

ALTERNATIVE SCHOOL HANDBOOK



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*Teaching and mentoring students that are
More "At-Promise" than "At-Risk"*

ALTERNATIVE SCHOOL GUIDELINES

When a student is expelled from the Clarksville-Montgomery County Schools, attendance is required at the Alternative School. Expulsion means exclusion from school and all school sponsored activities for a minimum of thirty (30) school days. The student must enroll within two days of notification of expulsion by Student Services. For initial entry into the program, the parent must accompany the student at the intake interview.

Note: CMCSS STUDENT CONDUCT: STUDENT RIGHTS, RESPONSIBILITIES, DUE PROCESS PROCEDURES page 8, a student who has been expelled for the second time during a school calendar year can not be considered for readmission during that same school year.

Statement of Purpose

The primary purpose of the CMCSS Alternative School is to serve as a disciplinary school for students in grades 6-12 who have been assigned through the CMCSS School Board Disciplinary Hearing Authority. Our ultimate mission is to return the student to their regular school program, with academic progress, and with a self-understanding to make better decisions in regards to behavior in the future. With that in mind, we must work together to direct the student's academics and behavior through the Alternative School Rules and Procedures.

The purpose of this Alternative School Handbook is intended to inform students and parents/guardians of some of the Clarksville-Montgomery County School System's operating policies and procedures.

Important Note: This is not an exclusive list of student policies or Standard Practices.

I. ALTERNATIVE SCHOOL PROGRAM STANDARDS

The Tennessee Code Annotated Section 49-6-4017(f)(2) requires that "The State Board of Education shall provide a curriculum for alternative schools to ensure students receive specialized attention needed to effectively reform students to prevent them from being repeat offenders."

The Alternative School Program Standards provide a framework for local school systems to use in developing curriculum to meet the needs of the students.

The Alternative School program will establish collaborative partnerships in a system of shared responsibility for program

1. Support and for service delivery to enrolled students.
2. The Alternative School program will integrate life skills development within the curriculum.
3. The Alternative School will have an effective system of positive student management.
4. The Alternative School will utilize innovative teaching strategies.
5. The Alternative School will have curriculum developed in response to needs of the student population.
6. The Alternative School program will provide appropriate assessment and support services.
7. The Alternative School program will provide an environment that is conducive to learning.
8. The Alternative School program will be implemented by effective, qualified staff.
9. The Alternative School will have an effective transition process for students entering and exiting the program.

II. ALTERNATIVE SCHOOL STAFF

We have a dedicated staff consisting of fully accredited administration, counselor, and teachers who will work with your child at the Alternative School. All Teachers are certified in English, Social Studies, Science, Math, Special Education and Related Arts.

1. The Alternative School's Administrative Staff, Teachers, and counselor will provide students at the Alternative School with curricula, counseling, and resources to enable the student to master life skills that are critical to social, emotional, and academic growth and success.
2. The Alternative School's Staff will also provide any needed special education or 504 services.
3. The Alternative School's Teacher will supervise all assigned course work and, where necessary, will devise additional curriculum matched as closely as possible to the home school's expectations.
4. Teachers will tutor students during regular schools hours.
 - a. The Alternative School recommends the parents/guardians seek tutoring assistance if there is any chance of the student falling behind academically.
 - b. A list of local tutors is available upon request.
 - c. Tutors may especially be needed for math, science and foreign language.
5. All completed assignments will be returned to the home school at the end of each week by the Alternative School Homeroom teacher.
6. Teachers are available during their planning times or after school to answer your questions, or to give you feedback on your child's progress.
7. It is each student's responsibility to complete all of their assignments every day.
8. It is the responsibility of the parents/guardians to periodically check to ensure that all daily assignments being completed by the student.
9. Administration and Counselors can be reached during the school day by email or telephone.

III. ALTERNATIVE SCHOOL POLICY/PROCEDURE

Student Expectations

The following rules are in addition to the conduct listed in the **CMCSS Student Conduct: Rights, Responsibilities, Due Process Procedures** Handbook.

1. beepers, pagers, radios, CD players, walkmans, I-pods, laser-pointers, cell phones, etc...**are banned on Alternative School property**. If any of these items are brought to the school, said items will be confiscated until the end of the semester. A parent or guardian must personally retrieve confiscated items for a student.
2. Displaying respect for people's space shall be shown at all times with hands and feet as well as verbally.
3. Students shall arrive at school on time and shall attend everyday. Students who are late must sign in through the office.
4. Students shall come prepared for class bringing appropriate pens, pencils, and lunch.
5. Chewing gum is banned and students should not bring gum into the school.
6. Regular medication may only be brought to school after parent/guardian has discussed with the Coordinator and permission as been granted by said Coordinator. A doctor's note must accompany the medication. All medicines shall be handed in to the office to be dispensed at the appropriate times. CMCSS Board policy does not permit any school to carry any type/form of medication for use by its students.

BEHAVIORS THAT MAY WARRANT IMMEDIATE SUSPENSION OR EXPULSION. This not an exclusive list of CMCSS Students policies.

1. While on school property, no student shall be allowed to display, advertise, and/or wear 'gang' articles, paraphernalia, clothing, and/or symbols relating to any one particular 'gang'.
2. While on school property no student shall recruit, advertise, and/or solicit membership for any 'gang'/group, or 'gang' organization.
3. Students who intentionally damage, deface, and/or destroy school property will be suspended or expelled immediately. For example, tagging and graffiti of any class/style, whether on a fixed or temporary surface, will not be tolerated on school property.
4. Students are not permitted to sleep while in school. Naps and/or sleeping (i.e. head on desk, leaning with eyes closed, etc.) are not permitted. School is a place of discipline and intended to be a function for higher learning.
5. Any student(s) possessing any type of tobacco products or paraphernalia (including cigarettes, cigars, lighters, matches, and/or rolling papers).
6. Possession of or being under the influence of or having consumed alcohol, marijuana, any controlled substance, or drug paraphernalia as defined under Tennessee or Federal Law.
7. Selling, buying or trying to sell/buy alcohol, marijuana or controlled substance defined under Tennessee or Federal Law.
8. Random searches of students and their belongings will be made to keep this school drug and weapon free for the safety of the staff as well as its students.
9. Running/walking away from a search.
10. Assaults causing serious bodily injury to another student.
11. Students assaulting or threatening any school personnel.
12. Possession or use of any instrument used as weapon.
13. Sexual assault/battery or harassment, intimidation and bullying toward a student or school employee. (Student Conduct; pages, 15, 16, 17, 18)
14. Repeated violation of school rules.
15. Any disruption of class will result in the student(s) being removed from the classroom and appropriate action will be taken.

BEHAVIORS THAT EARNED CLEMENCY TIME:

The Student MUST FOLLOW ALL SCHOOL & CLASSROOM RULES:

1. Enter classroom; *Sit in Assigned Seat* with *feet* and *eyes forward* and *hands to yourself*.
2. No talking; raise your hand if you need help or have questions. *Raise hand and get permission* before speaking.
3. Stay in your seat unless you; *Raise Your Hand* or *Have Permission* before leaving your seat.
4. The teacher *Dismisses the Class*.
5. *Do not lay your head down* or *have the appearance of sleeping*.
6. *Treat everyone with RESPECT.*
7. Additional Clemency may be earned from special after school programs (i.e., Drug, Anger Management Counseling, Service Learning etc.)

IV. DRESS CODE

Personal Appearance: It is virtually impossible to cover every detail on the subject of appearance and personal grooming. The CMCSS is attempting to eliminate as much confusion as possible by setting a Uniform Dress Code at the Alternative School so that a student's mind/attention is attentive and focused on educational achievement during his or her time while progressing through the school system.

1. All students are to wear solid tan pants. Shirts must have a collar, turtle neck, or polo shirts. The Shirts must be solid white in color. T-shirts are not acceptable.
2. Sweaters or sweatshirts may have no hoods, writing or pictures and must be solid white or light gray in color.
3. Pants and skirts are to be worn with a belt and at waist/hip level. A Black or Brown belt must be worn. Oversized "Bling/Rodeo" buckles are not allowed.
4. Skirts are to be knee length or longer (must touch the middle of knee cap when standing).
5. Shirts are to be tucked in. There is to be no skin showing between shirt and pants, and underclothing is not to be visible at any time under any circumstances.
6. Shoes are to be laced and strapped: Must be Black or White
7. No jewelry (Exceptions earrings and watches) are allowed at any time. (1 stud per/ear)
8. Hats, bandanas, and/or head coverings of any sort are not to be worn inside the building or on school grounds.
9. All jackets must be placed on the hooks provided in the hallways before entering the classroom. If you think you might be cold in the classroom, bring a solid white or light gray sweater or sweatshirt to wear in class.
10. Any hair styles or colors that are deemed by the Coordinator to be distracting or disruptive will not be permitted.
11. Body piercing and teeth jewelry "Grill" are prohibited in school or at school sponsored activities. (except earrings & watches)
12. Tattoos must be covered at all times. Student will be required to wear long sleeves shirts to cover any exposed tattoos.

Note: Any student in violation of any of the Alternative School Dress Code rules will have their parents called and/or be sent home until the situation is corrected. This will be considered an unexcused absence.

A student that has been sent home for Dress Code violations will be issued a Discipline Referral.

The Coordinator or designee will determine whether something is appropriate or not.

V. HIGH SCHOOL HOURS

Our school hours are – the *Faculty* 7:00 A.M. to 2:30 P.M. The High School student's school day begins at 7:30 A.M. and ends at 1:30 P.M.

NOTE: High School Supervision is provided from 7:15 A.M. until 2:00 PM. All students must enter the Alternative School designated entrance. It's prohibited to leave your child unattended at the door prior to 7:15 A.M. or later than 2:00 P.M.

MIDDLE SCHOOL HOURS

Our school hours are – the *Faculty* 1:45 P.M. to 5:30 P.M. - The Middle School student's school day begins at 2:00 P.M. and ends at 5:05 P.M.

NOTE: Middle School Supervision is provided from 1:45 P.M. until 5:15 PM. All students must enter Alternative School designated entrance. It's prohibited to leave your child unattended at the door prior to 1:45 P.M. or later than 5:15 P.M.

The Alternative School follows the Clarksville/Montgomery County System Schools' calendar and observes all holidays, teacher in-service days and inclement weather days.

VI. ATTENDANCE

1. Attendance, like attention, is vitally important to an academic environment. You must attend on a daily bases. It is the responsibility of the parent or guardian as well as a student's responsibility to make certain that school attendance requirements are followed.
 - a. Each unexcused absence will result in additional TWO (2) days in **Academic Remedial Time (ART)** and ONE (1) additional day will be added to exit date.
 - b. Tardy(s) are not excused nor are they acceptable. A student who is late will have minute-for-minute **Academic Remedial Time (ART)** after school.
 - c. Any unexcused absence or tardy the student loses Friday Privileges.
 - d. Placement in detention is an administrative decision.
2. Clarksville-Montgomery County School System policies still apply while in Alternative School. Absences are referred back to the home schools.
3. Any absences will extend your stay. Referrals will be made to the attendance Coordinator after five (5), ten (10), and fifteen (15) days of unexcused absences.

The Alternative School Coordinator will assign Academic Remedial Time (ART) dates to be served. If school is closed during the week of the assigned dates, the student will complete their detention the following week.

NOTE: The time for high school Academic Remedial Time (ART) will be begin at 1:30 P.M. and end at 2:00/2:15 P.M., Lunch Academic Remedial Time (LART) time 10:30 A.M. until 11:00 A.M.

VII. TRANSPORTATION

Parents are responsible for providing transportation for their student to and from the Alternative School. It's prohibited to leave your child unattended at the door prior to their scheduled school time.

High School Supervision is provided from 7:15 A.M. until 2:00 PM. Please do not leave your child unattended at the door prior to 7:15 A.M. or later than 2:00 P.M.

Middle School Supervision is provided from 1:45 P.M. until 5:15 PM. Please do not leave your child unattended at the door prior to 1:45 P.M. or later than 5:30 P.M.

1. If a student drives to school, he or she will park their cars in the lower parking area behind the school.
2. **"No Riders"** Student driver must have parental written permission to transport other student to or from the school's campus.

3. Students will not 'hang out' in cars before or after school.
4. Students will not be able to return to their cars after their initial arrival to school until dismissal. Only the Coordinator or designee can give permission for a student to return to his car.
5. Failure to abide by these rules could result in a student being denied the privilege to drive his or her vehicle to the Alternative School.
6. ***Middle School students only*** – Transportation must be here no later than 5:30 P.M. Student will receive extra ONE (1) Extra Day (ED) for each fifteen minute interval past 5:30 P.M. The student's starting time for ED is 12:00 P.M.

Middle School Supervision is provided until 5:15 P.M. each day. Your child is must be picked up by 5:45 P.M. A student will be considered abandoned after 5:45 and the police and Department of Children (DCS) will be called after 5:45 P.M

VIII. CHECK IN/OUT

Check in/out—an intensive search will be conducted each day. The students will:

1. All students must enter by the rear door.
2. Empty pockets.
3. ***Will pass through either a stationary metal detector or submit to a search with a hand-held metal detector.***
4. All unauthorized items in one's possession shall be given to the Alternative School staff as soon as they arrive and enter the building.
 - a. Cell phones, I-pods, jewelry, purses, hats jackets, etc. Jewelry Exceptions (earrings and watches) All unauthorized items will be returned at the end of day. (***Student Beware, CMCSS is not responsible for lost, misplaced or stolen items***)
5. Arrive at school with no-more than five dollars (\$5.00) Lunch Money or Bus Fare.

NOTE: High School Supervision is provided from 7:15 A.M. until 2:00 PM. All students must enter Alternative School designated entrance. It's prohibited to leave your child unattended at the door prior to 7:15 A.M. or later than 2:00 P.M.

NOTE: Middle School Supervision is provided from 1:45 P.M. until 5:15 PM. All students must enter Alternative School designated entrance.

It's prohibited to leave your child unattended at the door prior to 1:40 P.M. Your child must be picked up no later than 5:15 P.M.

A student will be considered abandoned and the police and Department of Children (DCS) will be called after 5:45 P.M. There are no exceptions to this rule.

IX. LUNCH/BREAKFAST

Lunch/Breakfast – cost will be the same as it is at all other schools in the CMCSS. Lunch/breakfast can be paid for on the day of purchase. Students are not allowed to charge meals. **There are no exceptions to this rule.**

- a. Lunch menu: Cold-cuts sandwich (i.e., turkey, ham, etc.) and milk.
- b. Students may bring their own lunch and drink.
- c. Breakfast menu: Juice and milk/cereal.
- d. Students may bring their own lunch/breakfast and drink.
- e. Lunch and Breakfast is eaten at the designated time and will be consumed at that time.

NOTE: *Middle School Breakfast or Lunch is not available.* Students can purchase drinks and snacks during the afternoon break or they may bring their own drinks and snacks.

PARENT CONTRACT FOR CHILD'S ADMISSION

I, _____ agree with the clauses in the Student Contract for Admission that my child has had to sign for him/her to be admitted as a student at the Alternative School.

I will support the school in its attempt to off my child a second chance opportunity to gain a complete education by:

1. Ensuring that my child abides by the rules, expectations, and dress code and by working cooperatively with school if any breach of these is made.
2. Maintaining regular communication with the school to see how my child is working and behaving.
3. Making certain that my child is not tardy to school or absent without due cause.
4. Being responsible for notifying the school when my child is absent
5. Checking on a weekly basis to ensure that my child completes all assignments.
6. Ensuring that my child comes to school prepared for a good days work, complete with paper, pencil pen, eraser, and lunch.

SIGNED: _____

DATE: _____

STUDENT CONTRACT FOR ADMISSION

I, _____ AGREE TO ABIDE BY AND ADHERE TO THE FOLLOWING CLAUSES IN ORDER TO GAIN ADMISSION AND BE ABLE TO REMAIN AT THE ALTERNATIVE SCHOOL.

1. I will obey all rules as stated in the 'Expectations' or be prepared to accept the consequences or discipline given me.
2. I will dress according to the school's 'Uniform Dress Code' and not have to be reminded continually about any of its clauses.
3. I will show respect to all teachers, staff, educational assistants or visitor the school might receive.
4. I will come prepared each day for school with paper, writing equipment and lunch.
5. I will show respect to all students. I will develop a positive attitude.
6. I will cooperate and seek to complete my education this school year.
7. I will avoid any activity that might give this school a bad reputation.
8. I will avoid anything that would put my position at this school in jeopardy by doing something that would violate the rules and regulations of the Alternative School.

SIGNED: _____

DATE: _____

Note:

ALTERNATIVE SCHOOL STUDENTS ARE RESTRICTED FROM CLARKSVILLE/MONTGOMERY COUNTY SCHOOL SYSTEM GROUNDS AND ACTIVITIES FOR THE DURATION OF THE SUSPENSION. PARENTS MUST OBTAIN PERMISSION FROM THE HOME SCHOOL PRINCIPAL BEFORE RETURNING TO THE SCHOOL GROUNDS FOR ANY REASON, OR BEFORE ATTENDING ANY SCHOOL ACTIVITY.