

ALTERNATIVE EDUCATION EVENING/SATURDAY HIGH SCHOOL PROCEDURES

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I. Program Overview

The Evening/Saturday High School credit program is for students who wish to take ninth through twelfth grade courses. Participants have an opportunity to continue credit classes and/or accelerate their credit program. Students who have been Disciplinary Removed/Administratively Transferred from day school have an opportunity to modify unacceptable behavior, develop good study skills, and demonstrate a sincere willingness to return to the day school. A graduation ceremony is held at the conclusion of each school year for non-co-enrolled students who complete their graduation requirements.

A. Types of Students

1. Co-enrolled Students – Credit Recovery/Acceleration
Co-enrolled students attend a Baltimore County school during the day. They participate in the Evening/Saturday High School in order to accelerate progress towards graduation or as a credit recovery program.
2. Administrative Transfer
Students enrolling in Evening/Saturday High School who are placed by the superintendent's designee are able to continue their education by attending one or more sites.
3. Nontraditional Learners
Students, 21 and under, who have withdrawn from a comprehensive day school program may enroll in the Evening/Saturday High School to work towards the completion of graduation requirements.

4. Out of County/Private School Students
Students who attend private schools or schools out of Baltimore County may enroll in the Evening/Saturday High School programs in order to accelerate graduation or as a credit recovery program.

B. Centers

1. Dundalk Evening High School
1901 Delvale Avenue
Baltimore, MD 21222
Classes: Tuesdays and Thursdays
Times: 6 to 7:50 p.m. and 8 to 9:50 p.m.
Classes Available: All classes listed are subject to change depending on enrollment and availability.
 - a. Comprehensive
 - (1) Math: Algebra I, Algebra II, Algebra and Data Analysis, and Geometry
 - (2) Science: Biology, Concepts of Physical Science, Earth/Space Science, and Environmental Science
 - (3) English: English 9, English 10, English 11, and English 12
 - (4) Social Studies: American Government, World History, U.S. History, and Economic and Public Issues (1/2 credit)
 - (5) Foreign Language: Spanish I and Spanish II
 - (6) Health
 - b. AdvancePath
 - (1) This program uses computer-adaptive curriculum and small-group, teacher-led instruction. This program is available upon a transcript review by a counselor.
 - c. Self-contained Classes
 - (1) Self-contained classes in the areas of math and science are available with the superintendent's designee's and (IEP) Individualized Education Program team's recommendations.
2. Overlea Evening High School
5401 Kenwood Avenue
Baltimore, MD 21206
Classes: Mondays and Wednesdays
Times: 6 to 7:50 p.m. and 8 to 9:50 p.m.
 - a. Comprehensive
 - (1) Math: Algebra I, Algebra II, and Geometry
 - (2) Science: Environmental Science, and Earth/Space Science
 - (3) English: English 9, English 10, English 11, and English 12
 - (4) Social Studies: American Government, World History, U.S. History, and Economic and Public Issues (1/2 credit)
 - (5) Health

- b. Self-contained classes in the areas of English and social studies are available based on the superintendent's designee's recommendation from the FAPE form.
- 3. Pikesville Evening High School
7621 Labyrinth Road
Baltimore, MD 21208
Classes: Mondays and Wednesdays
Times: 6 to 7:50 p.m. and 8 to 9:50 p.m.
 - a. Comprehensive
 - (1) Math: Algebra I, Algebra II, and Geometry
 - (2) Science: Earth/Space Science, and Environmental Science
 - (3) English: English 9, English 10, English 11, and English 12
 - (4) Social Studies: American Government, World History, U.S. History, and Economic and Public Issues (1/2 credit)
 - (5) Health
 - (6) Introduction to Engineering and Technology Concepts
 - b. Self-contained classes in the areas of math and science are available with the superintendent's designee's and IEP team's recommendations.
- 4. Woodlawn Evening High School
1801 Woodlawn Drive
Baltimore, MD 21207
Classes: Tuesdays and Thursdays
Times: 6 to 7:50 p.m. and 8 to 9:50 p.m.
 - a. Comprehensive
 - (1) Math: Algebra I, Algebra II, Algebra and Data Analysis, and Geometry
 - (2) Science: Biology, Concepts of Physical Science, and Environmental Science
 - (3) English: English 9, English 10, English 11, English 12
 - (4) Social Studies: American Government, World History, U.S. History, and Economic and Public Issues (1/2 credit)
 - (5) Foreign Language: Spanish I and Spanish II
 - (6) Health
 - b. Self-contained classes in the areas of English and social studies are available with the superintendent's designee's and IEP team's recommendations.
- 5. Loch Raven Saturday School – All Saturday classes are self-paced courses except for Fitness Foundations/Fitness Mastery.
1212 Cowpens Avenue
Baltimore, MD 21286
Classes: Saturday
Times: 8 a.m. to 12 noon
 - a. Comprehensive
 - (1) Math: Algebra I, Algebra II, and Geometry
 - (2) Science: Environmental Science

- (3) English: English 9, English 10, English 11, and English 12
 - (4) Social Studies: American Government, World History, U. S. History, and Economic and Public Issues (1/2 credit)
 - (5) Fitness Foundations/Fitness Mastery
- C. Calendar
Please reference the calendar for the current school year. Evening/Saturday High School follows the Baltimore County Public Schools calendar and adheres to the policies for early dismissal as well as the cancellation of a school day.
- D. School Closings and Delays
If the superintendent closes schools or cancels any school events, this information will be posted immediately on the Baltimore County Public Schools' (BCPS) Web site at www.bcps.org and/or information line at 410-887-5555. This information will also immediately be released to local news and radio stations.
- E. Testing
Students participating in the Evening/Saturday High School are evaluated using the same testing materials provided by both BCPS as well as the Maryland State Department of Education (MSDE). These assessments include the Maryland High School Assessments and Short Cycles, Benchmarks, and Final Exams.
- F. Graduation
Evening/Saturday High School students are expected to fulfill graduation requirements as a comprehensive day school student. Non-co-enrolled students who have met graduation requirements through Evening/Saturday High School may participate in the Alternative Education Graduation Ceremony.
- G. Educational Services
1. Special Education – All diploma bound students with IEPs receive services as required by the Individuals with Disabilities Education Act (IDEA) in order to receive FAPE. These services include instruction, both inside and outside of the general education classroom. Students receive instructional and testing accommodations and modifications as well as supplementary aids and services.
 2. Section 504 – Students with a 504 Plan will receive accommodations and modifications as specified in the plan.
 3. Student Services
 - a. Counseling – Counselors provide the same comprehensive counseling program as in the day school. Counseling services are provided to all students.
 - b. Social Work – Each site is staffed with a social worker who provides counseling services to students requiring behavioral supports and to students with disabilities as required by IDEA.
 - c. Health – Each site is staffed with a nurse who provides the same services as the comprehensive day school.

- d. Behavior Interventionist – Behavior interventionist provides social/emotional support to all students as needed.
- e. Psychologist – The psychologist provides consultative support as needed.

H. Instructional Materials

Students participating in Evening/Saturday High School will have access to all the elements of a comprehensive day school including 21st century classroom technology and instructional materials.

II. Registration/Enrollment

A. Listed below are the types of students who may enroll in Evening/Saturday High School. Documentation is required for each category of student.

1. Co-enrolled Enrolled Students

- a. Registration occurs at the beginning of each semester. AdvancePath students can register all year at specific sites.
- b. The following documentation is required for registration:
 - (1) Registration form from home school
 - (2) Waiver form, if applicable
 - (3) Money order, check, credit card, or waiver for medical assistance
 - 100% waived with medical assistance
 - 50% for Free and Reduced Priced Meals
 - (4) Students with an IEP or 504 Plan should bring a copy of their plan to registration.

2. Administratively Transferred/Disciplinarily Removed Students

- a. When a superintendent's designee determines that an evening high school is an appropriate placement, students will receive a packet to bring to registration at the designated high school.
- b. The following documentation is required for registration:
 - (1) Completed registration form signed by designee
 - (2) Administratively transferred packet from superintendent's designee (which includes proof of residence and immunizations)
 - (3) No fees

3. Proof of Residence

- a. Students who do not reside in Baltimore County may register for Evening/Saturday High School. Registration occurs in September and January. AdvancePath students can register all year at specific sites. School counselors will have more information.
- b. The following documentation is required for registration:
 - (1) Registration form and New Student Health Registration Form

4. Non-traditional Learners

- a. Students who have withdrawn from a comprehensive day school program may enroll in the Evening/Saturday High School to work toward the completion of graduation requirements.

- b. The following materials are required for registration:
 - (1) Student should obtain a copy of his or her high school transcript from the Office of School Counseling. Student must also provide proof of immunizations.
 - (2) New Student Health Registration Form
 - (3) No fees are necessary.

For more information, please visit: [Registration and Intake Procedures at the Evening High School](#)

- B. Registration
 - 1. Parent/student will meet with a counselor to complete attendance cards and medical forms. Counselors will review personal information with families to ensure all information is updated and correct.
 - a. Parent and student will sign the Baltimore County Public Schools' *Student Handbook*. As part of the intake process, all students meet with a staff member to review, read, and sign the Evening/Saturday High School rules and regulations.
 - b. Students enrolling with IEPs or 504 plans will meet with designated staff members to review documents and discuss *services as determined by current IEP or 504 plans*.
- C. Baltimore County students who receive free and reduced priced meals in addition to medical assistance may qualify for waivers. Waivers must be included in the registration form.
- D. A designated staff member will handle checks, money orders, and credit cards. The staff member will verify the amount of payment written on the admission form and make sure the appropriate box for method of payment is checked on the form.
 - 1. All checks and money orders should be made payable to Baltimore County Public Schools. For these types of payments, the money order/check number will be documented on the registration form and the student's full name must be written on the memo line of the check or money order.
 - 2. For all credit card payments, the staff member will obtain credit card number, expiration date of the card, and the full name on the credit card. The card holder must print and sign on the line marked "Name of Cardholder."
 - 3. Evening/Saturday High School staff will follow current BCPS' accounting procedures.
- E. Designated staff members will complete STARS/SILK registration nightly. Class lists and attendance cards will be reviewed on a regular basis to ensure accurate records.

III. Positive Behavior Supports (PBS)

The Evening/Saturday high schools foster an environment that promotes positive behavior. A system has been set up to maintain this environment. Within the PBS system, behavior monitoring will be ongoing and consistent. Criteria are determined by administrators with meaningful incentives intended to motivate students. The Evening/Saturday High School will maintain necessary documentation to support the program and demonstrate growth.

IV. Discipline

Students are expected to remain in the instructional environment as much as possible. Instruction and administrative support is designed to achieve this goal.

A. Compliance with the *Student Handbook*

All students will be expected to adhere to the policies outlined in the BCPS' *Student Handbook*, which will be reviewed and reinforced periodically throughout the school year.

B. Rules and regulations specific to Evening/Saturday High Schools are reviewed at the time of registration with student and parent.

V. Attendance

A. Regular attendance at Evening/Saturday High School is important. Students are expected to have at least 94% attendance. Students who attend school regularly are more successful and earn higher grades.

B. The alternative education enrollment and attendance policies are in adherence with Superintendent's Rule 5120.

1. If a student is absent from school, he/she must bring a note upon return to school. An absence not supported by a note will be considered unexcused.

2. Excused absences, 20% or more of the days within each quarter, are subject to a failing class work grade.

3. Unexcused absences, 10% or more, are subject to a failing class work grade.

4. Students who are absent for an extended period of time due to illness must provide a written statement from the physician on the day of the student's return to class.

5. To review the BCPS' attendance policy, please visit www.bcps.org/.

C. Co-enrolled Students and Alternative Learners

1. Attendance policy on shared drive

2. Mandatory failure for class work grade for excessive absences within a grading period.

a. 20% rule

b. 10% rule (unexcused)

3. Mandatory withdrawal for excessive absences for a school year
 - D. Administratively Transferred/Disciplinarily Removed Students
 1. Students cannot be withdrawn for lack of attendance unless authorized by the designee.
 - E. Lateness
 1. Students are expected to report to school on time every day.
 2. If a student is late three times, it is the equivalent of one unexcused absence.
- VI. Testing
- A. High School Assessment Procedures

All students enrolled in Evening/Saturday High School will participate in the Maryland High School Assessments (HSA). The testing coordinator for the Office of Alternative Education will set up a schedule for assessments reflective of the mandated MSDE testing schedule. Co-enrolled students will take the HSA at their day school. The Maryland High School Assessments will be administered online, and all necessary materials will be distributed as needed.

 1. Accommodations and Modifications

Students will receive accommodations and modifications on all assessments as dictated by their IEP or 504 plans.
 2. Modified HSA

Students who previously qualify for the Modified HSA will participate in MOD-HSA testing as dictated by the district and statewide assessments component of the IEP. They will receive all accommodations and modifications as stated on their IEPs.
 3. Senior HSA

Special senior administration of the HSAs is given in April to allow seniors the opportunity to meet the HSA graduation requirement prior to graduation deadlines.
 4. Bridge Plans

Bridge Plan tutoring is offered to seniors who meet Bridge Plan criteria. Bridge Plan coordinators work in conjunction with day school coordinators to facilitate the submission of Bridge Plans.
 - B. Classroom Assessments
 1. Benchmark Procedures (secure documents)

The Office of Alternative Education will distribute testing materials to sites by the book delivery team. The site test coordinator will count and sign for testing materials while in the presence of the book delivery team. The testing materials will be distributed to classroom teachers. The book delivery team will pick up testing materials upon completion of testing as determined by the site test coordinator. Students with IEPs and 504 plans will receive accommodations as dictated by their specific plans.

2. **Short-Cycle Procedures**
The Office of Alternative Education will distribute testing materials to sites by the book delivery team. The site test coordinator will count and sign for testing materials while in the presence of the book delivery team. The testing materials will be distributed to and signed for by classroom teachers. The book delivery team will pick up testing materials upon completion of testing as determined by the site test coordinator. Students with IEPs and 504 plans will receive accommodations and modifications as dictated by their specific plans.
3. **Final Exams**
The Office of Alternative Education will distribute testing materials to sites by the book delivery team. The site test coordinator will count and sign for testing materials while in the presence of the book delivery team. The testing materials will be distributed to and signed for by classroom teachers on the designated administration date. The book delivery team will pick up testing materials upon completion of testing as determined by the site test coordinator. Students with IEPs and 504 plans will receive accommodations and modifications as dictated by their specific plans.
4. **Assesstrax**
Benchmarks and short cycle exams are to be scanned and scored through the Assesstrax program. Teachers are responsible for managing these programs with the support of the site testing coordinator (STC). Further technical support will be provided by the Office of Alternative Education.

VII. Staffing

- A. **Roles and Responsibilities**
 1. **Principal**
Each site is staffed with a principal who oversees all faculty and staff. Principals provide instructional leadership and evaluate staff members periodically. Principals oversee the completion of student evaluations for review, reinstatement meetings, enrollment, and grading process for all students. They are responsible for the records of all students and evening high school equipment and materials.
 2. **Assistant to the Principal**
Each site is staffed with an assistant to the principal who supports the principal with discipline, monitoring attendance, classroom observations, and handling of instructional materials.
 3. **Site Testing Coordinator**
Each site has one or more site testing coordinators who oversee testing procedures which may include distribution, administration, and collection of testing materials (Benchmarks, Short Cycles, and Finals). Site testing coordinators also identify students eligible to take the Maryland HSA.

4. Counselor
Counselors provide guidance and educational programming comparable to a comprehensive day school program. They oversee program management to ensure maximum delivery of services to all students.
5. Behavior Interventionist
Behavior interventionist serves as a resource to staff and students to promote an environment that is conducive for learning and positive behavior supports.
6. Support Services Personnel
The pupil personnel worker, social worker, and psychologist are the support staff provided for night school. Support services personnel support students and their families in order to promote academic success of students by serving in the role similar to day school.
7. Teacher
Teachers must be certified in the subject area they would like to teach. They implement Baltimore County Public Schools' curriculum comparable to the day school while using 21st century technology in the classroom.
8. Clerical
Clerical staff assists and supports the administration, staff, and students. Clerical staff duties may include, but are not limited to, payroll, recordkeeping, reception, may help with attendance, and filing.
9. Resource Teachers
Resource teachers are certified in special education. They assist teachers in implementing the curriculum while providing accommodations and modifications as outlined in IEPs and 504 plans.
10. Paraeducators
Paraeducators assist students while reinforcing previously taught skills and provide accommodations and modifications for students under the direction of a subject area teacher.
11. Media Specialist
The media specialist plans and administers the school's library program. The media specialist also assists and trains teachers in library and media services and assists with the implementation of the 21st-century classroom. The media specialist will also assist students with information retrieval skills and provide instruction on evaluating the relevancy, authority, and accuracy of sources found on the Internet, electronic databases, and in traditional resources.
12. Nurse
The nurse provides appropriate health information that promotes health and health care decisions, prevents disease, and enhances school performance. The nurse also identifies health and safety concerns in the school community and promotes a safe and nurturing school environment while promoting injury prevention.

- B. Teacher Observations
 1. To be performed by the principal, assistant principal, and/or mentor with the support of the central office staff.
 2. Teachers will be evaluated at least every other year. More frequent observations will be determined at the principal's discretion.
 - C. Hiring Practices
 1. Employment at Evening/Saturday High Schools is at-will.
 2. Certification in the content area is required to teach evening high school.
 - a. All hiring is done by the Office of Temporary Services in the Department of Human Resources.
 - D. Professionalism
 1. Evening school teachers are expected to report to work on time each evening. Teachers are expected to be in the classroom ten minutes prior to the start of class.
 2. Trainings, professional development, and the completion of evaluative surveys are mandatory.
 3. Emergency lesson plans are required in the event a teacher is unable to report to work.
- VIII. Special Education
- A. Co-enrolled students with Individualized Education Programs (IEP):

Students enrolled in Evening/Saturday High School who are also attending a comprehensive day school receive accommodations and modifications throughout their classes in Evening/Saturday High School. Case management will be handled through the day school.
 - B. Non-Co-enrolled Students with Individualized Education Programs:

Students who are Administratively Transferred/Disciplinarily Removed and enrolled in an Evening/Saturday High School program will arrive with a completed packet that includes a FAPE form. This form indicates hours of service and goals to address while attending Evening/Saturday High School. While enrolled in Evening/Saturday High School, they will receive Instructional and Testing Accommodations and Modifications in conjunction with Supplementary Aids and Services as indicated on the IEP. Each student will be assigned a case manager to monitor his/her progress in order to relay the information through quarterly progress reports.

 1. Third Party Billing:

During the registration process, the parent of all special education students will be asked to sign a Third Party Billing Parent Permission Form.
 2. The previous comprehensive day school will continue to complete updated assessments for both annual and triennial reviews. Evening/Saturday High School staff will provide feedback and reports as requested by the day school.

3. The IEP will be reviewed with all pertinent staff.
4. Evening/Saturday High School special education staff will document services administered.
5. Evening/Saturday High Schools adhere to all BCPS' policies regarding special education in relation to IDEA.

For more information, please see http://www.bcps.org/offices/special_ed/.

- C. Students with 504 Plans:
Students will receive accommodations and modifications as specified in the 504 Plan. Evening/Saturday High School teachers are responsible for documenting accommodations given.

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