Palmyra Alternative Education for Disruptive Youth

Informational Packet
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Dear Parents or Guardians:

Your student has been placed in the Palmyra Area School District Alternative Education for Disruptive Youth Program to ensure his/her success in school. In this program, we will be working on academic as well as social skills that will enable your student to succeed in the general academic program and later in life. This placement has occurred for one of three reasons:

1) The student is struggling behaviorally and/or academically and could benefit from a more supportive environment;
2) The placement is punitive, serving as a consequence for violation(s) of the School Board policy*; OR
3) The previous school district placement parallels this Program.

This placement into the Alternative Education for Disruptive Youth Program may not be for the entire school year. It has been designed in a way that would allow your student to earn his or her way back into the regular education setting. Goals will be established for your student based on his/her individual needs.

Within this packet, you will find all of the necessary information pertaining to the Alternative Education for Disruptive Youth Program including entrance and exit criteria. You can anticipate quarterly reviews and updates as requested from the Alternative Education Program Coordinator. Rules, expectations, and procedures are also detailed in this packet. Please note the sections on behavior and attendance. These two factors play a pivotal role in consideration for your child’s return to the traditional educational setting.

If you have any questions about this program, please feel free to contact Assistant Principal Paul Steigerwald, Program Coordinator, or your child’s Counselor. We look forward to partnering with you for the success of your child and his or her return to the traditional setting as soon as possible.
Program Entrance Criteria

Students may be placed into the Alternative Educational Program for any of the following reasons:

1) Disregard for school authority, including persistent violation of school policy and rules;
2) Display of or use of controlled substances on school property or during school affiliated activities;
3) Violent or threatening behavior on school property or during school related activities;
4) Possession of a weapon on school property, as defined under 18 Pa. C.S. Section 912 (relating to possession of weapon on school property);
5) Commission of a criminal act on school property;
6) Misconduct that would merit suspension or expulsion under school policy;
7) Habitual truancy/TEP in place;
8) The previous school district placement parallels this Program.

Palmyra Area School District administration reserves the right to place any student into the Alternative Education Program at any time if it is in the best interest of that student or others.

Length of Placement

✓ Students who are board placed are not permitted to return to their home campus until their scheduled time is complete or otherwise approved to return by the Superintendent.
✓ Changes in placement are usually considered at quarterly, mid-point, and end of each school year.
✓ If it is in the best interest of the student and/or others, placement in the Alternative Education Program may be increased or decreased at the discretion of the administration.
✓ The length of a student’s placement may be affected by attendance.

Staff

Dr. Benjamin Ruby, Palmyra High School Principal
(benjamin_ruby@pasd.us) or 838-1331 (ext. 2501)

Mr. Paul Steigerwald, Palmyra High School Assistant Principal in charge of Alternative Educational Programs, (paul_steigerwald@pasd.us) or 838-1331 (ext. 2503)

Mr. Carl Deiner, Palmyra Alternative Education Program Coordinator, Palmyra High School (carl_deiner@pasd.us) 838-1331 (ext. 2113)
**Attendance and Tardy Policy**

All state and local attendance policies apply to the student in the Alternative Education for Disruptive Youth Program. The length of a student’s placement may be affected by unlawful absences.

**Tardiness** - Students who fail to report to school on time will be considered tardy. Medical notes (doctor, dentist, etc.) will be the only notes accepted as an excused tardy after ten parent notes. Traffic, car problems, missing the bus, oversleeping, etc. are not acceptable reasons for being tardy.

Students daily point sheets will reflect negative points for the time of the absence.

If a student arrives at school on or after 10:45 a.m., the student will be charged with a 1/2 day unexcused absence.
Arrival and Dismissal

Students are to arrive at school via regular district offered transportation, by walking, or by parent drop-off at the same time as general student population unless other arrangements are made (based on the needs of the student). Student entrance/exit will be out front at the side door next to the bike rack. A staff member will be there to let you in the building. Arrival and dismissal times are to be five minutes prior to the regular school day. Students attending the Alternative Education for Disruptive Youth Program must consider the following:

• Behavior before and after school (bus, bus area, drop off area, walking to and from school) will be monitored and could impact the re-entry of a student to the traditional setting at Palmyra.
• Students may not enter any part of the building without appropriate staff supervision.
• NO student who is assigned to an Alternative Education for Disruptive Youth Program may enter any PASD building. The student can be deemed as trespassing.

Program Exit and Transition

Each student’s progress is reviewed at the end of each marking period (quarterly review). For students to be considered for re-entry into the traditional setting the following circumstances must be met:

✓ Be on Green level or higher, have good attendance, and pass ALL classes.
✓ Goals will be established in the areas of behavior, academics, and attendance.
✓ Meeting all 3 requirements DOES NOT guarantee that the student will be returning to their home campus.

✓ At the review, one of the following outcomes will occur:
  ✓ Re-entry into the traditional educational setting
  ✓ Additional placement in the current Alternative Education Setting
  ✓ Recommendation for a more intensive program (off site)
    ○ Possible recommendation for educational and/or psychological assessment for students not identified.

The Palmyra Area School District Student Handbook covers all other rules, policies, and procedures not specified in the packet. Students in the Alternative Education Program are expected to adhere to the rules and policies listed in the Student Handbook as well as the guidelines listed in this packet.
Palmyra Alternative Education for Disruptive Youth Program

Discipline

✓ Infractions warranting after-school detention must be approved by the program coordinator and/or an administrator. The detention shall be served on the date assigned or be subjected to additional consequences.
✓ Suspensions will be out of school.
✓ Fifteen days of out of school suspensions will result in a board hearing for the purpose of expulsion or change of alternative education placement. After the first 3 out of school suspensions (OSS), a parent conference can be required following each discipline action.
✓ Students who maintain GREEN level or higher may be permitted to take part in extra curricular activities while placed in Alternative Education. Prior approval from administration is REQUIRED.

Lunch

✓ Students will receive a cold bag lunch from the cafeteria on Red level
✓ Students will receive a hot sandwich lunch from the cafeteria if on Yellow level.
✓ Students may go to the cafeteria to get lunch but will eat in the Alt. Ed room if on appropriate level.
✓ Students may eat in the cafeteria on the blue level. All cafeteria rules will apply.
✓ Students may bring a lunch from home.
✓ Students shall not share food.
✓ No items shall be eaten until a designated time, or as approved by appropriate personnel.

Cell Phones and Electronic/Digital Devices

✓ Cell phones and other devices must be checked in with the program coordinator in the morning or when student arrives to school.
✓ Any student who refuses to comply will receive point sheet deductions and face possible administration consequences.
✓ Any student caught in possession of such devices during school hours shall have the item(s) confiscated and turned into the High School office and administrative referral may be submitted.

Point System

✓ Students will earn a score for each half period of the day.
✓ Students will develop weekly goals that they will be monitored using the same point scale. *Program coordinator reserves the right to change the student’s goals as deemed necessary.
✓ Students who progress through the leveling system will receive privileges. (Example: Blue students may attend school events at the school with PRIOR approval from principal)
Rules and Expectations

✓ Follow all staff directions without feedback.
✓ Students will surrender all personal devices and belongings not needed for the school day to be secured in locked cabinet until the end of the school day.
✓ Do not use inappropriate or profane language.
✓ No physical or verbal violence.
✓ Keep hands/feet/objects to yourself.
✓ No sleeping in class.
✓ Students will not be permitted in any school without appropriate staff supervision.
  o Remain in the designated area until an adult escort arrives.
  o This applies to all school property.
✓ No horseplay
✓ Respect peers/staff/property/yourself.
✓ Be prepared every day.
✓ TAKE PRIDE IN YOUR WORK AND ALWAYS DO YOUR BEST!

Searches

✓ Searches will be conducted every morning upon entry in the Alternative Education room. All pockets will be emptied, shoes will be removed and searched, and all personal items will be placed in a bin and locked up until the end of the day. All bags etc will be subject to search prior to entry into the program.

✓ Searches are unannounced and conducted periodically. Inappropriate items are not allowed and subject to penalties as outlined in student code of conduct and/or school board policies.
Counseling
✓ PASD counselors work in conjunction with the Program Coordinator to ensure students are enrolled in the appropriate courses.
✓ PASD counselors will provide academic monitoring.
✓ PASD counselors will facilitate the process of integrating students back into a home district placement.
✓ PASD will provide counseling to students for a minimum of 2.5 hours per week to meet all requirements mandated by the PA Department of Education.

Computer Use Agreement
✓ Comply with the agreement provided by the Palmyra Area School District.

Internet Acceptable Use Agreement
Internet access, electronic mail (e-mail) and network resources are available to teachers, administrators and students in the school district solely for educational and instructional purposes and other purposes consistent with the educational mission of the school district. Use of the internet and e-mail network is a privilege.
### INTAKE CONFERENCE CHECKLIST

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<tr>
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<th>District Rep Initial</th>
<th>Parent Initial</th>
<th>Student Initial</th>
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<tbody>
<tr>
<td>1.</td>
<td>Review of reason for placement</td>
<td>_____</td>
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<td>2.</td>
<td>Review of schedule program</td>
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<td>3.</td>
<td>Review of disciplinary procedures that include:</td>
<td>_____</td>
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<td></td>
<td>a. Contract</td>
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<td>b. Point system</td>
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<td>c. Minimum Length of Placement</td>
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<td>Review of communication procedures</td>
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<td>5.</td>
<td>Completion of Parent/Guardian Contact Sheet</td>
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<td>6.</td>
<td>Alternative Education Response Form</td>
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<td>7.</td>
<td>Questions and answers</td>
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Parent/Guardian Contact Information

Student Name:

PERSON TO BE LISTED FIRST:

Name:_________________________________________________________
Relationship to Child:_____________________________________________
Address:_______________________________________________________
Home Phone:___________________________________________________
Cell Phone:___________________________________________________
E-mail Address:_________________________________________________
Special instructions for contacting this person:________________________
_________________________________________________________________

PERSON TO BE LISTED SECOND:

Name:___________________________________________________________
Relationship to Child:_____________________________________________
Address:_______________________________________________________
Home Phone:___________________________________________________
Cell Phone:___________________________________________________
E-mail Address:_________________________________________________
Special instructions for contacting this person:________________________
_________________________________________________________________
Alternative Education for Disruptive Youth Response Form

During the Alternative Education In-Take Conference, I, the parent/guardian

of _________________________________ met with the teacher, principal, and counselor

on this date ______________. At this conference, we discussed the Alternative Education

Procedures, rules and academic expectations.

PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS:

_____ I understand and support the Alternative Education procedures, rules, and
academic expectations.

_____ I have reviewed the Alternative Education procedures, rules, and academic
expectations BUT do not necessarily support my student’s placement into this program.

_____ I will meet with the coordinator and/or teachers at a separate conference to
discuss further the Alternative Education procedures, rules, and academic expectations.

SIGNATURES

Student: __________________________________________________________________________

Parent: __________________________________________________________________________

Administrator: ______________________________________________________________________

Program Coordinator: __________________________________________________________________

Counselor: __________________________________________________________________________

Teacher: __________________________________________________________________________

Teacher: __________________________________________________________________________

Other: __________________________________________________________________________