

## **BARTLETT BRIDGES: ALTERNATIVE SCHOOL PROGRAM**

1. Alternative placements are available to students who must be removed from regular school environments for specified periods of time, to more restrictive environments because of violations of school, school board or federally mandated policies.
2. The Bartlett Bridges provides academic assistance and behavior intervention for students in grades K-12.

### **Who should be referred to the Bartlett Bridges?**

1. Students suspended from school longer than 10 days. (11-180 days OSS)
2. Students with ongoing, persistent behaviors that impede learning. (IEP placement, no longer than 45 days)
3. Students who are returning to BCS from juvenile detention centers and are not quite ready to enter the regular school setting. **Please contact Student Services for information regarding transitional placements.**
4. Students enrolling in BCS while under an expulsion at other school districts.

### **Bartlett Bridges Referral Process**

STEP 1- Inform parents/guardians of the conduct and suspension/expulsion.

STEP 2- Contact Department of Exceptional Children to schedule a Manifestation Determination Hearing if student receives special education services. Contact Zoe Bozeman (202-0855 Ext. 2256) if the student receives Section 504 services.

STEP 3- Refer the family to Zoe Bozeman and complete the Alternative School Referral Packet. Forward completed Alternative School Referral Packet to Zoe Bozeman.

STEP 4- Only students served by the Department of Exceptional Children are guaranteed placement. All other students are approved based on space availability.

### **Exiting Bartlett Bridges**

1. Students may be required to serve the entire suspension at Bartlett Bridges.
2. Students who are suspended and **not eligible** for early return to their home schools are the following:
  - a. Students suspended for intent to sell drugs, assaulting staff, or possession of a firearm.
  - b. Students with prior placements at Bartlett Bridges.
3. Students who are **eligible** to earn a recommendation for early return to their home schools must meet the following criteria:
  - a. Students **must** progress successfully through the level system and maintain satisfactory academic progress.
  - b. Students must attend Bartlett Bridges for a minimum of **45 days**.  
**Early return will not be granted in the middle of a grading period.**
  - c. The Superintendent must approve early return of all students suspended for drug and alcohol related offenses.
4. Students who violate the early return policy after being readmitted to their assigned schools may not be allowed to return to Bartlett Bridges to complete their suspension period.
5. Suspending principals have the discretion to accept or deny any recommendation for early return.

### **Grades for Students Attending Bartlett Bridges**

1. Students enrolled at Bartlett Bridges will remain registered at their assigned schools.
2. **Once students are suspended, grades at their assigned home schools should cease.**
3. While in attendance at Bartlett Bridges, all grades will be issued by the staff at Bartlett Bridges.
4. The Bartlett Bridges administrator will submit grades to the students' assigned schools at the end of each grading period.
5. Report cards will be generated by the home schools and sent home at the end of each grading period.
6. All final report cards will be generated by the assigned schools and mailed to parents at the end of the school year.
7. **Extra points should not be deducted from the grades provided by the Alternative School.**

### **Attendance for Students Attending the Alternative School**

1. The Bartlett Bridges administrator reports attendance for students assigned to the Alternative School.
2. Upon enrollment, students are remanded to the Alternative School and the Alternative School teachers submit attendance to the Student Services Attendance Operator to be recorded daily attendance in PowerSchool.
3. Once students are suspended, it is not mandatory that they enroll in the Alternative School.

### **Testing for Students Attending Bartlett Bridges**

1. Students enrolled at Bartlett Bridges will participate in all state and district mandated testing.
2. Home schools will be sent a Test Distribution List, which indicates which students are currently enrolled at Bartlett Bridges. The home school will return this form, in a timely manner, with accommodations needed for the student(s).
3. The home schools provide all the testing materials.
4. Home schools are responsible for delivering test materials to Bartlett Bridges.
5. Student Services will return test materials to the home schools, as soon as possible.
6. If the home school would prefer to pick up their own test materials from the Alternative School, the home school should make arrangements with the Bartlett Bridges administrator.

### **Suspension of Students receiving Special Education and Related Services**

1. When considering long-term suspension for students receiving special education services, a Manifestation Determination Hearing must be held.
2. Students with behavior problems that impede the learning environment may not be placed at the Bartlett Bridges if a functional behavior assessment has not been conducted and a behavior plan has not been implemented.
3. Please consult with the Exceptional Children Instructional Supervisor or Exceptional Children Specialist regarding placements for students receiving special education services.

### **Suspension of Students receiving Section 504 Services**

1. Students receiving Section 504 services may be suspended the same as regular education students.
2. A Manifestation Determination Hearing must be held to determine whether the conduct in question was a manifestation of the student's disabling condition.
3. Please contact Student Services to schedule Manifestation Determination Hearings for students receiving Section 504 services.

### **Transportation for Students Attending Bartlett Bridges**

1. Transportation to Bartlett Bridges is provided for students with an IEP that specifies that transportation to school will be provided.
2. Transportation to Bartlett Bridges is not provided for students receiving Section 504 services.
3. Transportation for regular education students must be provided or arranged by parents.

### **Bartlett Bridges Address**

Bartlett City Schools Alternative School  
4734 Shadowlawn Road  
Arlington, TN 38002

### **HOMEBOUND PROGRAM**

1. Homebound services are available to provide instruction to students who are medically fragile and incapable of participation in regular school settings. Placement in the homebound program should be viewed as a temporary intervention.
2. **Homebound services for students receiving special education services are provided through the Department of Exceptional Children. Please contact the Department of Exceptional Children for more information.**
3. The student's attending physician or psychiatrist must verify the student's medical or psychological condition.
4. The homebound teacher submits homebound reports to Student Services.
5. Homebound teachers are responsible for coordinating and providing educational services for students while they are unable to attend school.
6. Homebound teachers will collaborate with teachers as needed for specific assignments on a case-by-case basis.
7. The homebound teacher will submit grades for the student prior to the end of each interim and report card period.

### **Referral Process for Homebound Services**

1. The parent or school should obtain a Request for Homebound Services Form from Student Services.
2. The parent completes the top portion of the form and the student's physician or psychiatrist completes the middle portion of the form, including the number of weeks the student will require homebound services.
3. The Request for Homebound Services Form with original doctor's signature should be returned to Student Services. If approved, Student Services will assign a homebound teacher to the student.
4. The homebound teacher will contact the parent and schedule homebound visits which will consist of two (2) visits per week for 1 1/2 hours per visit. An adult must be home with the student when the homebound teacher is there. All visits will be scheduled during regular school hours.
5. Once the homebound teacher is assigned to the student, Student Services will begin keeping that student's attendance. Student Services will notify the principal and the school attendance operator of these changes by way of a letter.
6. The homebound teacher will consult with the classroom teacher(s), school counselor, and/or administrator, as needed, throughout the student's homebound placement.

### **Grades for Students receiving Homebound Services**

1. Grades for students receiving homebound services will be sent to their assigned schools at the end of each grading period.
- 2. Homebound grades should not be adjusted.**

### **Testing for Students receiving Homebound Services**

1. When possible, students will return to their assigned home schools to participate in mandatory testing (i.e. AP testing).
- 2. If students are not able test at their assigned home schools, mandatory tests will be administered by the homebound teacher.**

### **Exiting the Homebound Program**

1. When the student is ready to return to school, the parent should notify the homebound teacher and the homebound teacher will notify Student Services.
2. Student Services will make changes on the student's attendance screen and notify the principal and the attendance operator at the student's assigned home school.
- 3. All students returning to their assigned home schools after a homebound placement must obtain a release from a physician or psychiatrist stating they are able to return to school.**
4. Upon release from homebound services, current grades will be faxed to the student's assigned home school.

### **RE-ENTRY PROGRAM**

1. The Counseling and Intervention Supervisor or the District Social Worker are available to assist with transitioning students between the Alternative School or private treatment facilities and their assigned home schools.
2. The Counseling and Intervention Supervisor or the District Social Worker meets with students prior to and during re-entry into their assigned home schools to support the individual transition needs of each student.
3. The Counseling and Intervention Supervisor or the District Social Worker collaborates with home school administrators and counselors to ensure students are progressing satisfactorily once they are re-admitted to their home schools.

**For additional information regarding Alternative School placement, Homebound services, and re-entry support, please contact Student Services at 202-0855 (Ext. 2238).**