

CUMBERLAND COUNTY SCHOOLS

Alternative Education Program Student Handbook



**CUMBERLAND COUNTY
PANTHERS**

270-864-3451

Revised July 14, 2016

WELCOME

We are very pleased that you will be attending our program. This unique program was created to serve young people, like you, who have experienced hard times in program and/or home. These difficulties may be related to learning, emotional hardships, and/or behavior problems. Our goal is to provide you with a positive learning environment to help you grow and become successful in program, work, and at home. By the time you leave, we want you to know that you are able to learn new things, that you can control your behaviors, and that you are a positive, capable person who has potential to become a successful happy person. We want you to be aware of what is available to you here, support your program and take advantage of what it offers, and build relationships with teachers and classmates. We also want you to do the best you can at all times and are committed to supporting you in all your efforts to be the best that you can be!

The Cumberland County Alternative Education Program includes:

- Comprehensive services for youth with an emphasis on the student's needs and goals in behavior and attendance
- Individual plans of education for every student and continued implementation of Individual Education Plans for Special Education students
- Curriculum centered around Kentucky's core curriculum framework
- Vocational and employment preparation
- Individual and group counseling centering on self-concept, values, decision making, goal setting, anger management, substance abuse, social skills, parenting, life skills, conflict resolution, recreational activities, critical thinking, and cognitive behavior management
- Training in independent and community living skills
- A wide variety of support to young people and their families
- Transitional services

Rules for students while placed at the Alternative Education Program or other alternative setting:

- Students are not allowed on any school property for after school and extracurricular functions nor at any school event/function including, but not limited to: Ballgames (home), fieldtrips, band trips, band functions (home), academic team (home), all sport functions (home), club functions (home), programs, community functions held on school property, etc.
- Transportation will be provided for students while placed at the AEP or other alternative setting. They will be required to sit on the front seat. If they violate any rules their riding privileges will be terminated for the remainder of their placement. **Students are allowed to drive and are required park in the front parking lot at CCHS.**
- Students are encouraged to enroll in Counseling Services while attending the AEP or placed at an alternative setting for educational services. All students will complete an Individual Learning Plan (ILP) while at the AEP.
- If deemed necessary, transition plans for a return to the regular setting may be established on an individual basis.

This handbook outlines The Cumberland County Alternative Education Program program. It includes both what you can expect from us and what we will expect from you. Please be sure to ask questions about anything you do not understand or need more information about. When you have finished going through this handbook with your parents and your intake coordinator, you will be asked to sign a form that says you have read and understand all of the program's expectations.

Cumberland County Alternative Education Program
Burkesville, KY 42717
Phone: (270) 864-1480
Fax: (270) 864-3180

Dear Parents / Guardians:

We hope you and your child will find this program year a memorable and exciting one.

Cumberland County Alternative Education program offers a complete education program for school age students 10 - 18 years of age. The curriculum provides for your child's social and emotional needs as well as for his/her intellectual and transitional development. The program seeks to develop each student's capacities for communication, social skills, academic learning and other critical skills necessary for successful living.

We ask that you assist us by:

- Communicating with the program as often as you wish by phone or in person
- Helping us monitor your child's progress at home
- Ensuring that your child is in regular attendance and on time
- Informing the program of any changes in home address or phone numbers
- Reinforcing and supporting program rules and policies with your child

We recognize that our ability to offer a positive and successful environment for your child depends in large part on your support and participation. Please let us know how we can best assist and support you in your efforts to get your child "back on track." In turn, we are committed to keeping you up-to-the-minute on your child's progress at Cumberland County Alternative Education Program. This means we won't just be calling with bad news; we'll call with the good news, too! You will receive report cards every nine weeks. If at any time you feel you need a conference, please do not hesitate to call. The more involved you are with the Cumberland County Alternative Education program, and the more you can reinforce your child's academic and behavioral progress at home, the more successful we will all be.

It is our sincere hope that this will be one of the most fulfilling years in your child's career. Let's make the most of it . . . together.

Sincerely,

AEP Staff

PROGRAM DESCRIPTION

GENERAL OVERVIEW

The Cumberland County Alternative Education Program was designed to create positive alternatives for students who were having problems in the public program system. The program will operate in conjunction with the local program systems, juvenile court, department of juvenile justice and department of social services who will provide referrals for students who have presented a lack of social skills and/or behavioral or truancy problems. We offer an innovative approach to education. We hope to equip the student with the capabilities to improve and develop their personal academic and professional growth. The target population will include adolescents between the ages of 10 and 18 and their families.

This is an approved program offering a full program of intensive training. The purpose of the program will be to enable students to return to public school educational programs to obtain their high school diploma.

SCHEDULE

Program is in session every day at 7:35 am and lasts until 2:40 pm. See attachment section.

CALENDAR

The Cumberland County Alternative Education Program will operate according to the school calendar. Cumberland County Alternative Education will run on the same snow day schedule and make up days as Cumberland County Program System.

ADMISSION AND DISCHARGE

All students are placed in The Cumberland County Alternative Education Program upon referral from their school or other district administrator to the District Discipline Committee, Parent, the juvenile court, the department of juvenile justice or the Division of Community Based Services. Placement occurs due to difficulties a student may have experienced in program, at home, in the community or due to involvement with law enforcement agencies. Each placement is reviewed by the staff, and the student's needs and strengths are discussed. The staff uses information from the referral school, student self-evaluations, parental evaluations, observations and assessments to create an individual plan for each student.

Goals include the specific academic, social-emotional, behavioral, and vocational needs of each student, the interventions necessary to address the students' needs, a timeline for meeting the treatment plan goals, and plans for assessing the student's progress. Student progress will be reviewed and reported every nine weeks to the review team.

Students whose behavioral/emotional problems are too severe to be addressed in a day program setting will be referred for more intensive treatment. Discharge of students is dependent on their completion of the specific goals and objectives outlined in their treatment plan. After all goals are met to the satisfaction of the staff and parents and referring parties, then transition plans are developed to a less restrictive environment. This may result in graduation, GED completion, or returning to the public school system. When a student is returned to the regular setting they are on probation for the remainder of the school year. The probation violation is at the discretion of the building principal. The student can be sent directly back to the AEP setting.

A student may be discharged, suspended or have legal charges filed against them as a result of violation of program guidelines or violation of the district code of acceptable behavior and discipline. These include continual sleeping, fighting, cursing, abuse of teacher, possession of contraband, destruction of program property, or theft.

PARTICIPATION

Student cooperation, participation, and commitment will result in privileges. Disruptive behavior will result in loss of privileges. Continued disruptive behavior may result in a court appearance and dismissal from the program.

THE BANNER SYSTEM

Each student enters the program on a Green Banner. Progression through the banners is a sign of a student's behavioral, academic and social growth. Responsibilities and privileges increase with each movement up the banner system. Students who do not maintain the responsibilities of a banner or abuse the privileges will lose that banner. Purple Banner (level 4) students are expected to be role models for all other students. Please see Appendix A for further description of the Banner System.

THE POINT SYSTEM

The Point System is designed to modify student's behavior in response to the program's program. It is used to give students clear behavioral expectations and guidelines and to provide incentives for appropriate behavior. A student's progress through the point system primarily reflects all of our efforts to provide appropriate instructional services to each student. Although the system incorporates certain incentives and restrictions, it is not designed to be, nor is it effective as, a major means of modifying a student's behavior.

Points are always EARNED. A maximum of fifteen points per class period can be earned. Points are awarded in order to provide feedback about student behavior and to provide an incentive for students to display appropriate program behavior. Points may be earned in various areas each class period. Categories of behaviors that earn points are:

- Task Completion
- Program Behavior
- Personal Goal

Points are earned throughout each class and treatment period, during lunch, breaks, etc. Points earned are documented daily by staff on the students' point sheets. Points are totaled weekly from Friday to Thursday. Students must earn a total of 500 points each week to be eligible for the weekly goal activity.

ACTIVITY GOAL / GOAL TRIP

A weekly reward will be held on Fridays for students who earn 450 points for that week. Qualifying students are invited to participate in an activity; however, they may choose to attend regular classes.

LUNCH & BREAKFAST

Lunch and Breakfast will be provided each day.

EXPECTED STUDENT BEHAVIORS & POSSIBLE CONSEQUENCES

Program Rules are:

1. Stay on Task
2. Follow Directions
3. Use appropriate language
4. Respect self and others
5. Be a positive influence

If you have any questions about what these rules mean, please ask. You will be held responsible for these rules immediately upon entering the program.

Other expectations and/or consequences students should remain aware of include:

- Students must be within sight of staff during all activities.
- Students are expected to follow all rules and directions given by staff.
- Consequences for serious behavior problems may include expulsion from Cumberland County Alternative Education Program. Any injury done to others may result in a Juvenile Court Petition.
- **Students are not allowed to attend school events (ballgames, dances, Family Learning Nights, etc.) while placed at the AEP or during any suspension/expulsion.**
- A student may be asked to move to another room to work apart from the others to calm down if the student is disrupting the class.

- Individual behavior programs may be written for students who have behavior problems. This will be done on an individual basis with clear expectations, rewards, and consequences. Progress will be monitored and reviewed by staff.
- There are two types of situations in which a staff member may find it necessary to physically restrain a student.
 1. Student's behavior is out of control to the point that he/she is being harmful to himself/herself, or others.
 2. Student is destroying property.
 - ***Staff are trained and experienced in a type of physical restraint that is designed not to injure any parties involved.*
- Fighting may result in referral to juvenile court and dismissal from the program

SEARCHES

Searches based on reasonable cause will be conducted as needed. Searches may consist of the use of a handheld metal detector and a brief and appropriate pat-down by a same-sex staff. Other staff will always be present while searches are being conducted. Students will also be asked to turn their pockets inside out, remove socks and shoes.

TELEPHONE USE

Personal phone calls are not permitted at any time. If phone use is necessary, approval must be given by the assigned counselor or administrator.

Parents may contact the program between the hours of 7:35am and 2:45pm.

BUILDING RULES

Each student is responsible for keeping classrooms and eating areas neat by picking up after himself/herself and respecting the program property. During the last ten minutes of the program day, each class is responsible for cleaning an assigned area.

The outside of the building, including the parking lot, is also our responsibility. Students may not throw trash on the ground.

Students must arrive and leave the grounds in an orderly manner, without yelling, in respect for program.

Students must enter and exit through the main entrance and may not leave the building until the end of daily classes. We maintain an open door policy. This means we will not pursue a student who leaves program without permission. We will, however, immediately notify the parents of the student and the police if a student leaves before departure time.

Property damage will result in one or more of the following:

- Paying or working off the cost of the damage.
- Juvenile Court Petition.
- Dismissal from the program.

Stealing of property will result in returning, replacing, or working off the value of the stolen item. It may also result in law enforcement intervention.

No foods or drinks are allowed in the classrooms unless it is break time or lunch. Absolutely no food or drinks around computers.

Tampering with the fire alarm system and fire extinguishers may result in referral to juvenile court.

POSSESSIONS

As discussed earlier, students will be searched each morning upon arrival to program. Students may also be subject to searches based on individualized suspicion for the safety of both staff and other students.

Students should not bring any contraband to program. Contraband includes but is not limited to weapons, drugs, and alcohol. Possession of weapons, drugs or alcohol will result in notification of the appropriate authorities and referral to Juvenile Court.

Students will refrain from bringing personal items such as radios, tapes, CD's, large amounts of money, tobacco products, and pagers. If students bring such items, the items will be held until the end of the day by staff.

Staff is not responsible for missing or stolen items belonging to students. It is recommended that the student not bring valuables or large amounts of money to program.

Personal items are not to be loaned, traded, or sold between students during the program day or on Alternative School property.

ATTENDANCE

Program hours are from 7:35 AM to 2:40 PM. All students are expected to attend program daily and to be on time for classes in order to receive maximum benefits from the program. Students who have good attendance records generally achieve higher grades, enjoy the program more, and are much more employable after leaving the program.

SICK POLICY

Students' parents' should call in by 9:00 am when the student is not coming to program. We will attempt to contact the parent, but we cannot guarantee that we will be able to reach the family each time a student is out.

To have an absence excused when the student is sick, the student must have a note from a physician and/or parent. Once they reach 10 doctor excuses and beyond, they must turn in the medical excuse form.

If a student becomes ill at program, the student's family will be contacted and will need to promptly provide student with transportation home.

IN REGARD TO OUR POINT SYSTEM, IF WE DO NOT RECEIVE A NOTE BY ARRIVAL TO PROGRAM WITHIN 3 DAYS, THIS WILL BE COUNTED AS AN UNEXCUSED ABSENCE AND THE STUDENT WILL NOT BE ABLE TO EARN ANY POINTS FOR THE DAY THEY MISSED.

MEDICATION

No medication will be administered unless there is signed medication form by the parent/doctor, and it is in an approved pharmacy bottle or package having: 1) the student's full name; 2) the amount of medication to be taken, 3) the time the medication is to be taken; and 4) the method by which it is to be taken.

Anytime there is a change in any of the above mentioned, a new physician's statement is required to be on file. The medication will be administered by school nurse or trained staff.

FIRST AID

Any injuries occurring at program must be reported immediately to a program staff member. First Aid can be obtained for minor scrapes and cuts. In the event that a student is more seriously injured or becomes ill, the parent or care provider will be notified. In non-emergencies the parent or care provider will be requested to come to program to get the student. In case of an emergency the parent will be notified and informed as to what action has been taken.

Every student enrolled in our program must have a signed, current emergency medical authorization sheet and emergency data sheet on file.

EMERGENCY CONTROL PLAN

In the unlikely event of a fire emergency, students need to be aware of all exits. Each classroom has a map posted in which the shortest route is highlighted. Students should evacuate the building calmly and report to the assigned area. Roll will be taken. When students hear the "All clear" signal, they may reenter the building. Fire / Tornado drills will be held periodically.

VISITORS

All visits will be arranged through staff. Other than current students and staff, no one is to go beyond the administrative area.

NOTICE OF NON - DISCRIMINATION

All programs administered by Cumberland County Board of Education, Inc. are administered by law without regard for race, creed, color, religion, national origin, sex, handicap, or marital status. Special arrangements will be made upon request to serve those persons handicapped to the extent that coming into the office presents a hardship. Our office provides specially marked parking for the handicapped and the building meets all federal requirements relating to access for the handicapped.

HARASSMENT

Cumberland County Alternative Education Program prohibits the unlawful sexual harassment of any student by any employee, student, or other persons within program.

Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Program staff will discuss this policy with the students in an age-appropriate manner and will assure them that they need not endure any form of sexual harassment from staff or other students.

Cumberland County Alternative Education Program expects students or staff to immediately report incidents of sexual harassment to the program administrator. Any person who engages in the sexual harassment of another may be subject to disciplinary action.

STUDENT RIGHTS

This is a copy of your rights as a student. A copy will be available to you at any time and will be posted in various areas of the program building

The staff is committed to supporting and protecting your fundamental human, civil, and constitutional rights. The following information describes these rights. If you have questions, or have trouble reading or understanding them, they will be explained to you in language or terms you can understand.

1. Enrollment and all services will be provided impartially. That is, free of discrimination by race, religion, sex, age, handicap, or source of financial support.
2. Your personal dignity will be recognized and respected at all times.
3. You will have a treatment plan designed especially for your goals and objectives and the type of special help you will receive including what is expected for you to complete the program and what special assistance may be needed after that.
4. There will be an adequate number of staff working with you on this plan and they will be competent, qualified, and experienced in doing their jobs.
5. The plan will see that you are served in the least restrictive setting possible.
6. The plan will be reviewed every month and updated as needed.

7. Everyone will receive the best help we can provide.
8. You may request that the staff review your plan as part of the review procedure, or you may request the opinion of a consultant, at your or your family's expense.
9. Information, records, and reports regarding your enrollment are confidential and may be viewed only by appropriate program staff. Unless required by law or the court, no one may have this information or see your records unless you or your parent or guardian gives written permission.
10. You will have activities and procedures explained to you.
11. Specific informed consent must be given for participation in research projects. Refusals will not compromise your access to program services.
12. Signed releases will be obtained regarding the present or future use and disposition of products of special observation and audio-visual techniques, such as one-way mirrors, tape recorders, video-tapes, movies, photographs, etc.
13. You may file a formal grievance or complaint, in writing or verbally, with the administrator. The administrator is then responsible for a thorough investigation, and any necessary action will be communicated back to you.
14. Your counselor will explain any special rules that apply to your conduct.
16. You will be required to help with personal housekeeping without compensation. Any other work done for the program will be part of your individual plan, done voluntarily, with appropriate wages provided, and in compliance with local, state, and federal laws and regulations.

STUDENT HANDBOOK SIGNATURE SHEET

I, _____, HAVE READ AND UNDERSTAND
Print student name

THE CUMBERLAND COUNTY ALTERNATIVE EDUCATION PROGRAM STUDENT HANDBOOK. WHEN I DID NOT UNDERSTAND SOMETHING IN THIS HANDBOOK, I ASKED ABOUT IT AND RECEIVED AN ANSWER THAT I DID UNDERSTAND. I UNDERSTAND THAT BY SIGNING THIS SHEET I AM SAYING THAT NOT ONLY DO I UNDERSTAND THIS HANDBOOK, I AM COMMITTED TO FOLLOWING THE RULES AND GUIDELINES WITHIN IT.

student signature

date

I, _____, HAVE READ AND UNDERSTAND THE
Print parent / guardian name

CUMBERLAND COUNTY ALTERNATIVE EDUCATION PROGRAM STUDENT HANDBOOK. WHEN I DID NOT UNDERSTAND SOMETHING IN THIS HANDBOOK, I ASKED ABOUT IT AND RECEIVED AN ANSWER THAT I DID UNDERSTAND. I UNDERSTAND THAT BY SIGNING THIS SHEET, I AM SAYING THAT NOT ONLY DO I UNDERSTAND THIS HANDBOOK, I AM COMMITTED TO HELPING MY CHILD FOLLOW ALL OF THE RULES AND GUIDELINES WITHIN IT.

parent / guardian signature

date

intake staff signature

printed name

date

Appendix A

The Banner System

Cumberland County Alternative Education Program provides a concrete way for students, staff and parents to observe individual progress in the classroom. This system provides recognition for appropriate behavior while encouraging adoption of new positive coping skills by presenting students with banners of graduated importance in the classroom. Banners move from Green Level (beginning level) to Purple Level (indicating readiness to begin transition phase to public school). Following this overview, each banner's criteria, jobs, privileges and consequences is described.

Alternative Education Program

Student Handbook for 2016-17 SY

Recommend Changes:

Cover Page Date Change and address phone number

All Page numbers have changed

Delete the Following:

- Table of Contents
- Dress Code
- Staff Section
- Hygiene, Grooming & Uniforms
- Van/Bus section
- Student movement
- Attendance section
- Student Schedule

Change searches from will to "may" and include "remove socks and shoes"

Update sick policy to 3 days for excuse instead of 1.

Alternative Education Program

Student Handbook for 2015-16 SY

Recommend Changes:

Cover Page Date Change and address phone number

Page 3 – Take out Adanta and add ILP (Individual Learning Plan) component.

Added - If deemed necessary, transition plans for a return to the regular setting may be established on an individual basis.

Page 4 – Changed Names (Mr. Mike Emberton to AEP Staff)

Alternative Education Program

Student Handbook for 2014-15 SY

Recommend Changes:

Cover Page Date Change and address phone number

Page 3 – took out Adanta and put encourage counseling

Page 4 – took out address

Page 9 – changed “will” to “may” in the last sentence

Alternative Education Program

Student Handbook for 2013-14 SY

Recommend Changes:

Cover Page Date Change and address phone number

Page 2 Updated Table of Contents removed student of the week/month

Page 3 Changed rules section about being on school property, transportation and driving.
Removed "away" from activities

Page 4 weekly progress reports was removed

Page 6 under Admission and Discharge treatment was removed

Page 7 Student of the Week section was removed
Under lunch & breakfast legibility was removed
School property statement was updated

Page 8 Clarified searches

Page 11 Medication section included school nurse
First Aid section included school nurse and trained staff

Page 14 AEP Schedule Updated

Alternative Education Program

Student Handbook for 2012-13 SY

Recommend Changes:

Cover Page Date Change

Page 5 Changed time from 2:35 to 2:40 pm

Page 6 Area of Supervision was removed

Page 10 changed 2:35 to 2:40 pm
Clarified suspensions counting as unexcused absences

Page 11 (clarification) "Once they reach 10 doctor excuses and beyond, they must turn in the medical excuse form."

Alternative Education Program

Student Handbook for 2011-12 SY

Recommend Changes:

Cover Page Date Change

Alternative Education Program

Student Handbook for 2010-11 SY

Recommend Changes:

Cover Page Date Change

Alternative Education Program

Student Handbook for 2009-10 SY

Recommend Changes:

Cover Page Date Change

Page 6 – Deleted treatment plan information from paragraph 2.

Added “When a student is returned to the regular setting they are on probation for the remainder of the school year. The probation violation is at the discretion of the building principal. The student can be sent directly back to the AEP setting.” information to paragraph 3.

Alternative Education Program

Student Handbook for 2008-09 SY

Recommend Changes:

Cover Page Date Change

Page 3 – Included Under Rules for AEP and Alternative Setting - No driving to the AEP.

Alternative Education Program

Student Handbook for 2007-08 SY

Recommend Changes:

Cover Page Date Change

Page 2 – Update Table of Contents

Page 3 – Included Rules for AEP and Alternative Setting

Page 4 – Take out the date

**Page 7 – Changed from lunch to lunch and breakfast
Delete student of the month section
Bolded last sentence**

Alternative Education Program

Student Handbook for 2006-07 SY

Recommend Changes:

Cover Page Date Change

No other changes

Alternative Education Program

Student Handbook for 2005-06 SY

Recommend Changes:

Cover Page Date & Address Change

Page 5 Under staff add Home Instruction Teacher

Page 8 Under Expected Student Behaviors (begins on page 7)
Add: Students are not allowed on any school property or school events (ballgames, dances, Family Learning Nights, etc.) while placed at the AEP or during any suspension/expulsion.