

Monroe County High School Guidance Referral Form

Student Name _____ Grade _____ Date _____

Referring individual:

_____ Teacher Referral - Name of referring teacher _____

_____ Student self-referral

_____ Principal referral - Name of referring principal _____

Check the reason for referral:

- _____ Conflict student to student
- _____ Conflict student to teacher
- _____ Anger management
- _____ Academic concerns
- _____ Thought of or actual physical harm to self
- _____ Poor self-esteem
- _____ Dress code violation
- _____ Profanity
- _____ Public display of affection
- _____ Promiscuous behavior

Explanation of referral by referring individual:

Guidance Counselor's action/recommendation:

Guidance Counselor's Signature

Date _____

AEP GUIDELINES

Students in AEP are to be counted in attendance.

1. Students assigned to AEP must complete the entire time he/she has been assigned. No exceptions to this rule without a conference between the head principal and the AEP teacher.
2. Students in AEP will be isolated from the rest of the school.
3. Students in AEP will not be allowed to attend or participate in extra-curricular or co-curricular activities such as sports events, shows, field trip, assemblies, club meetings, etc. for those days that they are in AEP.
4. Students will have (2) breaks of 5 minutes each, one between 8:00 a.m. and 11:00 a.m. and one between 12:15 p.m. and 2:30 p.m. this will be at the AEP teacher's discretion, but not during class change time.
5. Students in AEP will do the curriculum of AEP. Teachers will not be asked to send work, however this may be done at a principal's discretion. It will be the students' responsibility to stay caught up in regular classes. It is NOT the teacher's responsibility.
6. As director of AEP the AEP teacher may contact parents about students' unwillingness to work, discipline, attitude, etc., and request help. If a parent conference is needed this will be arranged by a principal or guidance counselor.
7. If a student cannot function in AEP, the student will be punished in other ways.
8. A student may request a counselor visit them in AEP. This request will be made to the AEP teacher, and he will forward the request to the counselor.
9. All students must complete the AEP curriculum as assigned by the AEP teacher or he may extend the time a student is required to attend.
10. Students must arrive in AEP on time or additional time will be added by the AEP teacher. This means by 7:45 a.m. for full day assignments and by the tardy bell for period assignments.
11. The AEP teacher must notify the office of any extensions in time prior to the extension.
12. All students who are guilty of infractions for which they are assigned to AEP, will be assigned as soon as possible after that infraction and all AEP time will be served consecutively.
13. On a space available basis, a teacher may assign a student to AEP for a single class period without coming through the office. If this is done the teacher must escort the student personally to AEP with the proper form and make appropriate arrangements with the AEP teacher.
14. The maximum capacity for AEP is 10 students.

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