




ALTERNATIVE LEARNING CENTER

Student Rules and Expectations:

- 1) Students are to sit in their assigned seat.
- 2) Students are to work quietly on academic work during their time in the ALC. If work has not been provided, they are to pick a book from the shelf and read silently.
- 3) Students are to speak quietly and are not to engage in social conversations during work time.
- 4) Unless otherwise specified, students are to eat lunch in the ALC. They will be escorted as a group to get their lunch.
- 5) Only scheduled bathroom breaks will be taken (emergency exceptions only).

Entry Procedures:

There is a short list of students who have behavior plans that utilize the ALC for time out. A list of those students can be found on the ALC Staff Person's desk. When the student arrives they are to sit quietly and take their time out and then return to class. If the student is particularly agitated, the Staff Person may choose to process briefly with the student.

- 1) A student should report to the ALC with a misconduct form. Often times the student will arrive before the form does. If this happens simply ask the student to sit quietly, and contact the referring teacher via phone to request the misconduct form.
- 2) Have the student fill out a "Think it Over" form for the student to reflect on their actions and decisions before they speak with administration.
- 3) Log the student in on the form on the clipboard located on the ALC desk.
- 4) Once the student and form arrive and the student is ready to be seen, the ALC Staff Person will contact the Assistant Principal or Principal via walkie-talkie (based on the on-call schedule posted at the desk).
- 5) If administration determines a student will serve additional time in the ALC:
 -  Log the outcome and time on the logging form.
 -  Contact the student's homeroom teacher or referring teacher to have work sent
 -  Contact the office so the student is not marked absent
- 6) Keep all the misconduct forms in a file folder marked "Misconduct Forms." At the end of the day this folder should be given to Ann Brown for point deduction. Misconduct forms are to be copied to the following: parent (mailed home), referring teacher, homeroom teacher, principal, support staff.