



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

Hutchinson Public Schools

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MARY SMITH

ASSISTANT DIRECTOR OF SPECIAL
EDUCATION

To: Parent or Guardian,

USD 308 Hutchinson Public Schools is committed to providing an educational opportunity to your son or daughter even if he/she has been suspended or administratively assigned to the Alternative Learning Program.

The district offers an off campus alternative learning program at Grandview School, 1900 East 4th. The ALP entrance is on the north side of the building. The off-campus program operates from 8:00 am to 2:15 each day. Lunch will be provided. The program offers individualized instruction, supported with computerized instruction, in a very structured environment. The core content areas of reading, math, science and social studies will be addressed along with life skills/social skills studies.

This alternative program operates with a strict set of rules and procedures. Students may continue in the program through the end of their suspension/administrative reassignment as long as rules and procedures are followed. If the students are asked to go home because they have disrupted the learning of others or have not completed the day successfully, they will be required to make up that day successfully before returning to their regularly assigned building.

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

Sincerely,

Mary Smith
Assistant Director of Special Education

Alternative Learning Program Procedures

Arrival:

- Doors open at 7:55 and classes will begin at 8:00. (Time will be determined by the clocks at the facility).
- Parent and student sign agreement regarding expectations at ALP(including departure procedure)
- 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. (see expectations)
- Students escorted to the main room by staff. Parent may accompany their student to the classroom However, parents may only enter the classroom by invitation or appointment.
- When students enter the classroom they will begin an opening activity and review the procedures and expectations of the program.

Instructional day:

- Students will have access to computerized instruction, grade level curriculum, social skills curriculum and other course work as determined by ALP and building staff.
- Course work will be completed at 80% accuracy.
- Monitoring sheet will be updated at regular interval.
- Bathroom breaks will be scheduled.
- Students will follow expectations as listed on previous page
- If a student disrupts the learning environment, parents will be contacted and the student will be sent home. (Contact numbers are to be provided by parent/guardian)

Dismissal:

- At the conclusion of the instructional day, staff determines success of the day using the monitoring sheet.
- Students escorted to the front doors at 2:15.
- Student dismissed by predetermined mode of transportation.
- Students will not be permitted at the alternative program site after 2:20. Law enforcement may be called if staff is unable to contact parent for student pick-up.

Emergency/Illness

- If your child is sick or cannot attend due to an emergency call [694-5855](tel:694-5855)

Upon successful completion of the alternative learning program, parent(s)/guardian and student will complete a reintegration conference with building administrator and other appropriate staff before returning to class.

Behavioral Expectations

1. Students will demonstrate self-respect, respect for others, and respect for all things in the learning environment.
2. Maintain a safe, orderly and productive learning environment through the use of self-discipline/self-regulation.
3. Handle all conflicts without the use of violence 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 at all times.

Academic Expectations

1. Students will sit in assigned seats
2. Students will complete course work with 80% accuracy.
3. Students will be on task at all times while in the classroom learning environment
4. Students will only use the designated learning sites on the computer.
5. Students will follow the district appropriate use of technology policy.

Alternative Learning Program Notice

phone [694-5855](tel:694-5855) fax [694-5873](tel:694-5873)

_____ has been administratively assigned to the Alternative Learning Program. This reassignment will be in effect for the following dates: _____ or _____ successful days.

The reason for this action is the following (be specific): _____

Student Information: ___ Grade ___ IEP ___ Individual Learning/Behavior Plan
___ Case Manager ___ Probation Officer ___ Other(explain)

Compass/Odyssey Information: _____
User Name Password

Building Administrator signature

Date

Agreement

I agree to abide by the expectations and procedures of the Alternative Learning Program. I understand I will be re-assigned to my regular attendance center upon successful completion of the number of assigned days. If I choose to not abide by the expectations/procedures, I will be sent home and will have a fresh start the following day.

Student signature

Date

I have read and understand the expectations and procedures of the Alternative Learning Program. I understand my child will be re-assigned to his/her regular attendance center upon successful completion of the number of assigned days. If my child chooses to not abide by the expectations/procedures, he/she will be sent home and will have a fresh start the following day.

Prior to my child returning to his/her assigned building we will attend a reintegration conference.

Parent signature

Date

Authorized contacts for arrival and departure:

Parent/Guardian Contact Information:

Person/Title _____ Phone # _____

Person/Title _____ Phone # _____

Other Contact Information: (Probation Officer, Horizon or St. Francis Case Manager, etc)

Person/Title _____ Phone # _____

Person/Title _____ Phone # _____

Person/Title _____ Phone # _____