

Powell County Academy**Temporary Instructional Setting Placement****ADMISSION CRITERIA**

The Powell County Academy (PCA) will provide assistance for students that have been found to require more help or a different program than can be provided in the regular classroom setting. The PCA will also assist students whose behavior has violated Powell County Board of Education policy and are required to enroll as a consequence of such behavior according to Board policy and the Student Code of Conduct and District Handbook.

In order to be considered for the PCA a student must be in grades 7-12 or 12-18 years old.

Sixth grade students will not be accepted until after the first semester of the school year is complete. All 6th grade referrals will be subject to the Superintendent's approval.

REFERRAL PROCESS

A Referral and Review Committee will consider student placement at the PCA in accordance with Board policy 09.4341. The committee will determine that all alternatives have been exhausted in the regular classroom setting before referral to the PCA. The referring school shall make sure that documentation has been provided that all reasonable steps have been taken to help the student. Examples of such steps would be conferences with the classroom teacher and the student, referral to the counselor, referral to the principal, discussions with the parents, ARC to write additional behavioral and/or academic goals, etc.

In the referral process, the Referral and Review Committee will examine the following elements:

- Is the problem that exists chronic in nature?
- Has the incident(s) that led to the referral been reasonably investigated?
- What is the attitude of the student towards school and others?
- What is the home environment of the student?
- Has school-based counseling been utilized and if so what has been the effectiveness of the counseling?
- Is there current or prior experience with juvenile court?
- What is the predicted impact as it relates to preventing the student from dropping out of school?
- What information has the parents provided that gives insight into the possible alternative assignment?

The PCA may be considered an appropriate placement for any student whose collective data indicates he/she will not be successful in the regular school.

Powell County Academy**GENERAL ADMISSION PROCEDURES**

Once the Referral and Review Committee has placed a student in the PCA, the parent/guardian will be notified and the following procedure will be followed:

1. The referring principal will arrange a meeting between the PCA Director and the parent/guardian after speaking to the PCA Director
2. The PCA Director will secure written permission to perform individual evaluation, educational and psychological testing, consent for individual and group counseling, and consent of information forms for all pertinent outside agencies as needed.
3. The PCA Director will inform the parent/guardian and the student of all program expectations, rules, transportation regulations, meal procedures, and purpose of the program.
4. The student and parent will be required to sign an agreement to abide by expectation and rules after they have been informed.
5. The student's ILPA will be created as per board policy 09.4341.

ADMISSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

In addition to the general admission procedures outlines above, principals referring students with IEPs must adhere to the following guidelines:

1. All Special Education due process policies and procedures must be followed.
2. When placement at PCA is considered due to disciplinary action per the code of conduct, a manifestation determination must be conducted.
3. Prior to an ARC decision for change of placement to the PCA, for reasons other than disciplinary action, the ARC should first have exhausted all other options or programmatic changes in the current setting. A PCA staff member must be present at the ARC.
4. Prior to a change of placement for a student with an Emotional/Behavioral disability, the Director of Special Education must first be consulted.
5. Following any change of placement, the case manager shall meet with the PCA instructional assistant to review the student's IEP and current performance data. Appropriate materials, texts, and other resources must be provided to PCA prior to enrollment.
6. During the placement period, the case manager shall be responsible for the planning of specially designed instruction and monitoring of student progress, working with the instructional assistant on a regular basis.
7. Prior to the student's return to the referring school, an ARC must be conducted to determine change of placement.

Powell County Academy**CURRICULUM**

For students who are temporarily assigned to the PCA, the curriculum will be developed by the referring school's teachers. The referring school's teachers are responsible for forwarding weekly lesson plans in order to keep the student in the same area of content being taught in the regular classroom. This will help the staff cover all Kentucky Core Academic Standards as well as make a smooth transition for the student in returning to the regular school.

If the PCA does not have the teaching resources of electives, the referring school will be responsible to appropriate these before the student's enrollment. If a particular elective cannot be taught at the PCA, an elective schedule may be changed to accommodate coursework.

COUNSELING SERVICES

Counseling services will be an important part of the student's enrollment and success in the PCA. Services will be provided for each student. Individual counseling will focus on academic process, personal/social development, and basic life skills. Follow up services will be provided to the student to assist in making the transition back to the referring school a success.

PARENT/ GUARDIAN EXPECTATIONS

Once the student has been given an enrollment date to the PCA, an enrollment meeting will be established. The parent/guardian will be required to attend the enrollment meeting and all current truancy laws apply in the event a parent/guardian delays enrollment. Frequent contact between the parent/guardian and the PCA by phone, mail, home visits, and parent conferences will be encouraged and are important to the success of the program. Parents will be expected to keep staff informed of home/community behavior and provide a unified front so the student knows the school and parent expectations mirror each other. Parents are also encouraged to make unannounced visits to the school to check on their student.

DISCIPLINE ISSUES/CONSEQUENCES

Classroom and school discipline will be dealt with by loss of privileges by level and the following consequences:

1. Loss of break
2. After School Detention
3. In-School Isolation
4. Saturday School
5. Suspension
6. Arrest
7. Expulsion
8. Other privilege loss and consequences will be determined by Level System.

Violations of Powell County Board of Education policy will follow discipline guidelines set forth in the Student Handbook and Code of Conduct.

Powell County Academy**EXIT PROCEDURES**

The PCA Director, in cooperation with the Referral and Review Committee, will have the authority to determine the length of stay for students enrolled at the PCA. The students will be evaluated on improvement of behavior, attitude, work habits, and personal/social relationships. All students will participate in a level system which promotes expected behavior and work in the classroom. Weekly data from the system will also be used to determine readiness to exit. Specifically, students must meet the following criteria:

- Maintain at least a C average
- Have regular attendance
- Have no major discipline issues
- Be at least on a level 3 in the discipline system for two weeks prior to exiting

After the decision has been made to exit a student, a meeting will be held with the student, parent, and referring school administrator to advise each person of the decision and make recommendations concerning the student's future in the regular school program as per Board policy 09.4341. All effort will be made to make the transition back to the referring school one that will continue to promote the positive change the student has made while at the PCA. Before changing placement back to the referring school for a student with an IEP, a second ARC will be held.

Graduation Track Program

The Powell County Academy (PCA) will offer a Graduation Track Program for students who are high risk for drop out or failure. Students who choose to follow this program are making a commitment to the PCA and will remain in until they have graduated. Students may be recommended to the graduation track by the Crisis Intervention Team (CIT) or may choose to apply to enroll in the PCA on their own. Graduation Track application packets may be picked up at the Powell County High School guidance office. Students who qualify and enter the Graduation Track Program are subject to the same expectations in regards to counseling services, parent/guardian expectations, and discipline/consequences as listed above in the Temporary Instruction Setting Placement at the PCA.

SELECTION PROCESS

No student will be considered for selection into the Graduation Track Program until after they have completed their freshman year in high school unless they are at least 16 years of age and do not have enough credits to be considered a sophomore. Under only rare circumstances will a student be allowed to enter the graduation track prior to completing their sophomore year in high school.

Powell County Academy**SELECTION PROCESS (CONTINUED)**

Students should complete their application to the Graduation Track Program prior to the end of their current year in high school. Applications will be reviewed by the CIT in June or July. This committee shall consist of the high school Principal and/or Assistant Principal, high school Counselor, PCA Director, Dropout Prevention Coordinator, Director of Pupil Personnel, Director of Special Education, and Migrant Coordinator. Students will be selected for interviews before the committee. Parents will also be contacted to attend interview and determine commitment for placement in the Graduation Track Program and to ensure there is a complete understanding how the program will benefit their child and how the program operates.

Students whose needs have changed after the start of a school year may apply to the Graduation Track Program during an active school year. However, only those applications received by November 30th of that year will be considered unless exceptional circumstances determined by the CIT committee exist. Students must have a minimum of one (1) complete semester in the Graduation Track Program and space is limited.

After reviewing applications and interviewing students, the CIT committee shall make a decision on which students will be allowed to enter the Graduation Track Program. If there are more students applying than there are spaces for, the committee may rank order the students and create a waiting list in the event a student who is selected cannot fulfill the requirements of the program and is dismissed or withdraws from the district. The decisions of the committee shall be considered final, and if a student is not accepted for the program the first time he/she applies he or she may submit another application for the following year.

GRADUATION REQUIREMENTS

A student must have a total of twenty-two (22) credits to graduate from the PCA and meet all requirements of Board Policy 08.113.

4 English Credits

4 Math Credits (Algebra I, Algebra II, Geometry, and an additional Math Elective.)

3 Science Credits (Integrated Science I, Biology, Integrated Science II or Chemistry)

3 Social Studies Credits (Integrated Social Studies, World Civilizations, U.S. History)

1 Arts and Humanities Credit

.5 Health Credit

.5 P.E. Credit

6 Elective Credits

Powell County Academy**CURRICULUM**

Both direct instruction models as well as computer based models of instruction will occur. PCA teachers will work closely to follow the curriculum of the regular education program at the Powell County High School. The use of Novel Stars and Jefferson Unit curriculum activities will be part of each child's curriculum path.

GRADUATION

Students in the Graduation Track Program will receive a high school diploma meeting all state required standards issued by the PCA. Students will have a graduation ceremony held separate from the Powell County High School graduation ceremony.

The CIT Committee will establish the timeframe needed at the PCA to complete the program and graduate. Any possibility of part-time status or graduating prior to the end of the school year must follow board policies 08.1132 and/or 09.1221.

GRADUATION TRACK PROGRAM UNDERSTANDINGS

1. It is a privilege to attend the PCA. Students who begin their journey on the Graduation Track Program will be expected to remain in the PCA until graduation.
2. Students who have trouble conforming to the policies of attendance, discipline, and/or grades will be placed on probation. Students who successfully complete probation will remain at the PCA in the Graduation Track Program. Students who do not successfully meet their probationary terms will be automatically re-enrolled in the Powell County High School. They will be required to meet all graduation requirements of the Powell County High School in order to graduate including the required twenty-seven (27) credit standard of the Powell County High School.
3. Students will not be allowed to drive and park on the campus at the PCA.
4. If a student is sent back to the Powell County High School or chooses to leave the Graduation Track Program early, they cannot return to the Graduation Track Program.
5. Students enrolled in the Graduation Track Program cannot participate in athletic events at Powell County High School but may attend athletic events as a spectator and may participate in other extracurricular events as outlined by the CIT Committee.
6. Students may participate in a work study program pending individual approval and availability.
7. All rules and expectations of the PCA must be followed.

Review/Revised:4/14/2014