



POLICY 5.18155

4-A I recommend that the Board adopt the proposed new Policy 5.18155, entitled "Alternative to Out-of-School Suspension of Students."

[Contact: Diane Curtis, PX 55945]

Adoption

CONSENT ITEM

- The Board approved, with suggested changes, development of this new Policy on April 2, 2008
- This Policy is recommended for regular development to supersede the emergency rule that was adopted on March 12, 2008. This version incorporates amendments arising from discussion at the March 12, 2008 Board meeting (e.g., lines 28-32, 38-39, 55-56, and 66-73) and also incorporates additional forms.
- This Policy will provide the framework for the successful implementation of the Alternative to Out-of-School Suspension (ATOSS) Program.
- The ATOSS program for specified schools will allow eligible students who have received an out-of-school suspension to maintain academic momentum by providing an opportunity to reflect, adjust, and interact positively with their peers, educational environment, and community, in a temporary placement in another educational setting.
- Per Board request at the April 2, 2008 meeting, the following changes have been made to the policy:
 1. Lines 5 and 20: Language referring to a "pilot" program has been removed.
 2. Line 22: same as above.
 3. Line 38: Language "and accounted" was removed.
 4. Line 52: Parentheses were added to designate the term "parent" as defined in the Florida Statutes.
 5. Line 55: Correct form numbers were inserted and reference to old form numbers was deleted.

POLICY 5.18155

ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION OF STUDENTS

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3 1. Purpose

- 4 a. The Alternative to Out of School Suspension (“ATOSS”) program is a
5 voluntary program for certain specified schools and offers an option to eligible
6 students who have received an out of school suspension for violating any
7 policy relating to student conduct in Chapter 5 of the School Board Policies.
8 The goal of ATOSS is to help students who have received an out-of-school-
9 suspension maintain academic momentum by providing an opportunity to
10 reflect, adjust, and interact positively with their peers, educational
11 environment, and community, in a temporary placement in another educational
12 setting.
- 13 b. ATOSS is specifically intended to serve as an alternative to an out-of-school
14 suspension and thereby eliminate or reduce a student’s suspension days.
15 ATOSS is not a method to unilaterally remove “disruptive” students. Nor is
16 ATOSS a replacement or substitute for assignment to an Alternative School.

17 2. Overview

- 18 a. The Superintendent will determine which schools may participate in the
19 ATOSS program based on school’s out-of-school suspension rates, availability
20 of sites, success of programs, ability to expand, size of site, student safety,
21 and budgetary constraints.
- 22 b. For specified schools, principals and their identified designees may offer
23 eligible students who have received an out-of-school suspension for violating
24 any policy relating to student conduct in Chapter 5 of the School Board
25 Policies an ATOSS placement for up to the number of days suspended. While
26 participating in the ATOSS program, students will be provided with FCAT Prep
27 and supplemental curriculum provided using a character education component
28 with vocational and life skills. Additionally, counseling services will be provided
29 to the students with appropriate referrals to community agencies made
30 available. Students attending the program should be referred to the School
31 Based Team at their home school upon their return for monitoring and
32 identification of needed interventions. Upon completion, students will generally
33 return to their home school. Specific ATOSS locations will be designated and
34 staffed with appropriate personnel. Transportation to and from ATOSS
35 locations is the responsibility of the student/parent.

- 36 c. For each day a student fully participates in the ATOSS program at a
37 designated ATOSS site, the School District's official attendance record will
38 reflect that the student was present. Thus, the School District will not
39 designate and/or record the participating student absent for any ATOSS day.
40 Following the student's completion of the assigned number of ATOSS days,
41 the student will have the opportunity to make up missed class work at the
42 student's home school within a reasonable period of time. In such cases, the
43 student will receive full academic credit for timely completion of missed class
44 work.
- 45 d. ATOSS days must comply with all federal and state laws governing
46 educational services, including those applicable to students in Exceptional
47 Student Education ("ESE"). For purposes of compliance with Fla. Stat. §
48 1003.23, ATOSS is hereby designated by The School Board of Palm Beach
49 County as an "educational activity which constitutes a part of the school-
50 approved instructional program" for students.
- 51 e. Because ATOSS is voluntary, a minor student's parent (as defined by Fla.
52 Stat. § 1000.21(5)) or legal guardian must expressly consent to an ATOSS
53 placement during the out-of-school suspension. A surrogate will be appointed
54 in the absence of a parent or guardian. Form PBSB 2267 will be used for
55 placement in the program, along with form 2269. These forms are hereby
56 incorporated by reference and can be found at:
57 www.palmbeach.k12.fl.us/Records/FormSearch.asp

58 3. **ATOSS Eligibility**

- 59 a. The principal/designee shall determine a student's eligibility for ATOSS
60 participation. The following factors are relevant to determining eligibility at the
61 designated schools:
- 62 i. the facts relating to the suspension incident;
- 63 ii. the student's prior disciplinary record and, in particular, whether the
64 student has a history of committing violent acts;
- 65 iii. a review of the student's academic history to support the student in
66 completing all academic assignments required to receive full credit upon
67 completion of a suspension in ATOSS; and
- 68 iv. whether the student could be subject to expulsion for the incident.

69 b. Students who have committed a Level 4 incident under School Board Policies
70 5.1812 or 5.1813 and students subject to expulsion, are not eligible for an
71 ATOSS placement

72 4. **Communication with Parent**

73 a. If determined eligible for ATOSS, a student's home school must discuss, the
74 same day as the ATOSS eligibility determination, the ATOSS offer with his or
75 her parent. The discussion should be in person or by telephone.

76 b. The school must communicate the following information to the parent:

77 i. that the student received an out-of-school suspension;

78 ii. that the student is eligible to attend ATOSS during the suspension;

79 iii. the ATOSS program's purpose and how it operates;

80 iv. the school proposes to assign the student to an ATOSS placement for a
81 specified time period;

82 v. that the parent must acknowledge responsibility for providing daily
83 transportation to and from the ATOSS site;

84 vi. that the parent must accept or decline the ATOSS offer on behalf of the
85 student;

86 vii. that if the parent accepts the offer, both parent and student must attend a
87 15-minute orientation session at the designated ATOSS site the first day
88 the student attends; and

89 viii. that at ATOSS commencement, the parent must provide his or her written
90 consent for the student to attend ATOSS for each of the days the school
91 has designated.

92 5. **Challenge to Decision.-- A student who is suspended and believes he or she**
93 **should have been offered the opportunity to be eligible for ATOSS may request**
94 **reconsideration of the decision directly to the student's home-school Principal. The**
95 **principal shall have final decision-making authority based on the same factors**
96 **listed above in section (3).**

97 6. **Students Eligible for ESE**

- 98 a. Students eligible for ESE will receive services pursuant to their Individualized
99 Education Program, as determined by compliance with the Individuals with
100 Disabilities Education Act, the Act's implementing regulations, and state law.
- 101 b. ATOSS must not deprive children with disabilities of their right to a free
102 appropriate public education. The School Board will ensure that eligible ESE
103 students receive applicable services and procedural safeguards.

104 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(2); 1001.42(6)(a);
105 1001.42(23)

106 LAWS IMPLEMENTED: Fla. Stat. §§ 1006.07(1)(a); 1006.07(2); 1006.08(1);
107 1006.09(1)(b); 1003.23(1)

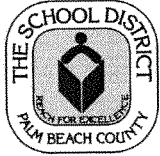
108 HISTORY: 3/12/08 (ER); ___ / ___ /2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.18155, and finds it legally sufficient for development by the Board.

Attorney

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DROP OUT PREVENTION/ ALTERNATIVE EDUCATION

Alternative to Out-of-School Suspension (ATOSS) Assignment Notice

The student named below has committed an offense that warrants an out-of-school suspension. Though he/she is suspended out-of-school for a period of days (noted below), we are giving him/her the option of attending the district's *Alternative to Out-of-School Suspension Program (ATOSS)*.

Student Name _____ Gr. _____ Student ID # _____

Sending School _____ Today's Date _____

Reason for Suspension _____

Discipline Matrix Code(s) _____ Special needs student? Yes No

of Suspension Days _____ Suspension Date(s) _____

ATOSS is a voluntary program for students who have been suspended from school. These students will be provided behavioral and academic assistance for a period of one to ten days. By completing the program successfully, your child will be counted in full attendance for their time in ATOSS and will have the opportunity to make up work when they return to their home school. Note: Make-up work must be completed and submitted by the deadline(s) set by your child's teacher(s).

1. Students must bring a completed ATOSS Assignment Letter in order to attend the program.

2. Student transportation to and from ATOSS is the responsibility of the parent or legal guardian of the student.
3. Students must comply with the dress code of their home school in order to attend ATOSS.
4. Students who are ill should not attend ATOSS as clinic services are not available.
5. Students may bring a bag lunch or receive a school lunch at regular (\$2.00), free or reduced (.40) prices.
6. Students are encouraged to bring their regular classroom assignments from their home school teachers.
7. Students are asked to provide their own paper and pencils.
8. Students who are picked-up late from ATOSS will be subject to dismissal from the program.

Students who are suspended from school are not allowed to be on any other Palm Beach County School District (PBCSD) campus for any reason during their time of suspension. Students who elect to trespass on PBCSD property may be subject to arrest and prosecution.

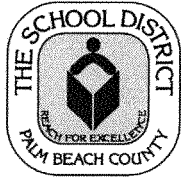
Criteria for successful completion of Alternative to Out-of-School Suspension (ATOSS)

- A parent or legal guardian must accompany their child on the first day of his/her ATOSS in order to register for the program and to attend a brief orientation meeting. Orientation meetings last approximately 15 minutes and begin promptly at 7:45 a.m. and 8:00 a.m.
- If attending ATOSS for more than one day, students should report to their ATOSS site on subsequent days between 7:45 -8:00 a.m. if they wish to receive a school breakfast at regular (\$1.00), free or reduced (.30) prices.
- Classes begin at 8:30 a.m.
- Students must follow all ATOSS procedures.
- Dismissal is at 2:25 p.m

Print Name

Signature of Administrator

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DROPOUT PREVENTION/ ALTERNATIVE EDUCATION

Alternative To Out-of-School Suspension (ATOSS) Registration

Alternative To Out-of-School Suspension (ATOSS) is a Palm Beach County School District Suspension amnesty program for students who have been suspended from school as a consequence for inappropriate behavior. The program provides behavioral and academic assistance for a period of one to 10 days. Students who successfully complete the program will be counted in full attendance for their time in ATOSS and they will have the opportunity to make-up any work that they missed upon returning to school. Their make-up work must be submitted by the deadline set by the teacher. (see page 2 for more information).

Student Name _____ Grade _____ Birth Date _____

Home School _____ Male Female

Parent/Guardian _____ HM phone # _____

Relationship to Student _____ Cell phone # _____

Student Address _____

Method of Transportation (Check one only) Parent pickup Palm Tran Walk Bike

Name of person picking up student at dismissal _____

Emergency: Contact _____ Phone #s _____

Medical Information / Allergies _____

Disabilities / Special Needs _____

PARENT/GUARDIAN

I understand that transportation to and from ATOSS is my responsibility. I also understand that if my child is not picked up at dismissal time, he/she may be dismissed from the ATOSS program.

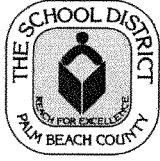
In case of an emergency, I give permission for my child to receive medical treatment.

Signature of Parent/Guardian *Date*

STUDENT

I have read the rules and expectations for participating in the ATOSS program. I understand that ATOSS is a voluntary program and that students may be dismissed from the program for disruptive behavior and/or failure to comply with the rules of the program.

Signature of Student *Date*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DROPOUT PREVENTION/ ALTERNATIVE EDUCATION

Alternative To Out-of-School Suspension (ATOSS) Rules and Procedures Notice

Alternative To Out-of-School Suspension (ATOSS) is a Palm Beach County School District Suspension amnesty program for students who have been suspended from school as a consequence for inappropriate behavior. The program provides behavioral and academic assistance for a period of one to 10 days. Students who successfully complete the program will be counted in full attendance for their time in ATOSS and they will have the opportunity to make-up any work that they missed upon returning to school. Their make-up work must be submitted by the deadline set by the teacher (see page 2 for more information). All ATOSS students must have a complete assignment notice from their home school to attend the program.

1. Parent must accompany students on their first day for registration and a brief orientation. Orientations begin at 7:45 A.M. or 8:00 A.M. Dismissal is at 2:25 P.M.
2. Student reports to the site between 7:45 A.M. - 8:00 A.M after the first day of ATOSS.
3. Student's transportation is the responsibility of the parent/guardian. Students that are picked-up late will be subject to dismissal from the program.
4. Students must comply with the dress code of their home school.
5. Students may eat at breakfast and lunch times only. School lunch may be purchased for the same price as at school, or a bag lunch is OK. Be advised our facility is not equipped to heat or warm food for students.
6. Students obviously ill should not be brought to ATOSS (Clinic services are not available).
7. Students who are suspended from school must not be on any school campus, (other than the appropriate ATOSS site) nor attend any extracurricular events during the time of suspension.
8. Students must stay on task and perform all assigned work.
9. Students must bring paper and pencil. Writing or drawing on furniture and books is prohibited.
10. **Communication is not allowed** (no talking or passing notes).
11. **Classroom disruption will not be tolerated.** Students must follow the directions the first time.
12. Students must **stay seated** and get permission to leave their seat.
13. Each student will **work independently**.
14. **Electronic equipment is NOT allowed** in ATOSS (THIS INCLUDES IPODS, MP3'S, Lap tops or headsets of any kind). Cell phones **MUST** be turned off and stored out of sight. **The penalty for ANY use of cell phone is suspension from the program for one day.**
15. **Weapons and Drugs are prohibited** (on site searches will be conducted periodically).
16. Students must follow all ATOSS procedures.

CONSEQUENCES FOR FAILURE TO FOLLOW RULES AND PROCEDURES

Parents and sending school will be notified of student's failure to follow rules and procedures. Any student failing to comply with ATOSS rules and procedures will be terminated from the program and must serve the remainder of their OSS days. Parent will be responsible for picking up a student who is terminated from the program.

I have read and understand the above rules and procedures outlined on this page. I agree to follow them or accept the consequences.

Print Name of Student

Signature of Student

Date

Print Name of Parent/ Guardian

Signature of Parent/ Guardian

Date