



Hutchinson Public Schools

Educational Services Center
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Hutchinson, KS 67501
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JESSICA ENGELLAND
DIRECTOR OF SPECIAL EDUCATION

To: Parent or Guardian,

USD 308 Hutchinson Public Schools is committed to providing an educational opportunity for your child when they have been administratively assigned to the Alternative Learning Program.

The district offers an off campus Alternative Learning Program (ALP) at Grandview School, 1900 E. 4th Ave., which operates daily from 8:00 am to 2:15 pm. The ALP entrance is on the west side of the building. Breakfast and lunch will be provided. The program offers individualized instruction, supported with computerized instruction, in a structured learning environment. Instruction in the core content areas of English language arts, math, science, social studies, and life skills/social skills will be presented. Consistent with all USD 308 schools, the Alternative Learning Program follows the Safe and Civil Schools Model using CHAMPS and ACHIEVE.

If your child is sick or unable to attend the Alternative Learning Program, please call 620-694-5855.

Upon completion of their Alternative Learning Program assignment, a re-entry conference with the building administrator/school staff will be required.

Sincerely,

Jessica Engelland
Director of Special Education

Alternative Learning Program Procedures

Arrival:

- Parent/Guardian will escort child to the west entry door.
- Doors open at 7:55 and classes will begin at 8:00.
- Outerwear will be hung at the front door. All other items will be sent home with parent/guardian. Backpacks and cell phones are not permitted.
- Students will be escorted to the classroom by staff.

Instructional Day:

- When students enter the classroom they will have an orientation to the program and review the procedures and expectations.
- Students will have access to grade level curriculum, which may include computer support, special education curriculum – when indicated by an IEP, social skills and life skills curriculum as determined by the ALP and home school staff.
- A behavior monitoring sheet will be updated at regular intervals.

Dismissal:

- At the conclusion of the instructional day, ALP staff will review the student's progress using the behavior monitoring sheet.
- ALP staff will escort students to the west door at 2:15.
- Students are dismissed to a predetermined mode of transportation.
- Students will not be permitted at the alternative program site after 2:20.

Behavioral Expectations

1. Students will demonstrate following directions, staying on task, respect for others, and respect for property.
2. Maintain a safe, orderly and productive learning environment through the use of self-discipline/self-regulation.
3. Handle all conflicts safely and with respect for the rights of all.
4. Students will not bring any outside items to the Alternative Learning Program site.
5. Students will not leave the classroom without permission and will be escorted/monitored at all times.

Academic Expectations

1. Students will sit in assigned seats.
2. Students will complete course work at a pre-determined level of accuracy.
3. Students will be on task at all times while in the classroom learning environment.
4. Students will follow the district's Appropriate Use of Technology Policy.

Alternative Learning Program Notice

Phone: 620-694-5855

Fax: 620-694-5872

_____ has been administratively assigned to the Alternative Learning Program for the following dates: _____. The reason(s) for this action are: (describe specific student behavioral concerns) _____

This action will be documented as:

___ In-School Suspension ___ Stabilization/Crisis Management ___ Other (Please Specify)

Student Information:

Grade: _____

Teacher: _____

IEP Case Manager: _____

Technology Access Information:

Username: _____

Password: _____

Building Administrator Signature

Date

AGREEMENT

I agree to abide by the expectations and procedures of the Alternative Learning Program. I will return to my school upon completion of the number of assigned days.

Student Signature

Date

I have read and understand the expectations and procedures of the Alternative Learning Program. My child will return to his/her school upon completion of the number of assigned days.

Parent/Guardian Signature

Date

Authorized contacts for arrival and departure:

Parent/Guardian Contact Information:

Person/Title: _____

Phone Number: _____

Person/Title: _____

Phone Number: _____

Other Contact Information: (Court Services Officer, Horizons, St. Francis Case Manager, etc.)

Person/Title: _____

Phone Number: _____

Person/Title: _____

Phone Number: _____

Person/Title: _____

Phone Number: _____