



# **MILLER COUNTY**

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## BOARD OF EDUCATION

96 PERRY STREET | COLQUITT, GA 39837 | PH: 229-758-5592

## Alternate Education Program Procedures and Handbook

#### ASSIGNMENT TO THE MCAEP (Miller County Alternate Education Program):

- Students are assigned to the MCAEP either through the disciplinary tribunal process or by a parent waiving their right to a disciplinary tribunal.
- In addition, students transferring to Miller County Schools from a Youth Detention Center may complete a transitional placement at the MCAEP based on the decision of a placement meeting upon enrolling in the appropriate home school.
- Students who transfer to Miller County Schools from another school district's alternative setting must complete their original alternative setting assignment in the MCAEP before enrolling in the appropriate home school.

#### Admission Procedures

- Ensure that a waiver or placement letter has been sent to the MCAEP.
- Send all relevant documentation pertaining to the student (IEP, 504, ELL, ACCESS, relevant medical records, etc)
- Have the students schedule reflect the change in placement in Powerschool
- Both the student and the guardian are required to attend an admission conference and no student may begin at MCAEP until this conference is completed.
- At this meeting both the guardian and the student will be given a copy of the student handbook and expectations will be laid out.

# Student Handbook

## ASSIGNMENT TO THE MCAEP:

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## ATTENDANCE:

Consistent daily attendance is crucial for a student's success in the MCAEP. It is imperative that students arrive on time, stay for the entire day, and participate fully in class activities. Failure to do so will jeopardize the student's chances for course completion. Please refer to the Miller County School System School Attendance policy for all students. If a student is going to be out of school for an acceptable reason, parent(s) and/or guardian(s) must contact the MCAEP before 8:30 AM to excuse the absence.

## BOOK BAG / PURSE POLICY:

Students are not allowed to carry book bags or purses while on campus. Purses must be left in the front office. If a student needs items from their purse, they will be allowed to retrieve them as the situation dictates.

## COMPUTER LAB POLICY:

Students are expected to be respectful of staff, fellow students, and equipment while in a computer lab and report any malfunctions or issues to the overseeing staff member as soon as they become aware of them. No drinks other than bottled water are allowed in the lab at any time. No eating is allowed in the computer lab at anytime. Use of a computer lab is a privilege and will be rescinded if proper behavior is not observed. While in class all students will remain seated at all times without direct instructions from a staff member. At no time will any students attempt to open windows, adjust room temperature, or change the lighting in the room.

## COMPUTER / INTERNET USAGE:

The MCAEP relies heavily upon computer technology for instructional programs. It is imperative that all MCAEP students behave in a professional and responsible manner with this technology. The Miller County Internet Use Policy is in effect at all times for all students. Minor violations of this policy will result in a reprimand. Any serious violation of this policy may result in suspensions or additional disciplinary actions.

## DAILY PARTICIPATION:



Students are expected to come to school ready to work and participate in the instructional activities of the day.

**DISCIPLINE PROCEDURES:** Students are expected to maintain acceptable behavior at all times. All policies outlined in the Miller County School System Student Code of Conduct apply to the MCAEP. The staff reserves the right to implement additional expectations as needed. In many circumstances, discipline referrals while in the MCAEP will result in placement in an alternative location, administrative detention, in-school suspension, or out-of-school suspension ranging from one to ten days. After multiple discipline referrals or exceptional discipline events, students may be recommended for expulsion from the Miller County School System. In addition, serious violations such as fighting, assault upon a staff member or student, weapon, drug, or alcohol possession, or other serious incidents may result in a recommendation for expulsion from the Miller County School System as well as referral to law enforcement officials.

**DRESS CODE:**

Miller County School System dress code will be enforced at MCAEP

**EARLY DISMISSAL PROCEDURES:**

Students will not be allowed to leave the MCAEP during school hours unless they are checked out by someone included on the student's contact information. If students drive to campus, they may bring a note from home and will be allowed to leave only if someone on their contact sheet may be reached by phone to verify the written dismissal. If parent(s) and/or guardian(s) wish to add someone to their student's contact sheet, they must come to the school and make the necessary changes to their contact sheet in writing. Additions will not be made via phone correspondence.

**EARLY RELEASE POLICY:**

Some students will be eligible for "early release" to return to the traditional education setting if this option is a part of the assignment/waiver process and is stated in writing on their assignment waiver or tribunal decision letter. Both the MCAEP administrator and the assigning school principal must agree to the "early release" decision. Factors considered in early release include but are not limited to academic performance, student conduct, and attendance.

**ELECTRONIC DEVICES:**

Electronic devices (including but not limited to cell phones, MP3 players, handheld gaming devices, etc.) are not allowed at the MCAEP. Electronic devices, if brought by students, will be powered off by the student and stored in a secure location by staff upon student arrival. If students fail to adhere to the above procedure, disciplinary consequences will be issued and any item(s) will be returned to the parent(s) and/or guardian(s). Searches will not be conducted for lost or stolen electronic devices. In addition, please note that the MCAEP is not responsible for lost or damaged electronic devices under any circumstances.

#### ENROLLMENT AT THE MCAEP:

Students may enroll in the MCAEP after being assigned through one of the procedures detailed above. Students will not be allowed to enroll in the MCAEP until the individual student and their parent(s) and/or guardian(s) are present during an admissions conference to discuss the placement, review policies and procedures outlined in this document, and to answer any questions from either the student or their parent(s)/guardian(s). This admissions conference is very important and takes approximately thirty minutes, and may be arranged as soon as a placement is finalized.

#### FOOD / DRINK POLICY:

Food and drinks can be purchased at school and are allowed only in the cafeteria. Food, candy, gum, and drinks other than bottled water are not permitted in classrooms. Drinks not purchased at school are subject to confiscation or inspection.

#### GANG RELATED ACTIVITY:

The MCAEP has a “zero-tolerance” policy regarding any gang activity. This includes the wearing of “colors”, gang related graffiti on student possessions, gang tattoos, vandalism, and any other activity as defined by the MCAEP administration and/or law enforcement. Changes in this policy will be updated in accordance with the relevant Georgia criminal codes (OCGA 16-15-3 and OCGA 16-15-4).

#### HALLWAY TRAFFIC:

Students are not to be in the hallways during instructional times without a hall pass from a staff member and are not to be in any area of the campus prior to 7:15 AM and after 2:30 PM, unless under the direct supervision of a MCAEP staff member.

#### HIGH SCHOOL SCHEDULING:

The MCAEP will attempt to meet the scheduling requirements of any high school student enrolling in the program. However, alternate scheduling may be necessary. If a student is assigned to the MCAEP within the first twenty school days of a semester, and he or she is taking a class or classes not offered at the MCAEP, the student’s schedule will be changed to meet current offerings, if possible. If a student is assigned to the MCAEP during the last twenty school days of a semester, and he or she is taking a class or classes not offered at the MCAEP, the staff will work in conjunction with the assigning school to meet class requirements if deemed appropriate by the assigning school. The assigning school will be responsible for sending assignments, grading assignments, and assigning a course grade for the student. If a student is assigned to the MCAEP at any other time during the semester, and he or she is taking a class or classes not offered by the MCAEP, alternate scheduling may be necessary so that the student will not lose credit in the class.



#### HOME SCHOOL:

The “home school” is defined as the school to which the student is officially assigned by the Miller

#### LUNCH:

Students may order a school lunch or bring lunch from home, but the MCAEP will not provide refrigerators to store lunches. In addition, any food items brought into the building are subject to inspection. No students are allowed in the food preparation area. Per district policy, students are not allowed to charge lunches.

#### MEDICATION POLICY:

By Georgia state law, no student is allowed to possess any prescription or over-the-counter medication in a Georgia public school, unless sanctioned by a 504 plan. All medications, prescription or over-the-counter, must be given to an administrator or an assigned designee. All prescriptions must be in original containers, and a “medication authorization” form must be completed by parent(s) and/or guardian(s) before any medications will be dispensed at the MCAEP. Students are not allowed to have any medications, including over-the-counter drugs, legal/synthetic drugs, or nutritional supplements, in their possession at any time while at the MCAEP. The MCAEP is not allowed to provide any medications to a student.

#### OFFICE PHONE:

Use of the office phone is restricted for emergencies only. Students may use the phone after 2:00 PM for transportation related calls. All use of the office phone is at the discretion of staff.

#### RANDOM SAFETY CHECK POLICY:

Students are subject to random safety checks upon arrival or at any time while on campus. Multiple means of search may be used during these safety checks, including but not limited to handheld metal detectors and drug-sniffing dogs.

#### RELEASE FROM THE MCAEP:

Students will be released from the MCAEP when the requirements of the tribunal, waiver, or placement letter have been met. If a student withdraws from school before completion of the alternative school assignment, the student will be required to complete the assignment upon re-enrollment in Miller County Schools only if the re-enrollment is prior to the end date of their original placement. If the end date of their assignment has passed, they will be returned to their home school.

#### SCHOOL HOURS:

The MCAEP school hours are 7:30 AM until 2:30 PM. Students are to immediately report to the office upon arrival. Students will be released from class once their rides have arrived in the afternoon. Students should leave campus by 2:30 PM. Any student wishing to work beyond normal instructional hours should make arrangements with their teacher(s) and administration.

Any students who are not picked up by a parent or guardian at the end of the staff work day will be subject to intervention from any local or state agencies.

#### STUDENT ASSISTANCE PROGRAMS:

The MCAEP participates in student assistance programs, which may be recommended for students by the staff. Parental permission is necessary for a student to take part in these activities.

#### SCHOOL SUPPLIES:

Students are expected to arrive at school with adequate instructional supplies on a daily basis. Students are expected to bring writing implements, headphones, and other necessary supplies needed for instructional activities.

#### SPECIAL SERVICES:

Students who are served by an Individualized Education Program (IEP), 504 plan, ELL plan, or other student service will continue to receive these services at the MCAEP.

#### TARDIES TO SCHOOL:

All students are expected to report to school on time each day.

#### TESTING:

Students are required to participate in all local and state testing requirements such as the Georgia Milestones, Measures of Academic Progress, end-of-pathway assessments, end-of-course assessments, and end-of-grade assessments.

TRESPASS NOTICE: Current MCAEP students are not allowed to be on any other Miller County School System campus at any time. This includes community activities that take place on a campus. Students assigned to the MCAEP are not allowed to attend any Miller County School System event, including "away" activities at other locations.

I hereby acknowledge receipt of the MCAEP Student Handbook and understand that it is my responsibility to review the handbook in detail and request any clarification needed from the staff at the MCAEP. I also understand that this signed acknowledgment of receipt will become a permanent part of my file while enrolled at the MCAEP.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge receipt of the MCAEP Student Handbook and understand that it is my responsibility to review the handbook in detail and request any clarification needed from the staff at the MCAEP. I also understand that this signed acknowledgment of receipt will become a permanent part of my child's file while enrolled at the MCAEP.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_