

Franklin County Learning Center



**85 School Road
East Point, FL 32328
Telephone: (850)670-8458
Fax: (850)670-1743**

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' Academic Improvement Plan (AIP), Individual Education Plan (IEP), Limited English Proficient Plan (LEP), or Dropout Prevention Plan (DOP) which will incorporate Sunshine State Standards and social/emotional behavioral instruction.

Instructional Hours: The FCLC academic program will begin at 8:00 a.m. and conclude at 2:15 p.m., Monday-Friday. This includes instructional time and lunch, exclusive of transportation. Instruction will be whole group, individualized, and through virtual schools (Connections & Blue Ridge) in accordance with Sunshine State 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, 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 continuously 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-four (24) students. Franklin County High School will be offered fourteen (14) positions and Franklin County Middle School will be offered six (6) positions to be used at the principal's discretion.

Franklin County School Board will have four (4) 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 Director 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 Director for discipline. Discipline referral forms will be completed by the staff member and appropriate discipline measures will be applied by the Director.

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, or on transportation to or from FCLC is strictly prohibited. Classroom phones may be used with permission of the classroom teacher. Parents may contact their students on classroom telephones.

Mrs. Angeline Stanley 670-8458

Ms. Cathy Wood 670-8458

Ms. Dunfee-670-8458

Alternative Placement - Franklin County Learning Center (FCLC)

1. Students may be placed at FCLC for the following reasons:
 - a. Truancy
 - b. Expulsion from regular school by the School Board
 - c. Excessive disciplinary referrals due to Class III and Class IV infractions.
 - d. Interim Alternative Educational Setting (IAES) for students with disabilities.
 - e. Transition from placement in a detention facility.
 - f. Alternative placement for student who has been charged with a on/off campus felony.
 - g. 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. The length of stay is determined by the completion of a level system in which students can earn points by completing behavioral and academic goal and objectives, completion of IAES, or when a student is not adjudicated delinquent or found guilty.
4. Instruction incorporates the State Sunshine Standards and is provided based on the learner's educational needs as determined by district and state assessments.
5. Students with Disabilities receive instruction based on the goals and objectives of his or her IEP.

6. Limited English Proficient students receive instruction based on the goals and objectives of his or her LEP plan.
7. 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 eighteen (18) weeks and will remain in the program as long as needed to modify behavior based on the Level System. (page 28) The following procedures 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 maybe assigned to the FCLC alternative program based on Court or Judge stipulation.

Students assigned to the FCLC alternative program for disciplinary reasons 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 director 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 director 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 director 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 director 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 director 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 director 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, Academic Improvement Plan (AIP), 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 director 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 FCSD has contracted with The Florida Virtual School and The Blue Ridge Academy (virtual school) for individualized instruction for students in grades 6-12.

The Academic Improvement Plan (AIP) 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 and who are otherwise in good standing may be allowed to participate in the graduation ceremony of the Franklin County Learning Center. Such students shall not be allowed to participate in the graduation or other activities of any other school in Franklin County.

*For students placed at the FCLC for Non-disciplinary reasons, a request to participate in extra-curricular activities and/or graduation ceremonies will be considered.

***FRANKLIN COUNTY LEARNING CENTER (FCLC) ALTERNATIVE PROGRAM DISCIPLINE PLAN**

The Franklin County Learning Center's discipline policy will be based on a Level System. The System will consist of three (3) levels. Students will earn points each week and privileges will be given if Level System points have been achieved. Points will be taken away due to noncompliance. Level System discipline interventions and procedures are as follows:

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 Superintendent.

Students will be assigned no less than eighteen (18) weeks 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 for disciplinary reasons 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.

FRANKLIN COUNTY LEARNING CENTER (FCLC) PREKINDERGARTEN PROGRAM DISCIPLINE PLAN

The Franklin County Learning Center's prekindergarten staff uses non-punitive discipline methods to redirect a child who is acting inappropriately. The procedures listed below will be followed for student discipline:

Disciplinary Action

1 st Offense	Redirect student
2 nd Offense	Contact Parent; Loss of privilege
3 rd Offense	Contact Parent; Parent/Teacher Conference; Develop strategies to resolve problem
4 th Offense	Parent/Teacher/Administrator Conference; Conference with support specialist, behavior specialist, and/or counselor; Referral for assessment.

Franklin County Learning Center Behavior Management Plan Level System

The Franklin County Learning Center (FCLC) Behavior Management Plan will be based on a Level System. The system will consist of three (3) levels. Students remain in each level for a minimum of six (6) weeks before advancing to the next level. Minimum stays at the FCLC will be eighteen weeks. Successful completion of six (6) consecutive weeks will allow the student to move to the next level. Unexcused absences will result in no points being earned for that day, and no Level advancement for the week. Upon completion of each level, students will not return to that level.

Students will earn points each day. Accumulated points will allow the student to advance through each level. When the student has accumulated the required points, he or she may exit the program and return to his or her sending school. The transition will take place at the end of the current grading period.

The Level System operates as follows:

Level I

The student must receive twenty (20) points each day to accumulate one hundred (100) points for the week. The student will earn one hundred (100) points each week for six (6) consecutive weeks before advancing to Level II.

The following are criteria for earning those points:

1. Daily attendance and on time to class
2. Follows FCLC dress code
3. Participates in learning
4. Remains on task, completes all assignments
5. Respect for others (no profane language)
6. Accepts consequences and responsibility
7. Remains in assigned area of classroom/campus

Level II

The student who reaches Level II will not return to Level I. The student must receive twenty (20) points each day to accumulate one hundred (100) points for the week. The student will earn one hundred (100) points each week for six (6) consecutive weeks to advance to Level III.

The following are criteria for earning those points:

1. Daily attendance and on time to class
2. Follows FCLC dress code
3. Participates in learning
4. Remains on task, completes all assignments
5. Respect for others (no profane language)
6. Accepts consequences and responsibility
7. Remains in assigned area of classroom/campus

Level III

The student who reaches Level III will not return to Level II. The student must receive twenty (20) points each day to accumulate one hundred (100) points for the week. The student will earn one hundred (100) points each week for six (6) consecutive weeks to exit the Franklin County Learning Center Program. Unexcused absences during week six (6) of Level III will result in delaying the exit date.

The following are criteria for earning those points:

1. Daily attendance and on time to class
2. Follows FCLC dress code
3. Participates in learning
4. Remains on task, completes all assignments
5. Respect for others (no profane language)
6. Accepts consequences and responsibility
7. Remains in assigned area of classroom/campus

NOTE: When the student is returned to his or her sending school and the student violates the Franklin County Code of Conduct with two (2) or more Class III referrals or one (1) Level IV referral the student will return to the Learning Center for the remainder of the current school year.

****Per IEP-Behavioral Plan**

Behavioral Interventions

The FCLC staff will utilize appropriate behavioral interventions to reinforce positive behaviors of students. When disruptive behavior occurs, the least restrictive form of intervention is always tried first. Students will be supervised by staff at all times. Time-out space is provided in each of the classrooms at FCLC. Time-out is used by staff members to help students gain control over their behavior in a calm, non-threatening environment and will be used for minor infractions. Students in time-out must work to complete assignments while in time-out. Following completion of the time-out, counseling will always take place.

Violent Behavior

If a student becomes violent or out-of-control, the following will result:

1. Superintendent of Schools will be contacted
2. The Franklin County Sheriff's Department will be contacted and appropriate charges filed.
3. The parent will be contacted. If the parent cannot be contacted, the student will be taken to the Franklin County Jail and held until the parent can arrange for pick-up

Dismissal from FCLC Program

A student may be considered for dismissal from FCLC by:

1. Successful completion of the Behavior Management Plan Level System
2. Removal of student by School Board
3. Removal of student by Judge or Court
4. Removal of student by Parent*

The minimum enrollment at FCLC is eighteen (18) weeks. There is no maximum enrollment, as the Level System must be completed. If a student's behavior warrants an extended stay, the student will remain at FCLC.

When a student advances to Level III Week III of the Level System, the sending school will be notified of the student's progress and a FCLC Dismissal Letter will be faxed to the principal and mailed to the student's parent/guardian. The Dismissal Letter will state the date, time, and place of the dismissal staffing. The principal will be responsible for inviting the guidance counselor. During the dismissal staffing, the director will begin the transition planning documentation (e.g., exit interview, transition back to sending school). The guidance counselor will provide the student's class schedule to the student and parent/guardian. Any special needs will be addressed in the dismissal/transition meeting. A copy of the Transition Planning Form will be placed in the student's permanent cumulative folder.

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

- ❖ 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 director of FCLC in writing of the intent to *remove* his/her student.

Forms for Services at FCLC

- Student Recommendation Form
- Agreement for Placement at FCLC
- Notification of Due Process Rights and Consent or Waiver of Services of Placement
- Student Enrollment Form
- MIS/Student Information Form
- Behavioral and Academic Objectives
- Weekly Grade Sheet
- Behavior Management Plan Level System
- Document Implementation Form
- Transition Planning Documentation Form
- Internet Technology Consent and Waiver of Liability

Franklin County Learning Center
Student Recommendation Form

Date: _____

Ms. Angeline Stanley, Director
Franklin County Learning Center
85 School Road
Eastpoint, Florida 32328

I am requesting that _____, a student at _____ be considered for placement at the Franklin County Learning Center. This decision is based on the following criteria: (Circle numbers that apply.)

1. Student has a record of previous in-school/out-of-school suspensions.
2. Excessive absences indicated by more than fifteen (15 days) absent.
3. Student requires behavior modification due to persistent disruptive behavior.
4. Recommendation of IEP meeting
5. Student has committed an offense which would warrant out-of-school expulsion.

Enclosed are copies of the documentation necessary for recommendation of this student's placement.

Sincerely,

Principal

Cc: Parent/Guardian
ESE Director
Superintendent of Franklin County Schools

Franklin County Learning Center
Agreement for Placement

I, _____, have reviewed the educational placement for my child, _____. I agree with the Franklin County Learning Center program and will support my child and staff in implementing a successful education and safe environment for my child.

Currently my child is enrolled at _____. At this time, it has become necessary for my child to continue his or her educational instruction at the Franklin County Learning Center beginning _____. I understand that this is a minimum enrollment of nine (9) weeks and I will support the FCLC Behavior Management Plan that will be implemented to secure an environment conducive to learning.

I understand the dismissal process and will support and be involved in the decisions of the staffing committee and will encourage my child to abide by the rules of the FCLC and the Franklin County School District Code of Conduct.

I also understand that my child will NOT be allowed to return to a Franklin County School prior to completion of the FCLC Behavior Management Plan Level System.

I understand that my child will be provided transportation to and from the FCLC and/or I will transport my child to and from the FCLC. My child will not be permitted to drive himself/herself to the FCLC (if age permits).

Parent/Guardian

FCLC Director

Date

Date

Copies received by Parent/Guardian:
FCLC Agreement
FCLC Handbook
FCLC Behavior Management Plan

Franklin County Learning Center
Notification of Due Process Rights and Consent or Waiver of Placement

This form is to certify that _____ has been recommended for placement at the Franklin County Learning Center (FCLC).

All grades/credits will be used toward graduation. The parent/guardian has the right to an administrative review of all action relating to this placement. The parent/guardian must sign and date the appropriate blanks prior to placement of the child in the FCLC program.

A copy of this form will be retained in the student's permanent record at his/her recommending school and in the student's record at FCLC.

I _____, consent to placement of my child at the Franklin County Learning Center.

I _____, do not consent to placement of my child at the Franklin County Learning Center. I understand that my decision will result in my child continuing his or her educational services in his or her present educational setting within the Franklin County School system. In some situations, non-consent may result in other recommendation for my child.

Parent/Guardian

Date

Principal

Date

ESE/LEP/DOP Coordinator

Date

FCLC Director

Date

**Franklin County Learning Center
STUDENT ENROLLMENT FORM**

This form is to be completed by the Director during a student staffing. A copy of this document is to be placed in the student's permanent cumulative folder at his or her sending school.

Date of Staffing Review: _____

Student Name: _____ Student ID# or SS#: _____

Enrollment Date: _____ Withdrawal Date: _____

Number of Prescribed School Days at FCLC: _____

Current Grade Level: _____ DOB/Age: _____

Eligibility Criteria for Enrollment / Circle each number that applies to eligibility criteria:

1. Student has three (3) or more Class III referrals
2. Student has one Class IV referral
3. Student requires behavior modification due to severely disruptive behavior which impedes the learning of others (Documentation required and approved by Director)
4. Student has committed an offense which would warrant out-of-school expulsion
5. Other (Designated by Superintendent or School Board):

Circle each number that applies to staffing review:

1. Principal recommendation.
2. School Board Recommendation.
3. Court or Judge Assignment.
4. Return from Incarceration.

Signatures of all in attendance:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Franklin County Learning Center
Student Information Form

Date _____

Student full name _____

Grade _____ Student's Social Security Number _____

Parent Information:

Student lives with: Mother Father

Other _____

Mother's Name _____

Mailing Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Father's Name _____

Mailing Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Race _____ Date of Birth _____ Place of Birth _____

Verification of Birth _____

Emergency Contacts/Adults that may pick student up from school:

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

Limited English Home Survey

A. Is a language other than English used in the home? _____

B. Does the student have a first language other than English? _____

C. Does the student most frequently speak a language other than English? _____

Franklin County Learning Center
Immediate and Long Term Behavioral and Academic Objectives Form

Student _____

Behavioral Objectives

Immediate:

Example: Improve appearance

Long Term:

Example: Improve self image

Academic Objectives

Immediate:

Example: Pass English

Long Term:

Example: Go to college

Student Signature _____

Parent Signature _____

FCLC Director Signature _____

**Franklin County Learning Center
Weekly Grade Sheet**

Student Name: _____

Week Beginning: _____ Week Ending: _____

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Reading					
English/LA					
Math					
Science					
History					
Other _____					
Other _____					

Instructor Comments:

Codes:

AE- Absent Excused

AU- Absent Unexcused

R- Refusal to complete assignment (Work graded as is and points removed from Level System)

Franklin County Learning Center
 Behavior Management Plan
 Level System

Level: _____

Student Name: _____

Week Beginning: _____ Week Ending: _____

Rule	Monday	Tuesday	Wednesday	Thursday	Friday
Attendance On time (2 points)					
Follows Dress Code (2 points)					
Participates in Learning (2 points)					
On task Completes all Assignments (2 points)					
Respectful (5 points)					
Accepts Consequences and Responsibility (5 points)					
Proper Attitude and Behavior (2 points)					

Total Points for Week: _____

Franklin County Learning Center
Document Implementations Form

The Franklin County School Board implements a Code of Conduct and a Pupil Progression Plan. The Franklin County Learning Center implements both of those documents as well as a FCLC Handbook which includes a behavior management plan.

I have received the Franklin County Schools Code of Conduct, the Franklin County Schools Pupil Progression Plan, and the Franklin County Learning Center Handbook.

Parent Signature

Date

Student Signature

Date

FCLC Director Signature

Date

Franklin County Learning Center
Transition Planning Documentation

Student _____ Date _____

Grade Level: _____ Transitioning to _____

Exit Interview Notes:

Basic Academic Assignment:
(Examples: ESE, DOP, basic classes, special or standard diploma)

Special Needs Assignment:
(Examples: ESE, LEP, DOP)

Concerns (if applicable) to be addressed at receiving school:

Cc: Principal
ESE/LEP or DOP Coordinator
Guidance Counselor
FCLC Director
Parent
Student

COMPUTER/NETWORK USAGE

NETWORK WARNING

The School District of Franklin County, Florida considers the use of computer technology to be vital to the educational process. The District takes every precaution to ensure safe and responsible use of computer network and Internet resources. The District views information retrieval over the network and on local computer workstations in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports those materials which will enhance research and inquiry abilities of the learner with directed guidance from faculty and staff. **Acceptable uses of network and other computing resources are activities which support learning and teaching in The School District of Franklin County.**

With such wide access to computers and people all over the world, there is also the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-age children.

The School District of Franklin County has taken precautions to manage access to inappropriate materials. These precautions include a fire wall system, the use of proxy servers, and the use of filtering software, which limits access to inappropriate materials.

The School District will make every effort to provide appropriate supervision; however, it is impossible to control all materials on a global network (Internet). The school or District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school or District, since access to the Internet may be obtained from sites other than a school.

It is a general policy that the District's Intranet environment, FIRN network, and Internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access.

Unacceptable uses of the network include, but are not limited to:

- violating the conditions of the Education Code dealing with students' rights to privacy;
- using profanity, obscenity, or other language, which is offensive to another user;
- reposting another individual's communications without the author's prior consent;

- copying commercial software in violation of copyright law or other copyright protected material;
- using the network for financial gain or for any commercial or illegal activity;
- using the network for product advertisement, political lobbying, or to unlawfully promote religion;
- the malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited;
- improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours that may interfere with the school environment.

In order for your child to have internet access, please complete the *INTERNET TECHNOLOGY CONSENT AND WAIVER OF LIABILITY* form and return to the principal of designee. Internet access will not be granted unless this form is completed and returned.

INTERNET GUIDELINES FOR FRANKLIN COUNTY SCHOOL DISTRICT

It is the mission of Franklin County Schools to provide its students with free and equal access to information and learning both collaboratively through formal class work and independently through the use of electronic media such as the Internet.

All users of the school's computers and information sources, print and non-print, are expected to use those materials in a manner consistent with educational informational purposes. Access to these resources is a privilege, not a right, and failure to use them appropriately will result in the loss of that privilege.

The following rules apply to the use of school computers and Internet access:

1. Users will respect the rights and privacy of others by not interfering with their computer use or Internet access.
2. Users will not seek unauthorized access to any computer, or damage or alter software of any network, database or program.
3. Users will not seek access to sites or materials deemed inappropriate by faculty or staff. In any case in which the user does not know if the site or material is inappropriate, the user must get prior approval from the faculty or staff.
4. Users will not make unauthorized copies of copyrighted or licensed software or data.
5. Users will not tamper or change settings of computer hardware or software.
6. Users will not access non-instructional chat rooms or user discussion groups.
7. Users will not access personal e-mail accounts or download materials to school computers. (Students enrolled in the Florida On-line High School will be allowed to set up an e-mail account for use by the Florida On-line High School instructors).
8. Users will not open any attachments through website interfaces.
9. Users will not use personal diskettes or personal CD-ROMs on school computers.

10. Users will not make use of school computers or software for illegal, unauthorized, unethical, or inappropriate purposes.

INTERNET ACCESS PROCEDURES:

1. In the Media Center, users must sign the computer usage log that shall be maintained at the Circulation Desk.
2. Users must have on file with the Guidance Office prior to accessing the Internet, a signed copy of the forms promulgated by the Franklin County School Board under its Internet use policy. The signed forms are conclusive proof that the signor has read and agrees to abide by the terms and conditions of Franklin County School District's Computer/Internet Access Policy and these guidelines.
3. Due to heavy student demand, usage may be limited to 30 minutes per session. Exceptions to the time limitation may be made at the discretion of faculty or staff if there is no one waiting to use the computer. Students accessing Florida On-line High School for course work shall have the highest priority. Students accessing the Internet for school assignments have precedence over those who are simply "surfing" the Internet.
4. Printing is limited to materials needed for class assignments and research.
5. Users must have faculty permission to save files to a floppy disk. Disks may be purchased from the Media Center and will be provided at a minimal charge.
6. All provisions of the Franklin County School District Code of Conduct and Policies apply to the use of school computers and access to the Internet.

DISCLAIMER

Every attempt will be made to monitor student use of computers and the Internet. However, it is impossible for teachers and staff to absolutely prevent students from visiting sites parents may find inappropriate. Therefore, parents/guardians of any student permitted by the parents/guardians to access the Internet shall hold harmless all Franklin County School District faculty and staff from the student's use of the Internet at the school. The signed parental/guardian permission form is the agreement to hold harmless the District and its employees for the student's use of the Internet.

FRANKLIN COUNTY SCHOOL DISTRICT
INTERNET TECHNOLOGY CONSENT AND WAIVER OF LIABILITY
(SIGNATURES REQUIRED)

Please complete all of the information below and return the form to the school principal or designee. Internet access will not be granted to your child unless this form is completed and returned.

STUDENT SIGNATURE:

I understand and will abide by the provisions and conditions of the contract provided by the Franklin County School Board regarding Internet usage. I understand that any violations of these provisions may result in disciplinary action, the revocation of my access privileges, and/or appropriate legal action. I also agree to report any misuse of the information system to an administrator or a teacher. All the rules of conduct described in the Franklin County School Board Internet policy and code of conduct, apply when I am on the Internet. I have read and fully understand the rules of which I am to abide by.

Student Name:(please print)_____

Student Signature: _____ Date: _____

PARENT OR LEGAL GUARDIAN SIGNATURE:

As the parent or guardian of this student, I have read and understand this contract and understand that Internet access is being provided solely for educational purposes. I understand that it is impossible for the Franklin County School Board to restrict access to every un-educational and inappropriate site acquired via the Internet. I agree to hold harmless the District and its employees for any complaints related to my child's use of the Internet. I also agree to report any misuse of the Internet to school administration. I accept full responsibility for the supervision of my child, should he/she misuse the Internet according to school policy. I also understand that Internet access is a privilege and not a right and any abuse of the privilege will result in revocation of my child's Internet privilege.

Parent or Guardian Name: _____

Home Phone: _____ Work Phone: _____

Signature: _____ Date: _____

PRINCIPAL OR DESIGNEE SIGNATURE:

I have read this contract and agree to promote this agreement with the student. As the principal or designee, I agree to provide instruction to the student on the acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information to the school technology representative.

Principal or Designee Name: _____

Signature: _____ Date: _____