

**Guidelines For Ten Days Assignment To Academic/Behavior Improvement Center
(A/BIC)**

1. Students in grades K-12 may be assigned to A/BIC for ten (10) days if there are chronic offenses with appropriate documentation of previous offenses/consequences or if the infraction is very serious.
2. The assignment to A/BIC must be approved by the Director or Assistant Director of Schools, When placement has been made, the Director or Assistant Director of Schools will notify the Chief Administrator of the Alternate School of such placement. The principal requesting placement will contact the Chief Administrator of the Alternate School to discuss student placement.
3. Parents must provide transportation to A/BIC. If parents of certified special education students cannot provide transportation, they may appeal to the Director of Schools to request transportation. Upon appeal, the parent will provide the Director of Schools proof of their inability to provide transportation.
4. The referring school **must** send the student's books and assignments for ten (10) days to A/BIC before the student's first day of attendance.
5. Students may be assigned to A/BIC for ten (10) days one time per academic year only. Further infraction will result in either out of school suspension or assignment to A/BIC for 45 days or more.
6. For students assigned to A/BIC, Discipline Form, 6.300 Exhibit B will be submitted to the Assistant Director of Operations.
7. Prior to an A/BIC placement for any certified special education student, a manifestation determination meeting must occur at the home school.