



Green Forest Alternative Education Referral Process

Students may be referred to the AE classroom for assistance with academic, behavioral, or social needs. To be considered for placement in the AE classroom, the following process will occur:

1. **Student Referral**—counselor or teacher completes AE Referral form; returns to principal
2. **Observation/Student Behavior Checklist**—After a referral is received, an Observation Form, and Student Behavior Checklist will be given to student's teacher(s) and/or counselor
3. **Placement Conference**—After all necessary documentation has been returned and the parents/guardians have been notified, a placement conference will be held to discuss needs and determine placement. The Alternative Education Placement Team (AEPT)—Classroom Teacher(s), Counselor, AE Teacher, Student, Parents/Guardians, and Principal—will be in attendance at this conference. The Alternative Education Placement Form and the Alternative Education Student Action Plan will be completed. If the AEPT agrees to place the student in the AE classroom, the AE Contract will be reviewed and signed with parents/guardians at the conclusion of the Placement Conference. A copy of the AE Program Goals and AE Parent Information will be given to parents/guardians.
4. **Student Interview/Program Goals**—If the student is placed in the AE classroom, the AE teacher will meet with the student for additional information. (AE Student Interview form and Identified Student Goals). The purpose of this meeting is to determine needs, discuss the student plan of action, establish personal goals for the student, and review the AE Program Goals.

Upon successful progress in the AE classroom, the student will be transitioned back into the regular classroom. An exit conference will be held to determine the student's placement.