

# **Exemplary Practice 14.0: Policies and Procedures**

- A current policies and procedures manual that is consistent with the vision and mission of the nontraditional or alternative school, approved by the local board of education, and articulated to all stakeholders in the form of standard operating procedures (SOPs) is maintained.
- The manual is reviewed and updated on a yearly basis.
- The manual is made available in an electronic and hard copy format.

## **Indicators of Quality Programming:**

14.1 Clearly defined roles and responsibilities for all teaching and support personnel are written and fully explained to nontraditional or alternative school staff.

14.2 Referral, screening, and intake procedures are outlined and promote timely, user-friendly access to program services for students.

14.3 Procedures to collect, share, and store individual student records are developed for participants that ensure student confidentiality.

14.4 Processes are established that coordinate effective placements, assess student needs to match appropriate program services and interventions, and formalize the transition of students from one learning environment to the next.

14.5 Reliable assessments are identified and inform procedures for developing an individualized student plan that addresses student achievement, effective and affective growth, and college and career readiness skills.

14.6 Schools have established a thorough written code of conduct and a comprehensive student discipline action plan that outlines rules and behavioral expectations, appropriate interventions, and consequences for infractions.

14.7 Program policies encourage the active engagement of parents/guardians as equal partners in the planning, implementation, and development of the nontraditional or alternative school.

14.8 Policies for developing collaborative partnerships with public and private agencies are established and formalized by school/division leadership (i.e., memoranda of understanding or MOU's) and outline the roles and responsibilities of partnered social service organizations in accordance with local education agency guidelines.

14.9 A formal Crisis Management Plan is developed and managed by school leadership to include strategies that sustain a safe, well-maintained, caring, and orderly program environment that is in compliance with state and local policies, standards, procedures, and legislation.

14.10 Lists and procedures for conducting emergency drills (fire/tornado drills, shelter in place, lock down) are included in both the school manual and Crisis Management Plan.

14.11 Procedures to collect, store, and share program data ensure that students, parents/guardians, and staff are protected and identities are preserved.

14.12 Procurement procedures, time and leave policies, professional development requirements, and professional responsibilities are outlined in a systematic, clear, and concise manner.