

Halifax County Schools
"Charting a New Course" to Student Achievement

Parent Process Map: Request for a HCS' Alternative Learning Option



Step 1: Communication

- Parent/Guardian contacts the school administrator to request access to a HCS Alternative Learning Option (RALO) Information packet.
- The parent/Guardian reads through the RALO information packet to understand the case by case offerings, responsibilities and commitments.
- The parent/Guardian discusses the selected RALO of interest with their child.
- If the parent/Guardian & child agree to move forward with the request for a HCS Alternative Learning Option, complete the RALO request form and return it the school counselor within the designated timeline.
- Expect a follow up communication at the phone number, email, or address provided on the RALO request form.

Step 2: Preparing for the School Meeting

- Guidance Counselor provides directive for school meeting
- To ensure the successful and timely review of the RALO request, the parent/guardian & student are asked to adhere to the designated:
 - meeting date & time
 - arrival location
 - access to requested information according to the selected RALO
- Call the school to confirm or cancel your scheduled meeting with the guidance counselor at least 24 hours prior to your appointment
- Understand that a canceled meeting may only be rescheduled within a provided timeline.

Step 3: Meeting Day

- Meetings are scheduled for one hour.
- Guidance Counselor meets with the parent/guardian & student to review the HCS Remote Alternative Option (RALO).
- The student's RALO information packet is discussed in detail.
- If all of the RALO requested packet information is accurate and complete, a recommendation is made to the school administrator for review with a decision made by the close of business day.
- The school administrator contacts the parent or guardian within 24 hours to share the school's decision regarding the status of the request and next steps for moving forward.

Step 4: The School's Rollout of the Decision Made

- Upon receipt and review of the student's RALO request, the school administrator & the School Student Services Team and/or receiving homeroom teacher, and/or EC director, & teacher meet to discuss the:
 - rollout of services for qualifying high-risk student's RALO request
 - rollout of support provided to non-qualifying students' denial of RALO request
- The school's Guidance Counselor contacts the parent/guardian by phone to communicate the school's decision and finalize next steps for moving the family forward

