



Submit or fax form to:

Office of Student Due Process, Wake County Public School System  
3600 Wake Forest Road, Raleigh NC 27611 ♦ Fax (919) 850-1965 ♦ Telephone (919) 850-1756

➔ For consideration of placement, complete and submit within the first 10 days of the suspension.

- NOTE:**
1. Placement in an Alternative school is NOT automatic.
  2. Violation of some Board policies prohibit alternative school placement (i.e. distribution/sale of drugs, alcohol, or paraphernalia; possession of a firearm).

➔ You will receive written notification regarding placement status.

**NOTE:** If placement is offered the alternative school will contact you to schedule an intake conference.

Please Print	Student's Name						
	School Name						
	ID#		Age		Date of Birth		Grade

If this student is currently receiving Special Education services do not submit this form.

*The school's IEP committee will meet to determine the appropriate educational services needed for your student.*

Check only one (1) box	<b>Waive Rights ~ Request Alternative School Placement</b>	
	<input type="checkbox"/> I/We choose to waive all remaining due process appeal rights. <i>I understand by waiving these rights, I accept the long-term suspension recommendation and choose to by-pass all other levels of appeal. (School based hearing, appeal to the superintendent and the Board of Education)</i> <b>I request review for placement</b> at Richard Milburn School. We would like entrance to be the first day following the current short-term suspension (11 <sup>th</sup> day) or as soon thereafter as possible.	
	<b>Continue Appeal ~ Request Temporary Alternative School Placement</b>	
	<input type="checkbox"/> I/We request review for <b>temporary placement</b> at Richard Milburn School while I am appealing the policy violation(s) as described on the "Notice of Student Suspension" Form. We would like entrance to be the first day following the current short-term suspension (11 <sup>th</sup> day) or as soon thereafter as possible.	
Pick one of the following		<input type="checkbox"/> has never attended Richard Milburn School
		<input type="checkbox"/> did attend Richard Milburn School during the ___/___ school year

Parent's Signature		Date	
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Parent/Guardian		Home Phone		Work Phone	
Address		City		Zip	

SDP USE	<input type="checkbox"/> OFFER	<input type="checkbox"/> NO OFFER	Date	/ /
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# **Richard Milburn School**

## **An Alternative Program for Long-Term Suspended Students**

Richard Milburn School (RMS) in partnership with Wake County Public Schools is committed to saving the school year for long-term suspended students from the Wake County Public School System, in grades 6-12, by creating an environment that fosters academic and behavioral success.

### **Our Beliefs:**

- All students can learn.
- Small classes provide environments for optimal learning.
- Regular daily attendance is necessary for academic progress.
- The Transition to Work component of our program makes us unique and is designed to help student develop job skills and be successful.
- By offering the core courses from the Wake County Public School's curriculum, our student can gain appropriate academic credit and stay on grade level when they return to their base school.
- Individualized learning programs create more opportunity for the success of all students.

### **Curriculum**

Richard Milburn School offers courses that mirrors course offerings of the Wake County Public School System in Science, Math, English/Language Arts, and Social Studies. RMS also embeds core subject content in the Transition to Work Program, which teaches pre-employment work skills, life skills, and skills necessary for success in the transition from high school to either work or college. RMS focuses on using non-traditional, flexible scheduling and student-based outcomes to adapt curriculum content, and instructional strategies. Individual counseling also provides additional information pertinent to student success. Student evaluation and assessment is a shared procedure between RMS and each student's base school.

### **Student Eligibility**

To be eligible for enrollment in RMS, a student must be a Wake County resident serving a long-term suspension or appealing a long-term suspension from a Wake County public middle or high school.

### **Referral and Intake Process**

Students are referred to RMS by the Wake County Public School System. The RMS staff assists students and parents through an intake and assessment process, which includes an interview, transcript evaluation, schedule development, completion of registration forms, and program orientation. Students enter RMS continuously throughout the year.