on skills and assessments needed to receive a Maryland High School Diploma.
- V. Length of an Alternative Education Program or Secondary Alternative School Placement
 - A. A student will continue to be enrolled in an Alternative Education Program or a Secondary Alternative School until he/she meets the established criteria for dismissal.
 - B. While in the program or school, the student will attend class during regular school hours.

The Director of Student Services/designee or the Discipline Conference Presiding Officer may restrict a student from participating in extra-curricular activities at his/her regular education school while enrolled in an Alternative Education Program or a Secondary Alternative School.
- VI. Dismissal from Alternative Education Programs and Secondary Alternative Schools
 - A. As a student progresses through the program or school, he/she must meet the minimum criteria established for the program or school. When all of the levels of performance are reached, the principal/or designee, in consultation with the Alternative Education Staff, student, parent, and counselor, will determine whether the student is ready to return to the regular school program. The student may enter a transitional placement prior to returning to the regular school program.

VII. Behavioral Expectations in the Program

- A. To ensure a safe and productive learning environment, all rules of conduct outlined in the Students' Rights and Responsibilities and Code of Student Conduct shall apply to students in Alternative Education Programs and Secondary Alternative Schools. Nothing in the guidelines of the Alternative Education Programs or the Secondary Alternative Schools shall be deemed to abrogate the power of the school or CCPS administration to discipline students who violate the Students' Rights and Responsibilities and Code of Student Conduct. Therefore, the entire range of consequences for violations of the Students' Rights and Responsibilities and Code of Student Conduct (including suspensions and expulsions) are available to the school and CCPS administration while a student is placed in an Alternative Education Program or Alternative Secondary School.