



Hutchinson Public Schools

*Today and tomorrow:
committed to excellence for
all.*

USD 308 Administration Center
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MARY SMITH

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 at Grandview School, 1900 East 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 [694-5855](tel:694-5855).

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

Sincerely,

Mary Smith
Director of Special Education

Alternative Learning Program Procedures

Arrival:

- Parents will escort child to the west entry door.
- Doors open at 7:55 and classes will begin at 8:00.
- Outer wear will be hung at the front door. All other items will be sent home with parent/guardian. Back packs 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.
- Student 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 [694-5855](tel:694-5855) fax 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 _____ Extended ALP

____ Interim Alternative Educational Placement (up to 45 days)

Student Information: Grade _____ Teacher _____ IEP Case Manager _____

Technology Access Information: _____
User Name 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 (extended ALP days will vary).

Student signature

Date

I have read and understand the expectations and procedures of the Alternative Learning Program. My child will return to their school upon completion of the number of assigned days (extended ALP days will vary).

Parent signature

Date

Authorized contacts for arrival and departure:

Parent/Guardian Contact Information:

Person/Title _____ Phone # _____

Person/Title _____ Phone # _____

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

Person/Title _____ Phone # _____

Person/Title _____ Phone # _____

Person/Title _____ Phone # _____