

Alternative Learning Center (ALC)

This is a structured disciplinary action in which a student is isolated or removed from the regular classroom and extracurricular activities but is not dismissed from the school setting nor counted absent during the period of ALC suspension. The principal or designee has the authority to assign students to the alternative learning program for a reasonable and specified period of time in accordance with this policy. The parent or guardian must be notified by the principal or designee in accordance with the procedure outlined in this policy.

RANDOLPH COUNTY ALTERNATIVE LEARNING CENTER (ALC) RULES, REGULATIONS, AND DISCIPLINE POLICY

1. The ALC is for students from sixth through the twelfth grade.
2. Student assignment to ALC will be for a minimum of 20 days. The length of the assignment will be based on the level of the infraction, in addition to the age and maturity of the student.
3. A student can receive additional days for rule violations that occur while attending ALC.
4. The ALC is housed at the Randolph Roanoke College and Career Center at 960 Main Street South, Wedowee, AL. Students will arrive **after the school day begins**, and students will be picked up **before the school day ends**. Specific times for arrival and dismissal will be set by the school administrator. Students who are not picked up on time in the afternoon will have one day added to the student's ALC time for each infraction.
5. The Parent/Guardian/Driver (Designated Adult) must escort the student to and from the ALC room and sign the student in and out each day. Failure to comply may be considered a breach of the Parental Responsibilities Act (93-672). Under extenuating circumstances, the assigning administrator can, on an individual case-by-case basis, grant exception to this rule.
6. **A student may not participate in any extracurricular activity while assigned to ALC.**
7. **A student may not attend any event at any location where a Randolph County School is in attendance.**
8. Students who quit school or withdraw from school owing days in the ALC must complete those days if they re-enroll in any Randolph County School. Students who still have days to serve at the close of any school year will be reassigned to the ALC the following school year.
9. Students who are absent or check-out will be assigned one day to make up for each day missed. A student must attend an entire day in ALC to receive credit for that day.
10. Students must provide all materials necessary to complete assignments, such as chromebooks, books, pens, paper, pencils, etc. **The student will receive discipline for failure to bring all materials needed.** The ALC coordinator will supply extra materials (pencil and paper, etc.) if the student happens to attend class without the proper materials.

11. No lunches may be delivered by anyone other than the teacher in charge. Students will be allowed to bring lunch from home.

12. Contents of all pockets will be turned in to the teacher in the morning and will be returned at the end of day. A student must turn their pockets inside out and pull up their pants legs to show there is nothing in their socks.

13. Students will be assigned an individual study cubicle and will not be permitted to turn around, speak, or leave the cubicle without permission. Students must raise their hand and get permission before doing any of the above.

14. No gum chewing or eating will be allowed other than eating lunch.

15. Students will be allowed to go to the restroom twice each day (unless the student provides a doctor's documentation stating otherwise): Once in the morning and once in the afternoon. Students will be escorted each time.

16. Students will not bring any electric or electronic devices to the ALC other than a calculator. If a student brings a cell phone to ALC, he/she will turn it in upon arrival, and it will be returned to the student upon dismissal. No hats, sunglasses, purses, or book bags will be allowed. No jewelry of any kind will be allowed. This includes watches, bracelets, earrings, necklaces, etc... All shirt tails will be tucked in and slacking will not be tolerated. No grooming such as applying make-up, lipstick, or combing hair will be allowed.

17. Students may not wear shorts of any description. All skirts must meet board standards. The Student Code of Conduct Handbook applies to all students in the ALC.

18. Discipline work will be earned for any of the following:

- 1) Tardy to ALC in the morning
- 2) Rude or disrespectful behavior and or action.
- 3) Uncooperative action.
- 4) Turning around or looking around the ALC
- 5) Attempting to communicate or contact other students by any means
- 6) Damaging or destroying school property
- 7) Making disruptive noises
- 8) Concealing any items which needed to have been checked in upon arrival
- 9) Sleeping
- 10) Lying
- 11) Failure to raise hand promptly after completing an assignment
- 12) Failure to follow the dress code
- 13) Failure to display exemplary classroom behavior
- 14) Failure to bring appropriate materials to class: paper, pens, pencil, textbook or workbook

19. Students will be held extra days for the following:

- 1) Failure to complete teacher assignments (1 day)
- 2) Attending extra-curricular activities (2 days)
- 3) Being on school property at any time without permission (2 days)

- 4) Going somewhere other than the ALC once on campus or failure to leave campus promptly at the end of the day (2 days)
- 5) Leaving the ALC without permission (3 days)
- 6) Profanity (1 day)
- 7) Stealing (1 day)
- 8) Beginning with the third discipline work, a student will receive one additional day for each discipline work received

20. On a student's last day in ALC, he/she will write a letter to the principal explaining why he/she should be allowed to return to school.

21. If a student continues to be a discipline problem while attending ALC, a conference will be held with the parent/guardian, student, ALC teacher, and if appropriate, a juvenile court representative. This may result in court action taken against the child and parent/guardian.

22. The Randolph County Board of Education reserves the right to establish additional rules and regulations as the need arises.

23. The ALC teacher will keep a daily log of the names, their home school and grade levels of students attending the ALC, as well as the number of days assigned and the expected date of departure from ALC assignment. This log will be shared with the administration of the home school.

24. The ALC Teacher and teacher's aid will be under the supervision of the principal where the ALC is housed. The ALC teacher will attend all meetings that other teachers attend. The ALC teacher will follow the school's schedule for the end of the day.