

LOGAN COUNTY SCHOOLS ALTERNATIVE LEARNING PROGRAM (ALP)

The purpose of the Alternative Learning Program (ALP) is to provide instruction in an alternative school environment for students who are habitually unable to meet expectations of the Logan County Board of Education Student Code of Conduct.

The ALP will be staffed utilizing the following ratios: Logan County Schools will provide one (1) teacher for instruction for a maximum of fifteen (15) students for any given period of time. Sixteen (16) to a maximum of thirty (30) students may be served with two (2) staff members employed for the ALC setting. Thirty-one (31) to a maximum of forty-five (45) students may be served with three (3) staff members employed for the ALC setting. Placement will not exceed forty-five (45) students.

The Alternative Learning Center (ALC) will be located at Ralph R. Willis Career and Technical Center at Three Mile Curve in Logan, WV. The ALC will accommodate students in grades 6 – 12 only. The ALC will operate five (5) school days per week from 7:30 a.m. – 2:15 p.m. each day. Students will be scheduled for the full school day contingent upon transportation times from home school sites. ALC students will attend all regularly scheduled instructional days according to the Logan County Schools calendar.

The ALC will be staffed by a teacher(s) and / or classroom aide(s) who can meet the requirements of the job posting. Students will receive instruction based on the student's home school instructional schedule and meet the requirements of grade level and course content standards.

The ALC Supervisor shall conduct / facilitate an entry meeting with the student, and parent / guardian prior to a student's placement in ALC.

On recommendation to place a student in ALC, and prior to a student being assigned to ALC, the ALC Supervisor shall schedule and initiate a contract of

agreement between the parent / guardian, student, the home school principal, and the Special Education Director or designee (for students with an IEP or a 504 Plan). This contract must be signed by the parent / guardian, student (if in attendance), home school principal, Special Education Director or designee (for students with an IEP or a 504 Plan) and the ALC Supervisor. If the parent participates by phone or through an online platform, the ALC Supervisor will note such on the contract and document the parent / guardian participated through other means and agreed to all terms.

The aforementioned will be preceded by the superintendent's recommendation and subsequent board approval for a student's expulsion from the regular school setting or by a referral from the principal.

A referral from the principal will require a meeting to determine placement. The principal, Special Education Director or designee (for students with an IEP or a 504 Plan) and the ALC Supervisor shall act as the committee for an ALC referral placement. Other committee members may be considered at the discretion of the ALC Supervisor. The ALC Supervisor will schedule the meeting date, time and location. The principal will be responsible for providing meeting notices to those who should be in attendance.

The ALC Supervisor will discuss the results of the meeting with ALC committee members, provide necessary documentation to the ALC committee members, and provide a decision for placement in response to the principal's referral. For students who are receiving special education services, a disability manifestation determination meeting must be properly convened with all IEP Committee Members present. The IEP Committee will determine placement, transportation agreements, and other appropriate services.

Instructional materials and the delivery of the curriculum and instruction will be determined during the entry meeting based on the needs of the student. The parent / guardian, student (if in attendance), home school principal or designee, Special Education representative (for students with an IEP or a 504 Plan) and the ALC Supervisor shall participate in the entry meeting.

The curriculum and content standards provided to each student shall reflect that student's instructional schedule. The ALC Teacher will regularly communicate and work collaboratively with the home school teacher(s) for the purpose of lesson

planning, assignments, delivery of instruction and assessment. Select instructional assignments may be sent to the home school teacher for the purpose of grading and assessment.

For assignments that require the student to be in the home school setting, the home school teacher will provide an alternate assignment(s) for ALC students. ALC students shall not be penalized for inability to complete an assignment that can be completed only at the home school.

The ALC Teacher will provide work and grades for assignments given to students who have completed all of their regular school work. Any assignments given by the ALC Teacher will be graded and those grades will be sent to the home school teacher(s). For assignments assigned by the ALC Teacher, the home school teacher will factor the grades at 20% from the ALC Teacher when giving the final grade for that grading period.

The ALC Teacher will be responsible for documenting student attendance and noting such in WVEIS.

Each school that has a student assigned to the ALC may need to provide materials, online assignments, books, and / or learning packets for each student. Instructional packets of learning materials shall to be submitted weekly with proper communication to the ALC Teacher or ALC Supervisor. The ALC Teacher will be responsible for instructing and returning all completed student assignments back to the home school.

The method of instruction provided to the student will be determined during the ALC placement entry meeting. Options of online learning platforms may be considered.

The goal is to provide a continuous flow of teaching and learning opportunities for each assigned student, so he / she may have a smooth transition back into the home school upon the completion of the ALC placement.

During a student's placement, appropriate time will be allocated for developmental guidance, social enrichment activities, and physical activity. The ALC Supervisor will assure ALC students participate in all planned emergency drills to include fire drills, tornado drills, active shooter, etc.

ALC students are not permitted on any Logan County School property during the normal scheduled school day or for after school activities with the following exceptions:

- A) Students will be permitted to return to their home school to complete all required state testing, including the West Virginia General Summative Assessment and the SAT / PSAT.
- B) Students who are seniors will be able to attend financial aid workshops provided by the school.
- C) School Pictures.
- D) Any reason deemed necessary by the ALC Supervisor and / or home school principal.

Any student who does not complete the number of days assigned due to absences, suspensions, or any other unexcused reason by the end of the school year, will be required to make up those days even if it requires the student to attend ALC the following school year.

Should a student assigned to the ALC demonstrate that he / she does not wish to attend or violates the contract and / or regulations of the ALC program, the student will be suspended and / or considered for an alternative placement. Disciplinary actions applied to students with disabilities will be governed by WVBE Policy 2419, Regulations for the Education of Exceptional Students.

Students who are placed in ALC for possession and / or use of illegal substances will be required to pass a drug test prior to returning to their home school.

An exit meeting shall take place when a student is within five (5) days or less to complete his / her ALC placement. The ALC Supervisor will contact the parent / guardian and home school principal to schedule the exit meeting. The return to the student's home school date and any continuous student support considered necessary subsequent to the ALC placement will be established and agreed upon during the ALC exit meeting. The parent / guardian, student, home school principal, Special Education Director or designee (for students with an IEP or a 504 Plan) and the ALC Supervisor shall participate in the ALC exit meeting. Other members may be considered for attendance during the exit meeting at the discretion of the ALC Supervisor.

LEGAL:

- *WVBE Policy 2419: Regulations for the Education of Students with Exceptionalities;*
- *WVBE Policy 4373: Expected Behavior in Safe and Supportive Schools;*
- *Logan County Schools Policy 5500: Student Code of Conduct;*
- *Logan County School Policy 5600: Student Discipline;*
- *Logan County Schools Policy 5605: Discipline for Special Education Students;*
- *Logan County Schools Policy 5610: Exclusion from classroom or school bus, suspension, and expulsion of student;*
- *Logan County Schools Policy 2370: Alternative Delivery of Educational Programs.*