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**Location:** The Allen County Learning Academy (ACLA) is an alternative school that is housed in the lower level of the Allen County Juvenile Center (ACJC) at 2929 North Wells Street, Fort Wayne, IN 46808.

**Administration:** ACLA is jointly operated and administered by the Allen County Superior Court, Fort Wayne Community Schools, East Allen County Schools, and Northwest Allen County Schools. Each of these organizations contributes licensed teachers and other resources to the operation of ACLA.

**Design:** The school day begins at 8:30 a.m. and ends at 3:00 p.m., and ACLA follows Fort Wayne Community Schools' academic calendar. Classes are 45 minutes long and are conducted by highly-qualified teachers who possess teaching licenses from the State of Indiana in the areas of their teaching assignments. All credits earned while attending ACLA are reported to the student's home school and recorded on the student's official high school transcript. Class sizes are smaller than those found within a traditional school setting. ACLA follows the best practices for alternative education identified by the Indiana Department of Education and maintains a maximum student/teacher ratio of 15:1.

**Safety:** All students entering ACJC are screened by trained security officers. ACLA classrooms and hallways are equipped with security cameras and intercoms for immediate communication with security personnel. Random searches may be conducted by ACLA/security staff to ensure the safety of all students in attendance. All searches are conducted by at least two staff members.

**Transportation:** School districts do not provide busing for students placed at ACLA. Students are allowed to drive personal vehicles to ACJC as long as all legal requirements for operating a vehicle have been met. Any vehicle driven to ACJC is subject to search by ACLA/security staff. For students who need bus transportation, there is also a CitiLink bus stop located directly in front of ACJC.

**Uniform:** Students who attend ACLA are required to wear a uniform. The uniform consists of the following: Shirt: gray, black, navy blue, or white collared polo-style shirt; plain with no logos or writing. Undershirt: (optional) short or long-sleeved, white, black, navy, or gray in color. Pants: khaki/tan, black, gray or navy slacks; no shorts, capris or pants that do not reach the top of the shoe; no denim, corduroy, spandex, stretch, or skinny pants. Belt: any plain color; cannot have oversized buckles, studs, decorations, or wording. Shoes: closed-toed and closed-heeled; no slippers, sandals or flip-flops; laces for both shoes must be matching in color.

\*Parents/guardians are encouraged to obtain the necessary uniform items prior to the orientation date to expedite the student's start date at ACLA. Due to the lower-level location of our school, temperatures tend to run cooler year-round. Encourage your student to wear an undershirt or a non-zipping cardigan sweater of the same coloring as shirts

**Important Information:** There are no cafeteria services at ACLA. Students are required to bring their own food. Microwaves, refrigerators, freezers, and eating utensils are provided. Students are not allowed to bring

beverages, silverware, glass or metal containers to ACJC. Water, sporks, peanut butter, jelly and bread are provided each day.

All school supplies are provided by ACLA. Students are not allowed to bring school supplies from home unless specifically approved by ACLA staff members.

Please be aware that no electronic devices are allowed into ACJC. Items such as smart watches, personal computers, and cameras must be left at home or in vehicles. Cell phones can only be brought into ACJC by students who ride the CitiLink bus. A cellphone waiver form must be completed prior to bringing a cellphone into the building. These phones are collected at the beginning of the day and returned to students at the end of the school day. They will not be available to students during the school day. School issued laptop computers and iPads are allowed.

**Orientation:** A staff member from ACLA will contact parents/guardians by telephone as soon as the referring school notifies ACLA of the student's placement and all necessary documents are obtained. The student and a parent or guardian will be required to participate in a brief school orientation. This orientation typically takes 30-45 minutes to complete. Parents/guardians should bring insurance information, family doctor information, and emergency contact numbers to this meeting. All the rules and regulations of ACLA are reviewed and signed, and students and their families are given an introduction to the academy. The staff of the ACLA is committed to providing a safe and effective alternative to expulsion for the students and families of Allen County. Participation and involvement by parents and family members is key components of successful reintegration into the traditional school setting.

**Expectations:** All students who attend ACLA are required to follow all rules as explained during orientation. If a student or parent/guardian needs additional information regarding a specific rule, they will need to contact the ACLA office at their earliest convenience to get clarification. Students are placed in classes as requested by their home schools. All students are expected to participate in class and in classroom assignments appropriately. Any student who does not participate will receive an academic referral to the office. This may result in the student's participation in mandatory after-school tutoring. During this time, the student will work with an assigned staff member that will help resolve any participation issues the student may experience in class. The tutoring requirement will remain in place until the student has made adequate progress (earning a grade of 62% or better) in their assigned class or classes.