

# RUSSELL COUNTY SCHOOL DISTRICT

## ALTERNATIVE LEARNING PROGRAM (ALP)



## SUPPLEMENTAL HANDBOOK

**Dr. Brenda Coley, Superintendent**

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This handbook supplements the rules, regulations, policies, and procedures of the schools in which Alternative Learning Program (ALP) students are enrolled. Students assigned to the ALP are still enrolled in their local schools and are educated here as an extension thereof.

**ALTERNATIVE LEARNING PROGRAM'S STAFF**

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**Mr. K. Britford**, Director of At Risk/Attendance

**Sarah Woods**, Elementary Teacher

**Mr. S. Seldon**, Math Teacher

**Eric Stamps**, English Teacher

**Ms. S. Spurlock**, Instructional Assistant



**SERVICE PROVIDERS**

*Crisis Center of Russell County*  
910 14<sup>th</sup> Street  
Phenix City, AL 36867  
334-297-4484

*Russell County Child Advocacy Center*  
67 Downing Drive  
Phenix City, AL 36869  
334-297-4962

*Teens Empowerment Awareness with ResolutionS, Inc. (TEARS)*  
1101 S Railroad Street  
Phenix City, AL 36867  
334-291-6363

## MISSION STATEMENT

The Mission of the Russell County School District's Alternative Learning Program is to facilitate behavioral changes in students, to help students stay on task academically, to teach students strategies to prevent them from making future mistakes and to help students realize their own self-worth.

## RESPONSIBILITIES

### *Student:*

- Bring all necessary textbooks, materials and supplies
- Attend daily and be properly attired following the dress code policy
- Complete all assignments in the designed time frame
- Strive towards self-discipline, setting goals and good work habits
- Cooperate with classroom behavior management program

### *Parents:*

- Ensure students attend daily
- Maintain a positive and supportive attitude toward the staff
- Maintain current addresses and phone numbers for home, work and emergencies
- Notify school personnel of any problems relating to students absences

### *Staff:*

- Serve as positive role model
- Provide daily social skills in order to assist students in making good decisions
- Provide support where needed or desired
- Help students realize their full academic potential
- Address the social/behavioral needs of the students

## **THE PROGRAM**

Students are assigned to the ALP by one of the following processes:

- a. tribunal
- b. juvenile court system
- c. transfer from another system

Students will be assigned to the ALP for a minimum period of time. This period of time may be extended for one or more of the following reasons:

- a. Violation(s) of the code of conduct.
- b. Failure to make adequate progress on assigned work as determined by the ALP staff.
- c. Poor attendance as determined by the Attendance Officer or designee. Absences not excused by a medical professional or necessary court documents will result in additional time.
- d. Excessive tardiness

Students are required to bring textbooks from their home school. The ALP is not responsible for lost or stolen textbooks.

Students must furnish their own school materials and supplies when attending the ALP. Students must have headphones for instruction delivered via computer.

## **DRESS CODE**

The Alternative Learning Program is permitted to designate uniform or apparel for students to wear. Students who have financial reasons and can demonstrate they cannot afford to purchase or acquire a uniform shall not be denied admission to school for that reason, but a parent conference will be held to discuss alternatives.

## ALP DRESS CODE SUMMARY

### **Uniform – Boys and Girls**

- White Polo Shirts
- Khaki Pants
- Tennis Shoes or Ordinary Shoes

\*No oversized clothing allowed.

\*All shirts must be tucked in.

\*No shower shoes, flip-flops, bedroom shoes, or heels.

\*Pants are to be worn on or above the waist.

### **Coats – Boys and Girls**

Hooded garments may be worn to school as long as the hoods are not worn indoors.

### **Hats – Boys and Girls**

No head coverings such as: caps, bandanas, do-rags, sweatbands, etc...

### **Jewelry – Boys and Girls**

No jewelry with reference to gangs, alcohol, drugs, hats, violence, weapons, or sex is allowed. Items such as chains on a belt, wallet, and items with spikes are not permitted.

## ATTENDANCE

It is the belief of the Russell County School District that regular school attendance and a student's success in school are closely related. Being consistently present and on time will pay good dividends in the course of a school year and will assist in the development of habits for punctuality, self-discipline, and responsibility. Every day is an important day of instruction. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course requirements.

The ALP will follow the District's Handbook on ALL Attendance matters. Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parent(s)/legal guardian(s) in accomplishing this objective. **However, all days missed must be made up.**

### *ABSENCE MONITORING BY PARENTS*

Parents can routinely monitor absences by accessing their student's information on the Chalkable Parent Portal on the RCSD website (<http://rcsd-al.schoolloop.com>) for grades K-12. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible. SchoolCast calls daily to notify parent(s)/legal guardian(s) of student's daily attendance.

### *WRITTEN EXCUSE*

When a student returns to school after an absence and within three (3) days of the student's return to school, the parent(s)/legal guardian(s) must provide in writing an excuse, which includes the following:

1. Written statement from the parent, doctor or legal representative stating the reason of the absence
2. The date of the absence(s)
3. The parent's official signature

Parent(s)/legal guardian(s) may submit up to three (3) parent written excuses per semester, and may be required to submit an excuse for late check-ins and early check-outs.

### ***CHECK INS/CHECK OUTS***

**Students must be signed in by parent/guardian.** If students check in after 12:00 p.m., they will be counted absent.

**Students must be signed out by parent/guardian.** If students check out before 12:00 p.m., they will be counted absent.

## **TRANSPORTATION**

Students assigned to the Alternative Learning Program (ALP) for disciplinary reasons on their first placement will be allowed to ride the school bus to school. Any repeated placements to the ALP will result in parent(s)/legal guardian(s) having to provide their own transportation thereafter. **STUDENTS ARE NOT ALLOWED TO DRIVE TO THE ALP.**

Students assigned to the ALP must arrive between the time of 8:00 a.m. – 8:30 a.m. Students must be picked up by 3:15 p.m. Delivery and pickup of students assigned to the ALP is in the rear of Russell County Middle School at the 6th grade entrance. Students reporting to the program after 9:00 a.m. will not be allowed entrance without parent/legal guardian and proper documentation. A petition with the court system may be filed on parent(s)/legal guardian(s) not picking their student up at the prescribed time.

When a student is placed in the ALP or is on suspension from his/her base school, he/she cannot visit Russell County School District's campuses or worksites during regular hours and extra-curricular activities. When a student returns to his/her home base school, all privileges are restored.

## **EXTRA CURRICULA ACTIVITIES**

1. Students assigned to the ALP for disciplinary purposes are not allowed to participate or attend extra curricula activities on any Russell County School District's school or worksite.
2. Students assigned to the ALP for academic purposes are allowed to participate and attend extra curricula activities.
3. Students assigned to the ALP may be given a pass from the ALP's administrators to attend activities on any Russell County School District's school or worksite.

## **SCHOOL WORK ASSIGNMENT**

1. Work assignment will come from a student's home school. Grades will be assigned by each student's home school.
2. Students may not receive answers, checks, or more than 2 (two) retake on any assignment, quiz, exam or cumulative exam when using online software. Students will not be allowed to retake an assessment of any kind without showing instructors detailed notes taken on the topic for which the retake is requested. Students who rush through assessments will not be allowed to retake them.
3. Students using computers may only use the district approved software, on the computers unless class assignments make it necessary to do otherwise. In the event that class assignments necessitate the use of programs other than district approved software, students must get permission from their teachers before each use.
4. Students taking courses online may not use outside resources when taking quizzes, exams, or other assessments. Students caught doing so will be issued a grade of zero for such assessments and the ALP staff will document the reason for the zero.



## DISCIPLINE AT THE ALP

Physical harm to staff members _____	Recommendation for expulsion and criminal charges
Use or possession of a weapon _____	Recommendation for expulsion and criminal charges
Threaten staff with physical harm _____	Recommendation for expulsion and criminal charges
Possession or use of drugs or paraphernalia _____	Recommendation for expulsion and criminal charges
Fighting (aggressor) _____	Recommendation for expulsion and criminal charges
Fighting (did not retreat/hit back, no serious harm) _____	Assigned 10 additional days and suspension for 5 days
Fighting (retreated/protecting no blows) _____	Counseling
Direct profanity at Staff or student(s) _____	Assigned 10 additional days and suspension for 5 days
Disturb Class:	
First time _____	Verbal Warning
Second time _____	Suspension 3 days
Third time _____	Suspension 5 days
Fourth time _____	Recommendation for expulsion

**\*\*\*\*\*All suspensions will require a parental conference\*\*\*\*\***

## CONFERENCES

The administrative staff is very eager to meet with parents regarding their child's success and/or behavior at the ALP. Meetings will be arranged mutually between the parents and administrator.

Students requiring a parent/administrative conference to return to school will be scheduled at the earliest convenience of the parent during duty hours.

Parents are asked to call the ALP in order to speak to the teacher(s) which they are requesting to have a conference with. A teacher's time and responsibilities during the day are carefully structured. Therefore, conferences can only be scheduled when the teacher is free.

Parents must provide the ALP with telephone numbers that will allow the ALP's staff to make contact anytime of the day.

## ALP RULES

1. Students assigned to the Alternative Learning Placement Program are expected to conform to all rules published in the Russell County School Student of Conduct.
2. Students must report each day between 8:00 and 8:30 a.m., with textbooks and supplies. Upon arrival, students must be seated at their assigned place. School will dismiss at 3:15 p.m.
3. The student must be accompanied by their parent/guardian on the first day of the assigned period for a conference at 8:00 a.m. with the Administrator.
4. Students must supply his/her own textbooks. No book bags or purses.

5. Searches and seizures will be conducted by the Administrator or his/her designee.
6. If a student is truant from ALP, additional days will be assigned to the length of the original referral time.
7. If a student is absent (excused) for the first day of his/her referral time, the actual time will begin on the first day the student is able to return the ALP.
8. Students will be assigned to an individual study cubicle and cannot turn around or leave that cubicle without permission.
9. There will be no talking, chewing gum, candy, writing or passing of notes, books or periodicals, sleeping or moving about for any purpose.
10. Students must satisfactorily complete teacher or ALP assignment daily. Additional days may be assigned if the work is not satisfactory completed.
11. Students will have restroom break three times daily: once in the morning, around lunch time and once in the afternoon.
12. Students referred to the ALP will not be permitted on other schools campuses during referral time without permission.
13. A student assigned to the ALP is not allowed to participate in any extracurricular activities or practices for such on any day that he/she is in the program.
14. Students will act respectfully at all times to ALP staff. (Yes-sir, no-sir, yes-ma'am, no-ma'am, thank-you, etc.)
15. Students are not allowed to deface any school facilities or property.
16. Dress code will be appropriate school uniform. Students will have no drug, alcohol or Satan emblems in their possession. This includes on clothing, notebooks, etc. No hats, armbands, jewelry (watches,

bracelets, rings, earrings, etc.) sleeveless shirts, shorts, short skirts or cutoffs. Jackets and hooded sweatshirts cannot be worn at the ALP. Shirts must be tucked in.

17. Students will be required to empty all pockets. Any personal possessions will not be allowed into the building.
18. A student may receive additional days if, based upon counseling sessions, he/she does not display appropriate behavior or attitude to adjust back into base environment.
19. Any misbehavior or failure to follow rules may result in additional days, suspension or expulsion.
20. After a student is assigned to the ALP, the student will sign a copy of the ALP rules indicating he/she has received and understands the rules of the ALP.

**Russell County School District**  
**ALTERNATIVE LEARNING PROGRAM**  
**HANDBOOK AGREEMENT**

To Parent(s) or Legal Guardian(s):

This student/parent handbook is provided as a guideline, policy, and procedural manual for the Alternative Learning Program. Please sign this signature page along with your child. The signature page is to be turned in on the first day your child reports to ALP.

**PARENT'S/LEGAL GUARDIAN'S COMMITMENT**

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_ have received a copy of the Alternative Learning Program 2016-2017 Student/Parent Handbook and agree to follow the guidelines, policies, and procedures within.

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

**STUDENT'S COMMITMENT**

I, \_\_\_\_\_, have received a copy of the Alternative Learning Program 2016-2017 Student/Parent Handbook and agree to follow the guidelines, policies, and procedures within.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date