

Alternative Learning Center Referral Form – An Alternative to Suspension

The Alachua County Public School's Alternative Learning Center is a voluntary program for 5th Grade through 9th Grade students who are suspended or who are at-risk for suspension. The program provides academic and behavioral assistance for 3 to 15 days to enable students to continue their academic program in a structured and supervised environment. The Alternative Learning Center is located at the Manning Center, 1817 East University Avenue, Gainesville, FL.

Program Eligibility

To be eligible for the program the student must:

- **be in grades 5-9: 9th graders must be age appropriate (14-15 years of age)**
- be suspended for a minimum of 3 days or have a history of out-of-school suspensions for the current school year;
- have parental consent for participation;
- have received school based interventions to address behavioral concerns.

Parents must accompany the student on the first day of attendance. Students who successfully complete the program will be counted in full attendance for their time in the alternative to out-of-school suspension program. The Center's hours of operation are from 8:30 a.m.-2:30 p.m.

Program Capacity

The Alternative Learning Center program has a capacity of 10 students.

Program Services

Students will continue their academic studies through the use of a credit retrieval program for 5th Grade through 9th Grade students. A Positive Behavioral Support Plan will be developed to support the student when he or she returns to the zoned school. After completing the program, students should demonstrate better skills in decision-making and problem-solving. Using these skills, students will be able to create positive relationships with peers and adults. Students will also understand the connection between their behavior and positive or negative consequences.

School Assignments

Students should come to the program with assignments from each of their classes, and the necessary books and materials to complete assignments. Class assignments should be faxed to Alternative Learning Center at (844) 410-6814 or given to the student/parent. All assignments should be at ALC the day prior to the student starting. ALC will be notified before sending a student or the student showing up unannounced will not be permitted into the program.

Lunch

Students need to bring a bag lunch when they report to ALC with a parent or guardian. This should be determined prior to referring the student to the Alternative Learning Center. The facility is not equipped to heat or warm food for students.

Transportation

Transportation is not provided for students. Parents must drop their child off at 8:30 a.m. on the first day of attendance in the program. The parent or a parent designee found on the student's emergency contact card, are the only persons that can drop off or pick up a student after the first day of attendance. Parent designees dropping the student off or picking the student up must be listed on the Alternative Learning Center Referral form and show ALC Staff a picture identification (e.g. driver's license). After first day students riding bike or city bus will need written permission from parent. Drop off is at 8:30 a.m. and pick up is at 2:30 p.m. Parents and students arriving late in the morning or afternoon will lose the privilege of participating in the program.

Program Staff

Alternative Learning Center, Teacher on Special Assignment, will supervise classroom instruction and behavior management. Alternative Learning Center Staff is available at (352) 955-7671 Ext. 1621 to answer questions regarding the program.

Completion of an Alternative Learning Program Referral Form

A copy of the Alternative Learning Program Referral Form is attached. This form should be completed and faxed to Alternative Learning Center at (844) 410-6814 on the day prior to a student being assigned to the program along with the student's class assignments. Program requirements should be discussed with the parent and a completed copy of the Alternative Learning Program Referral Form should be given to the parent.

Alachua County Public Schools
ESE/Student Services
Alternative Learning Center Referral Form

Student Name: _____
First *Middle* *Last*

Parent Name: _____
First *Middle* *Last*

A home, work and emergency phone number is required.

_____ *Home Phone* *Work Phone* *Emergency Phone*

Person(s) on Emergency Contact Card who may drop off or pick student up:

<u>Name</u>	<u>Relationship</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Lunch: (Check box)

A bag lunch provided by the parent

School Assignments (Check each item below)

A copy of the student's class assignments are attached or faxed to ALC at (844) 410-6814.

The student and parent are informed that the student must come to the center with the necessary books and materials to complete assignments.

Number of days the student is assigned to the center (3 – 15 days): _____

Date student will start attending the center: _____

I understand and agree to abide by the alternative Learning Center requirements:

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

School Representative signature: _____ Date: _____