

Franklin County Learning Center



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2011-2012

VISION

The Franklin County Learning Center (FCLC) is a setting which provides a student-focused educational experience. All students can learn within a setting which allows for structure, academic progress, and emotional stability. Through team work and dedication to learning, each student will be encouraged to achieve his maximum positive potential, while meeting required objectives to be academically successful. Education is necessary in securing a successful life and becoming a responsible citizen in society.

MISSION STATEMENT

The Franklin County Learning Center (FCLC) is **committed** to providing a student-focused educational experience to meet required objectives and promote self-respect and respect for others. To accomplish our mission, we will seek and provide leadership and sound behavioral management practices. We will provide a multidisciplinary approach which will maximize positive learning opportunities to gain academic excellence. Our mission will be realized in the context of a safe and nurturing environment that values the contribution of students with special needs while working cooperatively with our Board, Department of Juvenile Justice (DJJ), Drug Information Services Center (DISC), staff, parents, and community to achieve our shared vision of a successful future for our students.

Plan for Services

The following is the Franklin County Learning Center (FCLC) plan for implementation of services for general education students, student with disabilities (ESE), and Limited English Proficient (LEP) students.

Program Location

- The FCLC is located at 85 School Road, Eastpoint, Florida.
- It is a separate campus including three alternative classrooms.

Curriculum: Instruction will include all academics necessary to meet student needs based on the students' Response to Intervention, Individual Education Plan(RIP), Individual Education Plan (IEP), Limited English Proficient Plan (LEP), or Dropout Prevention Plan (DOP) which will incorporate grades K-12 Common Core Standards and social/emotional behavioral instruction.

Instructional Hours: The FCLC academic program will begin at 8:15 a.m. and conclude at 2:50 p.m., Monday-Friday. This includes instructional time and lunch, exclusive of transportation. Instruction will be whole group, individualized, and through virtual schools (FLVS & A+) in accordance with Common Core Standards.

Meals: Meals will be provided to our students from the Franklin County Schools campus. Breakfast will be provided to all students free of charge. Lunch prices are the same as those of other school sites in Franklin County. Required forms must be completed and approved prior to the students receiving a free or reduced lunch. Lunches can not be charged.

Staff: The FCLC staff includes one Coordinator/teacher on special assignment (TOSA) who will oversee general administrative duties, dismissals and instructional duties; and two full time teachers on special assignment (TOA) who will oversee instructional duties in separate classrooms. Once enrollment has reached capacity (20), a full-time paraprofessional will be shared between the alternative classrooms. Supervision of FCLC Program: The supervision of the FCLC Program is under the direction of the Director of Curriculum. All information regarding the FCLC Program will be shared with the Director via courier, fax, phone or email.

Supervision of Students: Students will be supervised by staff at all times. Students will complete their class work in their assigned instructional area only. At no time will a student be allowed to visit the other instructional areas that he or she is not assigned unless approved by all involved instructors. Students will not leave campus until the end of the school day.

Students served: Basic students, students with disabilities, and Limited English Proficient students who are enrolled in the Franklin County School District who have multiple Class III and/or Class IV infractions, students who have committed felonies and are pending adjudication of guilt, and students who are returning from residential juvenile justice facilities will be served at the FCLC.

The FCLC is appropriate for students with disabilities as an interim alternative placement under the guidelines of IDEA.

If any student at the FCLC impedes the learning of others, the student and his or her parent/guardian will be brought before the Board for a disciplinary hearing, including students with disabilities provided the student's behavior is not a manifestation of his or her disability. It may be the recommendation of the Superintendent to offer educational services in the student's home. Extension of educational services will be mandatory for students with disabilities.

Prior to an ESE student being assigned to the FCLC, the sending school must show evidence of a Functional Behavior Assessment (FBA), Behavior Intervention Plan (BIP) and a revised Individual Education Plan (IEP), unless the student is being removed for weapons and/or drug violations.

Limited English Proficient students (LEP) students who meet eligibility criteria for FCLC placement will be assigned based on the principal's recommendation.

Limited English Proficiency will not be used as a criterion for placement.

Number of Students Served by the FCLC Program: The number of students to be served by the FCLC Program is not to exceed twenty (20) students. Franklin County High School will be offered six (6) positions; Franklin County Middle School will be offered six (6) positions and six (6) positions for the Franklin County Elementary School. The Franklin County School Board will have two (2) reserved positions.

School administrators must exercise caution to ensure there is not an overabundance of referrals to the FCLC Program and must be sensitive to the need to educate the student in the school and classes the student would normally attend as a Basic, ESE, or LEP student. Administrators must ensure that they have taken all appropriate measures to modify the student's behavior at the sending school. Documentation of these measures must be provided to the coordinator before a staffing will occur. If an ESE student is included in regular classes and the regular class is where the adverse behavior is manifesting, then the ESE student must receive alternate placement at his or her sending school, documented on ESE #13, placement options. This attempt must be documented by the principal. However, students must receive appropriate services, and the welfare and safety of the general school population is a major concern.

Medical: If a student is prescribed medication, the parent of the student enrolled at the FCLC will complete an Administration of Medication in the School Permission Form (F.S.232.46). FCLC staff will administer medication for the student. Medications will be kept in a secure locked area.

Absenteeism: Students are required to attend school on a daily basis. Students must sign in daily. Absentee referrals will be completed by FCLC staff and forwarded according to the Franklin County Code of Conduct.

MIS and FTE: The FCLC staff will input all student data, in conjunction with the assistance of the MIS Specialist. FTE for students will be reported under cost center 0023.

Transportation: At no time will a student be allowed to drive to the FCLC. The student may be transported by school bus or parent/guardian.

Sheriff's Department: If needed, the Sheriff's Department will be called and alerted to any major problem at the FCLC (i.e., student yielding a weapon, student compromising the safety of others). The Superintendent will be notified immediately should this occur.
Dress Code: FCLC students must adhere to the dress code of Franklin County Schools. School shirts must be worn daily.

Code of Conduct: FCLC students must adhere to the Code of Conduct of Franklin County Schools. Violations of the Code of Conduct will be dealt with severely. Staff members of FCLC will use their skills to deescalate situations. However, in more serious offenses, students will be sent to the coordinator for discipline. Discipline referral forms will be completed by the staff member and appropriate discipline measures will be applied by the coordinator.

Tobacco: The possession, use or distribution of cigarettes or other forms of tobacco is strictly prohibited in all areas, inside and outside, of the FCLC, FCLC-sponsored events, and on FCLC transportation.

Cell Phones: The possession, and/or, use of a cell phone by a student while on the campus of FCLC is strictly prohibited! Classroom phones may be used with permission of the classroom teacher. Parents may contact their child through the FCLC Office.

Mr. Mike Todd 670-2810

Mrs. Angeline Stanley 670-2810

Ms. Deborah Dunfee-670-2810

Ms. Callie Nichols – 670-2810

Alternative Placement - Franklin County Learning Center (FCLC)

1. Students may be placed at FCLC for the following reasons:
 - a. Expulsion from regular school by the School Board
 - b. Disciplinary referrals due to Class III and Class IV infractions.
 - c. Transition from placement in a detention facility.
 - d. Alternative placement for student who has been charged with an on/off campus felony.
 - e. Other as deemed necessary by the Superintendent and School Board.
2. Students are recommended for alternative placement at FCLC by the IEP team, judge or court system, school board or FCLC staffing committee.
3. Instruction incorporates the Common Core Standards and is provided based on the learner's educational needs as determined by district and state assessments.
4. Students with Disabilities receive instruction based on the goals and objectives of his or her IEP.
5. Limited English Proficient students receive instruction based on the goals and objectives of his or her LEP plan.
6. 504 Students receive instruction based on the goals and objectives of his or her 504 Plan.

ASSIGNMENT TO ALTERNATIVE PLACEMENT – Students will be assigned no less than 45 days, but will serve to the end of the next grading period, and will remain in the program as long as needed to modify behavior.

The following will be used to determine student assignment to alternative placement:

1. An administrative review will be conducted to decide whether a student should be reassigned to the Franklin County Learning Center (FCLC) alternative program or provided other appropriate alternative assignment to continue his or her education.
2. The School Board may place a student at FCLC alternative program in lieu of expulsion.
3. Students with disabilities may be placed at FCLC alternative program based on their Individual Education Plan.
4. Under the provisions of Section 1006.13 (1) (b), when a student has been the victim of a violent crime perpetrated by another student who attended the same school and was assigned to the FCLC alternative program, the principal may recommend that the perpetrator “**not**” return to the sending school upon successful completion of time at the FCLC alternative program or upon readmission from expulsion.
5. Students who have been charged with a felony will be assigned to FCLC alternative program pending adjudication of guilt.
6. Transfer students who have been expelled from school in another district and have not completed the terms of expulsion as determined by the other district will be assigned to the FCLC alternative program.
7. Students who are returning from a residential juvenile justice facility will be served at the FCLC alternative program.
8. Students may be assigned to the FCLC alternative program based on Court or Judge Stipulation.

Students assigned to the FCLC alternative program are not permitted on the transferring school campus at any time without the express permission of the principal. Such students are not allowed to participate in extracurricular activities including, but not limited to, club meetings, sports, graduation exercises, field trips, band and marching performances, school sponsored senior trip, dances and proms.

Assignment Procedure for Basic Students

The following student assignment procedure will be used to assign basic students:

1. The Student Recommendation Form (found in the Forms section of this manual) will be completed by the principal and faxed to the director of the FCLC, FAX 670-1743. The original will be mailed to the parent by the principal. Along with the Student Recommendation Form, the principal will fax the student's completed Academic Improvement Plan (AIP), all disciplinary referrals (current school year only), and documentation of the school's attempts to modify student behavior.
2. The coordinator will acknowledge receipt of the principal's recommendation by phone. The director will review the principal's recommendation, student's AIP, student's disciplinary referrals, and documentation of measures taken by the school to modify student behavior.
3. Provided all required documentation is complete, the coordinator will notify the principal and the Dropout Prevention Coordinator of the staffing date. The principal will notify the parent, student, guidance counselor, support specialist and agency representative (as appropriate). The staffing will be scheduled as quickly as possible.
4. All participants at the staffing will be involved in developing a contract for the basic student. The contract will address the criteria for success and return to the student's prior educational program. The contract will also address the student's academic and behavioral needs, annual goals, instructional objectives, and educational and related services to be provided.

Principals must ensure they have taken all appropriate measures to modify the student's behavior at the sending school. Documentation of these measures must be provided to the coordinator before a staffing will occur.

Assignment Procedure for the ESE Student

The following student assignment procedure will be used to assign ESE students:

1. The Student Recommendation Form (found in the Forms section of this manual) will be completed by the principal and faxed to the director of the FCLC, FAX 670-1743. The original will be mailed to the parent by the principal. Along with the Student Recommendation Form, the principal will fax the student's previous and current Individual Education Plans (IEP), Functional Behavior Assessment (FBA), Behavior Management Plan (BMP), all disciplinary referrals (current school year only), and documentation of the school's attempts to modify student behavior.
2. The coordinator will acknowledge receipt of the principal's recommendation by phone. The director will review the principal's recommendation, student's IEPs,

student's FBA, student's BMP, student's disciplinary referrals, and documentation of measures taken by the school to modify student behavior.

3. Provided all required documentation is complete, the coordinator will notify the principal and the ESE/LEP coordinator of the staffing date. The principal will notify parent(s), student, and guidance counselor. The ESE/LEP coordinator will notify the support specialist, agency representative (as appropriate), and school psychologist (as appropriate). The staffing will be scheduled as quickly as possible.
4. All participants at the staffing will be involved in developing a contract for the ESE student. The contract will address the criteria for success and return to the student's prior educational program. The contract will also address the student's academic and behavioral needs, annual goals, instructional objectives, and educational and related services to be provided.

Principals must ensure they have taken all appropriate measures to modify the student's behavior at the sending school. Documentation of these measures must be provided to the coordinator before a staffing will occur. If an ESE student is included in regular classes and the regular class is where the adverse behavior is manifesting, then the ESE student must receive alternate placement at his or her school. This attempt must be documented by the principal on ESE #13, placement options.

Assignment Procedure for the Limited English Proficient (LEP) Students

The following student assignment procedure will be used to assign basic students:

1. The Student Recommendation Form (found in the Forms section of this manual) will be completed by the principal and faxed to the director of the FCLC, FAX 670-1743. The original will be mailed to the parent by the principal. In addition to the Student Recommendation Form, the principal will fax the student's completed Limited English Proficient (LEP) Plan, Response to Intervention (RTI), all disciplinary referrals (current school year only), and documentation of the school's attempt to modify student behavior.
2. The director will acknowledge receipt of the principal's recommendation by phone. The director will review the principal's recommendation, student's AIP, student's LEP plan, student's disciplinary referrals, and documentation of measures taken by the school to modify student behavior.
3. Provided all required documentation is complete, the coordinator will notify the principal and the ESE/LEP coordinator of the staffing date. The Principal will notify parent(s), student, and guidance counselor. The ESE/LEP coordinator will notify the support specialist and agency representative (as appropriate). The staffing will be scheduled as quickly as possible.

4. All participants at the staffing will be involved in developing a contract for the student. The contract will address the criteria for success and return to the student's prior educational program. The contract will also address the student's academic and behavioral needs, annual goals, instructional objectives, and educational and related services to be provided.

Principals must ensure they have taken all appropriate measures to modify the student's behavior at the sending school. Documentation of these measures must be provided to the director before a staffing will occur.

Curriculum

The FCLC instructional staff will use the Franklin County Schools adopted texts. Lesson plans will be individualized as to student needs and current level of performance in all academic areas. Art and physical education will be incorporated into the schedule for students. The FCLC has contracted with The Florida Virtual School and will use the A+ program for students in grades 6-12.

The Response to Intervention (RTI) will be the focus of the DOP and LEP students. The Individual Education Plan will be adhered to for ESE students. Stated goals and objectives will be the focus of the curriculum. Accommodations and modifications from the IEP will be implemented.

When the student returns to his or her home school, he or she will have received the same class work as his or her peers.

Extra-Curricular Activities

Educational field trips may be planned by the instructional teacher of the Franklin County Learning Center. Field trips will require a FCLC Permission Form (A FCLC Permission Form is located in the Forms section of this manual). The FCLC Permission Form must be completed by the teacher and signed by the parent and returned to the teacher. Academic progress and student behavior will determine if the student is eligible to attend field trips.

Graduation Ceremonies

Students at the Franklin County Learning Center who have met all graduation requirements will be able to pick-up their diplomas one week after graduation at the Franklin County School. Senior students, assigned to the FCLC, shall not be allowed to participate in the graduation or other activities of any other school in Franklin County.

FRANKLIN COUNTY LEARNING CENTER (FCLC) ALTERNATIVE PROGRAM DISCIPLINE PLAN

The Franklin County Learning Center's discipline policy will be based on the procedures listed below:

The FCLC will establish a healthy learning environment creating a rigorous disciplinary structure that enables all students to have the opportunity to learn. The FCLC will not tolerate the following:

- A. Students who intentionally damage, deface, and/or destroy school property will be reassigned immediately.
- B. Students who sleep while in school. Naps and/or sleeping (i.e. head on desk, leaning with eyes closed, etc.) are not permitted.
- C. Any student(s) possessing any type of tobacco products or paraphernalia (including cigarettes, cigars, lighters, matches, and/or rolling papers).
- D. Possession of or being under the influence of or having consumed alcohol, marijuana, any controlled substance, drug paraphernalia or prescription drugs without a prescription as defined under Florida or Federal Law.
- E. Selling, buying or trying to sell/buy alcohol, marijuana or controlled substance or prescribed medications, or drug paraphernalia as defined under Florida or Federal Law.*
- F. Random searches of students and their belongings will be made to keep this school drug and weapon free for the safety of the staff as well as its students.
- G. Running/walking away from a search will be automatic reassignment
- H. Any Assaults causing injuries to other students.
- I. Any Assault or threat to any school personnel.
- J. Possession or use of any instrument used as weapon.
- K. Sexual assault/battery or harassment, intimidation and bullying toward a student or school employee.
- L. Any disruption of class will result in the student(s) being removed from the classroom and reassigned to night or home school.
- M. Unacceptable uses of the network: i.e., using profanity, visiting unauthorized web sites.

The procedures listed below will be followed for a student who becomes violent or out-of-control:

- 1) FCLC Director will attempt to use verbal conflict resolution skills.

- 2) The Franklin County Sheriff's Department will be contacted.
- 3) The parent will be contacted.
- 4) FCLC Director will call the Superintendent.

Students will be assigned no less than nine (9) weeks or one full grading period and will remain in the program as long as needed to modify behavior based on the FCLC Alternative Program Level System.

Students assigned to the FCLC alternative program are not permitted on the FCS campus at any time without the express permission of the principal. Such students are not allowed to participate in extracurricular activities including, but not limited to, club meetings, sports, graduation exercises, field trips, band and marching performances, school sponsored senior trip, dances and proms.

The FCLC discipline plan will consist of intervention policies to try and change the behavior of our students. However, if the intervention policy is not working then the FCLC will assign the student to one of the following programs:

1. **The student will be removed from the day program at the FCLC and assigned to the Alternative Night School. It will be held 4 nights a week, Monday through Thursday, on the FCLC campus from 4:00 pm to 8:00 pm. Parents will be responsible for the transportation to and from the campus.** When assigned to the night school the minimum stay is 6 nights. If any night is missed, the student must make-up that night. The student must complete a minimum of one assignment per subject each night to show compliance and the desire to return to the FCLC Day School. The student will stay as long as it takes to change their behavior.
2. If the student refuses to participate, or is disruptive at the night school, the student will be assigned to "home" school or a "home" bound educational program.

❖ **Random drug testing will take place at the FCLC.**

NOTE: When the student is returned to FCS MAIN CAMPUS and the student violates the Franklin County Code of Conduct and is returned to the Franklin County Learning Center Alternative Program the student will be assigned to the Learning Center for NO LESS THAN ONE COMPLETE SEMESTER.

Students at FCLC must complete the FCLC Program before they are allowed to re-enroll in Franklin County Schools.

1. Demonstration of academic growth while at the FCLC
2. Demonstration of good conduct
3. Consistent attendance
4. Removal of student by School Board
5. Removal of student by Judge or Court

❖ **The parent/guardian has the right to remove his or her child from the FCLC Program, but the child will NOT be allowed to attend another public school in Franklin County. The parent/guardian must notify the coordinator of FCLC in writing of the intent to *remove* his/her student.**