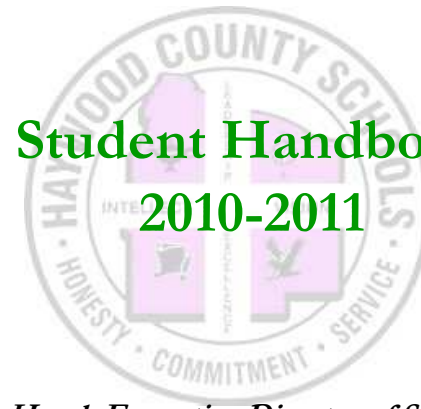


# HCS

## Alternative Learning Center

900 East Main St.  
Brownsville, TN 38012

Student Handbook  
2010-2011



*Mary C. Hood, Executive Director of Special Services*

Alternative Education is the hope for tomorrow's Leaders

## TABLE OF CONTENTS

<b>Mission Statement</b> .....	4
Vision	
Beliefs	
<b>Introduction</b> .....	5
Philosophy	
<b>No Child Left Behind Compliance</b> .....	6
<b>Parent Involvement Policy</b> .....	7
Safe and Drug-Free Schools Programs	
Military Recruiter Access to Student Information	
Student Privacy	
21st Century Community Learning Centers	
<b>Student Placement</b> .....	8
<b>Curriculum</b> .....	9
Credit Recovery	
Grading System	
<b>Promotion Policy</b> .....	10
Requirements for Graduation	
Student Progress	
Early Release	
<b>Semester Average</b> .....	11
Testing	
End of Course Tests	
Exemption from Exams	
<b>Algebra I Policy</b> .....	12
<b>Rules and Regulations</b> .....	13
Students Rights and Responsibilities	
<b>Goals</b> .....	14
<b>Acceptable Student Behavior</b> .....	15
Disciplinary Structure	
Level I Offenses	
Level II Offenses .....	16
Level III Offenses .....	17
Level IV Offenses .....	18
Corporal Punishment	
Afterschool Detention	
Care of School Property	
<b>School Debts</b> .....	19
<b>Standard Dress Policy</b> .....	20-21
Additional Dress Policy Standards.....	24

Physical Activity Attire.....	25
Bicycles and Cars.....	26
State Law Regulating Students Driver’s License	
Student Internet Privileges	
Student Restrictions.....	27
Emergencies	
Student Illness/Health Issues	
Mass Health Screenings.....	28
Telephone Messages/Usage of Telephone for Students .....	29
Student Visitors	
Parent/Guardian Visitation and Conferences	
Student Lunches.....	30
Breaks	
Transportation	
Books and Materials	
Policy Regarding Searches.....	31
Arrival and Dismissal	
<b>Attendance Policy and Procedures.....</b>	<b>32</b>
Excused Absences/Unexcused Absences	
<b>Make Up Work.....</b>	<b>33</b>
Excessive Absences	
Tardy	
<b>Personal Days.....</b>	<b>34</b>
Perfect Attendance Credit	
Leaving School During the Day	
Change of Address and Phone Number	
<b>Time in Class.....</b>	<b>35</b>
Compulsory Attendance Law	
Therapeutic Counseling Services	
<b>Student Services .....</b>	<b>36</b>
Computer Lab	
Transition Services	
Guidance Services	
<b>Homebound Services .....</b>	<b>37</b>
Student Insurance	
Lost and Found	

## MISSION STATEMENT

The mission of HCS Alternative Learning Center is to help all students learn and improve their talents and capabilities in a structured environment with the necessary supports and services so they will develop into reliable and productive citizens.

## OUR VISION

The vision of HCS Alternative Learning center is to provide students with the opportunity to develop the skills and discipline necessary for living and participating in a democratic society. As an educational institution we seek to foster an environment in which each student is afforded meaningful learning experiences. The Alternative Learning Center seeks to challenge each student as an individual so he/she will be empowered to take charge of their lives. Under ideal circumstances, each student will develop a spirit of inquiry, a respect for knowledge, and the ability to think logically, independently and creatively. Consequently, this will be reflected with increased student performance on academic assessments, decreased negative involvement with the courts and increased adult basic skills.

## OUR BELIEFS

- All students can learn.
- In the inherent goodness and worth of each student and recognize their need for love, respect, trust and acceptance.
- Each student must be given the opportunity to develop to their maximum potential.
- Students can grow socially and emotionally and become productive citizens.
- To facilitate learning there is a need to draw on students' strengths and learning styles.
- That a structured environment that is conducive to learning help students to learn.
- A child's education is the joint responsibility of the school, family, and the community.
- All students can learn the skills and attitudes that encourage proper physical development and wellness.
- Learning together will enhance the work place of the future.

## HOMEBOUND SERVICES

Incapacitated students or pregnant students may receive homebound educational services when physically unable to attend school in person. A student's first step to securing a homebound teacher is to talk to the director, who coordinates all activities and assignments for homebound students.

The State of Tennessee has a homebound and pregnancy policy which provides a teacher for homebound students for six weeks in case of pregnancy. Students are to receive pregnant homebound 2 weeks prior to delivery and 4 weeks after delivery, unless specified by the physicians.

Students whose illness may last for more than 10 days may receive medical homebound services upon receipt of a written approval by the physicians.

Day-to-day work and classroom activities for each homebound student are coordinated by the classroom teacher, and the homebound teacher. The homebound teacher is responsible for providing instruction to the student in each course in which the student is enrolled.

The homebound teacher meets with the student for two ninety-minute sessions per week to give instruction on materials and lessons sent from the regular classroom teacher. The homebound teacher returns the work done by the homebound student to the regular classroom teacher. If a homebound student is not receiving proper instruction, that student should inform the director of the problem.

A homebound student is expected to complete each assignment on the same time schedule as the regular class. Failure to do so will result in a grade of zero for each assignment not completed on time.

## STUDENT INSURANCE

The Haywood County Board of Education provides secondary accident insurance. If a student is hurt at school, he/she should have his/her teacher file an accident report immediately.

## LOST AND FOUND

Lost and found articles should be brought to the director's office.

## STUDENT SERVICES

### The Computer lab

- **The computer lab will be used for academic credit recovery and new credit** Students may obtain the necessary credits needed to acquire the appropriate credits for his/her grade level.
- Other students using the computer lab will be assigned at designated times by the director or performance coach.
- Students are expected to take care of the equipment in the computer labs.
- No food or beverages are allowed in the computer lab at anytime.

### Transition Services

The transitional coordinator will be made available to help students understand their abilities, interest, and the opportunities available to them through social skills and life skills training. The coordinator will assist students with career focused goals, assessment of students' interest and aptitude, and career development skills. Additionally, the coordinator will assist students in having a smooth transition to the Alternative Learning Center and exiting back to their home school. Students will receive follow-up services up to 30 days after leaving the Alternative Learning Center. These services will be provided to help students make proper decisions so that returning to the Alternative Learning Center will not be necessary in the future.

### Guidance/Counseling Services

Students will receive guidance/counseling services to track their academic path and make sure that students receive the necessary coursework so that they may obtain a regular diploma, special education diploma or an equivalency. The guidance counselor will assist students with career planning.

## INTRODUCTION

This handbook will serve as a guide throughout then year. It contains rules and regulations governing academic programs, discipline, attendance and student services. The goals students should strive to achieve are:

- To make a commitment to create quality work and strive for excellence.
- To use a variety of learning strategies, personal skills, and time management skills, to enhance learning.
- To reflect on and evaluate student learning for the purpose of improving achievement.
- To gather and use information effectively to gain new information and knowledge.
- To deal with disagreement and conflict caused by diversity of opinions and beliefs.
- To take responsibility for personal actions and act ethically. (Demonstrate honesty, fairness and integrity)

## PHILOSOPHY

The faculty and staff of the Alternative Learning Center seek to educate the whole person by providing a positive atmosphere based on hard work, mutual respect and proper conduct. It is also the intent of the Alternative Learning Center to make available the necessary resources and services for students to develop the skills necessary to experience the highest possible level of success.

## **NO CHILD LEFT BEHIND COMPLIANCE: PARENTAL RIGHTS AND NOTICES**

To comply with the No Child Left Behind (NCLB) legislation, Haywood County School System, which is a recipient of federal funds, will adhere to the following guidelines concerning parental rights and notices. This will serve as your official notification.

### **Report Cards on Statewide Academic Assessment**

Results of state testing will be sent home by students as soon as results are returned to the school system, published in the local newspaper, posted in the Board of Education's Central Office at 900 East Main Street in Brownsville and posted at the state web site located at [www.tennessee.ena.com/](http://www.tennessee.ena.com/). These reports will reflect school improvement status and adequate yearly progress.

### **Teacher and Paraprofessional Qualifications**

The information regarding teachers' qualifications may be found at the following locations: on the state web site at [www.tennessee.ena.com](http://www.tennessee.ena.com), at the school system's Central Office 900 East Main Street in Brownsville, and at the individual school's Principals Office. Paraprofessional information can be found at all of the above sites except the state web site. You may request the individual qualifications of your child's teacher(s) and any paraprofessional who works with your child from the Central Office.

### **Individual Achievement on State Assessment**

Test results are sent to the students' schools as soon as they are returned to the school system. Upon receipt at the individual schools, they are prepared and sent home by students.

### **Limited English Proficiency Program**

Parents of students identified as meeting the criteria for the Limited English Proficient Program will be provided with all required information at the initial placement meeting. Parents of any student identified as meeting the criteria for this.

## **TIME IN CLASS**

Students are to remain in all classes for the entire class period. Teachers are not allowed to impose upon other teachers' instructional time by keeping students out of another teacher's class.

## **COMPULSORY ATTENDANCE LAW**

The following rules governing compulsory attendance are from the State Department of Education.

As of July 1, 1992, the Education Improvement Act changes the compulsory attendance ages from seven through sixteen, inclusive, to seven through seventeen, inclusive. This means that a child must attend school until his/her eighteenth birthday unless:

- he/she receives a diploma or other certificate of completion of high school;
- he/she is enrolled in a course of instruction leading to a GED; or he/she is enrolled in a home school and has reached his/her seventeenth birthday.

This provision now coordinates with the driver's license law, which requires the suspension of the license of any child younger than eighteen who is not attending school.

## **Therapeutic Counseling Services**

Students enrolled at the Alternative Learning Center will receive individual and group counseling, including drugs and alcohol abuse.

Individual counseling sessions will be made by a referral process from the teacher, parent, school support team or the director.

**PERSONAL DAYS**

Students who have been assigned to the Alternative Learning Center will not be allowed to take personal days.

**PERFECT ATTENDANCE CREDIT**

Students with perfect attendance in a class for a six-week grading period will have 3 points added to the six-week average for that class.

**LEAVING SCHOOL DURING THE DAY**

The following procedure will be observed regarding dismissal of students:

1. **No student will leave school prior to dismissal hours except with the approval of the director and parent.**
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When **dental, medical or counseling appointments** cannot be scheduled **outside school hours**, parents or guardians must **sign the student out for their appointment**; if possible bring the student back after the appointment and **sign the student back in** with a medical excuse from the doctor, etc.
4. Students will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. Neither the director or teacher shall permit a change in the physical custody of a child at school unless:

The person seeking custody of the child presents the director with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and the person seeking custody gives the principal reasonable advance notice of his intent to take custody of the child at school.

**PROVIDING CHANGE OF ADDRESS/PHONE NUMBER**

If at anytime during the student's assignment at the Alternative learning Center, he/she has a change in address or telephone number, it is the responsibility of the student and the parent/guardian to notify the school immediately. Please keep the school informed of any changes in student custody matters, residence, and/or phone numbers.

**Parent Involvement Policy**

A written Parent Involvement Policy, including requirements of, No Child Left Behind, is part of the school board policy manual located at each school and the Central Office at 900 East Main Street in Brownsville. Parent Meetings are held at each school at the beginning of each school year are held for the purpose of school improvement planning which includes the Title 1 Program, curriculum, assessment, and the School-Parent Compact. Parent Teacher Conferences are scheduled in the fall and spring to discuss educational progress. Annual school surveys will be distributed in the spring to parents, students, and school staff to determine the needs for the upcoming school year.

**Safe and Drug-Free Schools Programs**

Texts and programs including the curriculum for Health, Science, and Physical Education are approved by the Board of Education after parental review. These programs meet the criteria for Safe and Drug-Free Schools. For any additional programs dealing with violence and drug prevention, parents may state objections in writing to withdraw a student from the program/activity.

**Military Recruiter Access to Student Information**

Parents of secondary school (high school) students may contact the school office to exercise their right to remove their child's name, address, and telephone number from the list of students released to a military recruiter.

**Student Privacy**

Information regarding student privacy policies and parent rights is available upon request from the Central Office at 900 East Main Street in Brownsville.

**21<sup>st</sup> Century Community Learning Centers**

Information regarding the success and effectiveness of extended learning programs is available upon request from the Staff Development Director at the Central Office at 900 East Main Street in Brownsville.

Students are assigned to the Alternative Learning Center by the **Haywood County Schools Disciplinary Hearing Authority for short term and long term offenses. Zero Tolerance Offenses can be assigned by the Court System and DHA.** Zero-tolerance acts are as follows:

### **Drugs, Alcohol, Weapons and Battery**

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to expulsion for a period of not less than one (1) calendar year.

- Students who unlawfully bring or possess any narcotic, stimulant drug, marijuana, alcoholic beverage, or a dangerous weapon onto a school bus, onto school property or to any school event or activity.  
**Note: Tennessee law requires that drug violations on school property be reported to the appropriate law enforcement agency. If any student is suspected of being under the influence of drugs or alcohol, a parent/guardian will be contacted for permission to administer a drug test off campus. Testing will be conducted by trained juvenile authorities.**
- Any student while on a school bus, on school property or while attending any school event or activity commits battery on a teacher or other employee of the school.

For the purpose of regulation, “expulsion” means removed from the pupil’s regular school or removed from school attendance altogether, as determined by school officials. Nothing in this regulation shall be construed to prohibit the assignment of such students to the Alternative Learning Center.

### **Fighting**

Students may be “EXPELLED” for fighting. The director will determine the severity and circumstances of a fight.

### **MAKE-UP WORK**

It is the responsibility of the student to make up all class work, class assignments, or tests missed during any excused absence. Students are responsible for assignments announced prior to an absence. Work not made up within **two school days** of an absence will result in a grade of zero for that assignment. Students have **only 20 school days to make up a semester exam.**

**Cases with extenuating circumstances such as hospitalization must be reviewed on an individual basis.**

### **EXCESSIVE ABSENCES**

When a student has missed three days in any one semester, the student and the student’s parents/guardians will be notified. A conference with the student’s parents/guardians will be required after a student has missed three days in one semester. Therefore, it is suggested that parents/guardians plan to accompany their children to school to check in after the third absence in any one semester. If a student has medical problems, which may require excessive absences, documentation of such problems may be presented to the director during this conference. The attendance supervisor will be notified upon the student’s sixth absence in any one semester. After the sixth absence in a semester, student must appear before the Juvenile Judge.

**A student with more than six absences (unexcused) in any one semester will receive no credit in the courses in which he/she is enrolled for that semester.** Cases with extenuating circumstances will be reviewed on an individual basis by the Attendance Hearing Board.

### **TARDY POLICY**

All students should arrive at school promptly. A student is tardy to school if he/she arrives after 8:00 a.m. If he/she arrives after 8:00 he/she should sign in at the office. In a six week period:

- Each time a student is tardy he/she will be assigned after school detention.
- After the third tardy, a conference with the student, parent or guardian and the director is required.



### ATTENDANCE POLICIES AND PROCEDURES

Absences may be excused for medical (when accompanied by a doctor's statement) or court-related reasons (when accompanied by a note from legal or judicial authorities). Any other absences or excessive absences may result in a referral being made to the Haywood County Attendance Director.

Students are expected to be present for school each day that school is in session. All students will walk through a metal detector daily. Attendance is an important part of the Alternative Learning Center experience. Studies have shown a high correlation among attendance, personal reliability, and grades. It is the student's responsibility and the parent's and the parent/guardian's responsibility to see that each student is present.

### EXCUSED AND UNEXCUSED ABSENCES

Excuses may be granted for personal illness, illness in the immediate family, which requires temporary help from the student, death in the immediate family, some religious holidays, and some county health office visits. Each visit to a doctor's office resulting in the student's being absent from classes requires a note from the doctor's office or health office establishing the time and date for such absence. Students meeting appointments with doctors and/or the health office must return to school after their appointments if possible.

Before returning to class after being absent, the student must present a written excuse signed by a parent or guardian stating the reason for the absence. Written excuses must include the following information: **student's name, grade, date (s) of absence, reason for absence, parent's or guardian's signature, home phone number, date the student is returning to school.** The parent or guardian may appear in person to re-admit the student.

**Students who return from absences without written excuses from a parent or guardian will be issued an unexcused absence, which must be cleared the following day, by submission of a written excuse from a parent or guardian. No student is to be admitted to a missed class without an excuse.**

### CURRICULUM

The Haywood County Alternative Learning Center offers courses in four content areas: English/Language Arts, Math, Science and Social Studies. Each content core class counts as one credit. The curriculum is approved by the State Department of Education. Physical Education Classes will be offered and are mandatory. (90 minutes a week) .

### CREDIT RECOVERY/NEW CREDIT

**Students that are in need of credit recovery will be allowed to make up coursework or acquire new credit based on each student individual needs. Each core class made up will count as one credit.**

### GRADING SYSTEM

The grading system is based on two semesters with three six-weeks grading periods in each semester. Each six weeks, the student's progress is reported to his or her parents/guardians. Parents/guardians and students should discuss grades each time report cards are received. The grading scale at the Academy is as follows:

<b>A</b>	<b>= 93 - 100</b>
<b>B</b>	<b>= 85 - 92</b>
<b>C</b>	<b>= 75 - 84</b>
<b>D</b>	<b>= 70 - 74</b>
<b>F</b>	<b>= 0 - 69</b>

First semester grades cannot offset second semester failures.

Second semester grades can pull up first semester grades providing the numerical average of the two semesters is passing according to the above program standards.

A student will receive an "I" for incomplete semester grades. This means that the existing grades may be satisfactory, but the semester grade is withheld because of a failure to complete all required work. For example, a student may not have taken a semester exam or completed all required work due to a long illness. The incomplete semester grade must be removed within one month (30 days) or it will be changed to a grade of "F".

It is the student's responsibility to make arrangements with the teacher to complete the work. **Note: Refer to the paragraph entitled "Make-up Work" in the attendance section of this handbook for rules governing make-up of daily grades. Only semester and yearly averages are recorded on students' permanent records.**

## PROMOTION POLICY

To meet the requirements for promotion from one grade to another a student must have at least 4 credits (units) to be classified as a sophomore. 8 credit units to be classified as a junior, and 13.5 credits to be classified as a senior. In general, a student earns one credit (or unit) by passing a two semester course that meets for one class period per day, five days per week.

## REQUIREMENTS FOR GRADUATION

To meet the minimum requirements for graduation from the Alternative Learning Center, a student must meet all requirements for the completion of four years of an academic program for grades 9 –12 from Haywood High School. Also, to meet graduation requirements, a student must pass Gateway Exams in Algebra I, Biology I, and English II, and have an approved record in attendance, conduct, and academics. An approved attendance record is acquired by being absent no more than six days in one semester. The Alternative Learning Center offers the following diplomas- a Regular High School Diploma and a diploma of Specialized Education.

## STUDENT PROGRESS

Students in the Alternative Learning Center will receive a progress report every three weeks. This Progress report is to be taken home and signed by the parent or guardian and returned to the Alternative Learning Center. The progress report will measure the following areas:

- Attendance
- Attitude
- Being on time
- Cooperation
- Conduct
- Effort
- Grades

## EARLY RELEASE

Students assigned to the Alternative Learning Center for offenses that do not fall into the category of “Zero Tolerance” will be given the chance to earn early release by demonstrating excellent behavior and work habits. Details will be explained to students when they are assigned.

***Early release for any Zero Tolerance offense must have the approval of the Director of Schools.***

## POLICY REGARDING SEARCHES

In order to ensure the safety and well being of all students, students will enter through a metal detector each morning before the start of class and/or any other time when reasonable suspicion occurs.

Any student may be searched at any time when reasonable amount of suspicion exists that a student may be in possession of a weapon, drugs, tobacco products, or any other item detrimental to the order and safety of the school and those who reside in it.

## DISMISSAL AUTHORIZATION

A parent or guardian must give permission for their child to be escorted/released from the Alternative Learning Center in their absence. A Dismissal Authorization Form must be completed with the names and the relationship to the student, the check-out

## ARRIVAL DISMISSAL

Student assigned to the Alternative Learning Center should not be on school property before 7:00 a.m. School begins promptly at 8:00 a.m. in the morning.

In order to maintain an orderly and safe environment, and the well-being of all students and staff member, all students must proceed immediately into the building in the morning or the afternoon. Students will enter through a metal detector each morning before the start of class and/or any other time when reasonable suspicion occurs. Any student may be searched at any time when a reasonable amount of suspicion exists that a student may be in possession of a weapon, drugs, tobacco products, or any other item detrimental to the order and safety of the school and those who reside in it.

## STUDENT LUNCHES

Students assigned to the Alternative Learning Center will eat meals daily on campus. There is a cafeteria service that will provide Breakfast, and Lunch. The students are responsible for cleaning-up after themselves daily after each meal. Students may not bring any food or beverages in the Alternative Learning Center.

## BREAKS

The daily schedule of the Alternative learning Center will be structured so as to allow the students to have a break in the morning. The purpose of the break is to allow the students time to stretch, go to the restroom, or get a drink of water. If there is constant inappropriate behavior during class, break, lunch or changing of classes, breaks can be eliminated for a designated period of time at the director's discretion.

## TRANSPORTATION

A student assigned to the Alternative Learning Center is allowed to ride Haywood County school buses to and from school. Transportation provided by the school system is a privilege and can be suspended and revoked at the discretion of school system personnel. There is an exception for Special Education students who may have transportation specified in their I.E.P.

## BOOKS AND MATERIALS

A student's books, paper, writing supplies and materials are the student's responsibility. **Backpacks are not permitted in ALC.**

## SEMESTER AVERAGES

In figuring the semester average, the semester exam counts 15%, and the average of the three six-weeks grades for that semester counts 85%. Starting with the 2002-2003 school year, the Gateway/End-of-Course Tests will count 15% of the semester grade and will be administered in lieu of an exam in the designated courses.

## TESTING

Testing is one method of assessment used at the Alternative Learning Center. Some standardized tests are required by the State of Tennessee Department of Education. Students should be familiar with the following tests and should put forth their best efforts in each testing situation.

## END-OF-COURSE TESTS

The End-of-Course Tests will count 20% of the semester grade for the semester in which the test is administered. The numerical grade will be derived from the number of correct answers given by each individual student. The state recommended conversion table will be used in each course to determine letter grades of A, B, C, D, and F. The letter grades will then translate to the highest achievable numeric grade in that grade range for that course.

Any student who misses the End-of-Course Tests because of an absence will have a state-approved make-up date. If an absence should occur on the make-up date, the Gateway Tests will be taken on the next scheduled testing date. Grades for End-of-Course Tests will be decided based upon whether the absence is excused or unexcused. If the absence is excused, no score will be counted for the 20% part of the grade. If the absence is unexcused, the score will be an F for the 20% of the grade.

## EXEMPTIONS FROM EXAMS

All students must take mid-term exams in all classes in which they are enrolled.

- All students who have perfect attendance in ALL classes for the first or second semester may be exempt from one semester exam.

- Students may be exempt from one exam in a course in which they have an “A” average for the first semester or second semester.
- All school debts must be cleared before a student can be exempt from an exam.

End-of-Course Tests cannot be exempted.

### **ALGEBRA I POLICY**

**Students who are failing Algebra I at the end of first semester will be placed back in a first-semester Algebra I class in January.** This placement will help students master the material which will be covered on the Algebra I Gateway Test and will be necessary for success in other math classes. Therefore, some students will not finish their Algebra I credit in two semesters. Students who take Algebra I in eighth grade must have a final average of a B or above to get a high school credit for the course. The Algebra I test will be administered to students taking Algebra I in May.

### **Writing Assessment**

All 8<sup>th</sup> grade and 11<sup>th</sup> grade students take the state-mandated TCAP Writing Assessment. This assessment enables students to see how their writing compares to what is expected of high school students throughout the state.

If your child is in one of the above listed grades or class and you do not wish for your child to participate in any of the following other than the required screenings, please send a handwritten, signed letter to school stating your wishes.

- \* Vision
- \* Hearing
- \* Blood Pressure
- \* Height
- \* Weight
- \* Scoliosis (6<sup>th</sup> grade only)
- \* Required

**If you have any questions, please feel free to contact Sharon Thornton, School Health Coordinator at 772-9613 or e-mail: [thorntons@k12tn.net](mailto:thorntons@k12tn.net)**

### **TELEPHONE MESSAGES AND USAGE OF TELEPHONE FOR STUDENTS**

Telephone messages will **NOT** be delivered to students in class except in cases of **EXTREME EMERGENCIES**. The emergency status will be determined by the director/principal. Students are NOT allowed the use of a telephone except for emergencies. A student must have permission from the director to use the telephone. **ALC students cell phones will be taken up at check-in point and returned at dismissal. Any cell phones pass check in point will be held according to the discipline policy.**

### **STUDENT VISITORS**

Visitors are not allowed on the school campus. Students are **NEVER** to invite or bring anyone to school to spend the day or any part of the day. This rule is made for the safety and well being of all students.

### **PARENT/GUARDIAN VISITATION AND CONFERENCES**

Parent/guardians or other adult visitors should **NEVER** go to a teacher's room for unscheduled visits. Arrangements for conferences should be prearranged with school staff. It is very important that parents/guardians keep abreast of their child's progress at the Alternative Learning Center. An important part of the school's program involves parent participation.

every attempt to locate the parent/guardian to come and pick up the sick child. It is of utmost importance that the school has current telephone numbers of home and work; and a correct home address. **A sick student will only be released to the custody of the parent/guardian. The parent/guardian MUST come inside the building to checkout a student.**

If your child is complaining of being ill in the morning before school, please check the child's temperature to see if he/she has a fever. If he/she has a fever, the student should stay at home until the fever is clear.

The school generally cannot administer medicine (prescription or over-the-counter drugs) to students. Please do not allow your child to bring medicine to school. This includes Aspirin and Tylenol. If there arises an extreme situation in which you need for your child to take medicine while at school, please contact the director regarding the schedule in which the medicine should be administered with a release form. The medicine must be given to the director upon arriving at school. Parents may bring medicine to the school themselves and administer the medicine if necessary. This can only be done after consultation with the director.

It is the responsibility of the parent/ guardian to inform the Alternative Learning Center Staff of any health problem. Faculty/ Staff of the Alternative Learning Center needs to know in order to treat and/or deal with their child while the child attends the Learning Center. This report will need to be verified by medical documentation.

### **Mass Health Screenings**

The Haywood County School System conducts mass health screenings throughout the year. The school system recognizes the importance of individual health screenings to address and identify health and wellness issues that our children may face. The purpose of the health screening program is to maintain wellness among our students and staff and remove any barriers to learning/educating. These screenings will provide required information to the State Coordinated School Health Program, specifically grades Pre-K, K, 2, 4, 6, 8 and High School Wellness Class. The Pre-K students will not participate in the blood pressure, height or weight screenings.

## **RULES AND REGULATIONS**

The school is a community and the rules or regulations of that school are the laws of that community. Each member enjoying the rights of citizenship in the community must also accept the responsibilities of citizenship. School staff, students and parents must all assume the responsibility for appropriate behavior in the school. The school should be seen as a symbol of opportunity where rights and responsibilities are emphasized equally and human dignity is protected.

Students must comply with all the rules and regulations of the Alternative Learning Center. Failure to comply shall result in such punishment as may be prescribed by the teachers or director. The director and teachers of the Alternative Learning Center want the students to get along well with others and not to infringe on the rights of others.

### **Student Rights and Responsibilities**

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment.
- Be secure in his or her person, papers and effects against unreasonable searches and seizures; to privacy in regard to his or her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
- Expect that the school will be a safe place with no fear or bodily harm.
- Expect an appropriate environment conducive to learning.
- Not to be discriminated against on the basis of sex, race, religion, national origin, or handicap.
- Expect to be fully informed of school rules and regulations.

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the local board of education and implemented by the director and teachers.
- Respect the human dignity and worth of every other individual.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present.
  
- Dress and groom in a manner that meets standards of the dress code policy.
- Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
- Respect the exercise of authority by the director and teachers in maintaining discipline in the school.
- Obey the law and rules so as not to be subjected to ill effects of or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.
- Carry only materials which are acceptable under the law and accept the consequences for any unapproved materials.

## GOALS

The primary goals of the Alternative Learning Center are as follows:

- To serve as a disciplinary school for students in grades 7 – 12.
- To serve as a learning alternative for students who have had difficulty adjusting to the regular school environment due to disciplinary reasons.
- To provide the students with a Last chance to modify their behavior and to return to their regular school.

that student has his/her own user ID and password.

Students should remember to log off after each session. This is accomplished by clicking ‘Start,’ ‘Shut Down,’ selecting ‘Close all programs and log on as a different ‘user,’ and ‘Yes’’. This will log the student off and cause the Novell NetWare Login screen to reappear for the next user. If students do not follow this procedure, they will be held responsible for any misuse of the Internet that occurs under their user ID and password.

Internet contracts are available in the school office.

## STUDENT RESTRICTIONS

- **Students assigned to the Alternative Learning Center cannot participate in or attend any Haywood County School function or activity while assigned to the Alternative Learning Center. This includes any athletic events of any Haywood County School or any other school system.**
- **School begins promptly at 8:00 a.m.** and ends at 3:00 p.m. Students assigned to the Alternative Learning Center can be on school property between the hours of 7:30 a.m.- 3:00 p.m. **(unless assigned to detention)**

## EMERGENCIES

The Alternative Learning Center operates on a **CLOSED CAMPUS POLICY**. No student assigned to this school will be permitted to leave unless there is an extreme emergency. The student will be permitted to leave only if the parent or guardian comes to the school to pick up the student. The parent or guardian **MUST** come inside the school building to checkout the student. In order to insure the safety and welfare of all students, there will be **no exception** to this rule. The school will not release a student to anyone but a parent, guardian, parole officer or social worker.

## STUDENT ILLNESS/HEALTH ISSUES

The Alternative Learning Center follows a standard policy concerning student illnesses that occurs while attending the Alternative Learning Center. Any student running a temperature (above 98.6) does not need to be in school. The school will make

## BICYCLES AND CARS

Driving a car, bicycle, or motorcycle to school is a privilege allowed to students, provided they follow all school rules pertaining to driving their own vehicles. This privilege may be revoked if the rules are not followed. The following rules are made for the students' safety and protection:

- A student who drives a car must have a valid Tennessee Driver's License.
- Students are to vacate the cars immediately upon arrival at school and are not to return to the cars until the close of the school day.
- Students are to observe all city and state laws. A student's driving privileges will be suspended if the student's driving conduct is not safe or is conducted in an unsatisfactory manner.
- No vulgar, derogatory, or gang-related messages or symbols are to be displayed on vehicles.
- Students must park in designated parking areas.

## STATE LAW REGULATING STUDENTS' DRIVER'S LICENSES

State law requires that students who fail to make satisfactory progress toward graduation or who fail to have **satisfactory attendance** should be reported to the Department of Safety, for these students' driver's licenses to be revoked.

Satisfactory progress toward graduation and satisfactory attendance are also mandatory for obtaining a driver's license.

Students wishing to obtain proper documents required from the Board of Education for their driver's license must go to the Board of Education office before 4:00 p.m.

## STUDENT INTERNET PRIVILEGES

A student must have an Internet contract signed by a parent or guardian in order to acquire a user ID and password for access to the school computer network. A student should never share his/her password with anyone. Furthermore, a student should never allow someone to use the Internet on a machine where he/she is already logged onto the network. No student should use the Internet unless

## ACCEPTABLE STUDENT BEHAVIOR

Students at the Alternative Learning Center are expected to conduct themselves as ladies and gentlemen at all times. Students must respect the rights and privileges of other students as well as those of faculty and staff members. Vulgar or obscene language or gestures directed at students or faculty/staff will not be tolerated. There will be no hugging, close physical contact, or kissing allowed between students at school. Any form of sexual harassment or public display of affection will not be tolerated.

Classroom behavior should be such that the classroom is a place conducive to learning. A student should do nothing in the classroom which will interfere with the educational activities of the teacher or the learning of any other student.

## DISCIPLINARY STRUCTURE

### Level I Offenses

**Definition: Level I offenses include minor misbehavior, which impedes orderly classroom procedures or interferes with the orderly operation of the school.**

### Examples:

Minor classroom disturbances  
Classroom tardiness  
Non-defiant failure to do assignments or carry out directions

### Disciplinary Responses:

Verbal reprimand  
Point deduction  
Special assignments  
Counseling  
Withdrawal of privileges  
After School Detention  
Corporal punishment  
Parental involvement

**Level II Offenses**

**Definition: Level II offenses include misbehavior which, because of its frequency or seriousness, tends to disrupt the learning climate of the school but which poses no real danger to other persons.**

**Examples:**

Continuation of Level 1 misbehavior

Smoking or possession of smoking paraphernalia or tobacco products

Damaging school property

Cutting class

Skipping school

Using profanity or abusive language, written or verbal

Fighting (simple)

Gambling

Disrespect to adult staff members

Willful disregard for school rules and/or policies

Possession of obscene literature or pornography (obscene tapes are considered pornography)

Forging an excuse

**Possession of a beeper, cell phones, MP3, electronic devices, radio, tape player, compact disc player, video game, or artificial noise maker are not permitted. Students are subject to search of their vehicle, person or personal belongings at any time. Confiscated items will be kept by the principal until the end of a student's release time or can be picked up by the parent/guardian.**

*Cell Phones or any electronic device will be kept at office for seven (7) days.*

**Disciplinary Responses:**

Withdrawal of privileges

Point Deduction

Minor Behavioral Incident Report (consequences to be determined by the director)

Special assignments

Restitution of property and/or damages

After School Detention

Corporal punishment

Refer student/case for legal action through the court system

shaven each day. Mustaches may be worn but they must be neatly trimmed.

- Hairstyles that are associated with a cult or a gang will not be permitted.
- Hair must not obstruct a student's vision and it should be well groomed.
- Belts are required to be worn at all times..
- Gloves are not to be worn once inside the building.

For situations not covered by the above items, the director/principal's discretion will be used to determine if the attire is not conducive to a sound educational program or detrimental to the safety of students.

It is virtually impossible to cover every detail on the subject of appearance and grooming. The Alternative Learning Center staff is attempting to eliminate as much confusion as possible, so that the student's attention is focused on educational matters. One simple rule to remember for the student is this: if you have a question as to whether something is inappropriate to wear to school or not, it's best not to wear it.

**PHYSICAL ACTIVITY ATTIRE**

Students will be required to furnish their clothes for their Physical Education Classes which exemplify acceptable standards of personal appearance. Their clothes must be approved by the teacher and director/principal. (Please refer to Dress Code Section).



- Students will be exempted from the standard dress code policy on picture days.

**E. At the principal's discretion with district office approval:**

- Students may wear school t-shirt and/or uniform shirt along with denim (School Spirit Day).
- Organizations may wear uniforms for induction programs.
- Sports teams may wear approved uniforms on game days.
- Students may dress out of standard dress code for certain programs.

**F. Uniform Violation Consequences**

1 <sup>st</sup> Offense	Office Referral - A Dress Code letter will be sent to the parent(s). Contact will be made with parent(s) to find out if there is need for assistance.
2 <sup>nd</sup> Offense	Office Referral - Parent notification and student will be changed into proper dress code from uniform closet.
3 <sup>rd</sup> Offense	Office Referral - Appropriate action as determined by the principal following School Board Policies (parent conference, in-school suspension, out-of-school suspension)
	Repeat violations of this policy will result in appropriate action, including, but not limited to, referral to court for violation of the compulsory attendance laws.

**Additional Dress Policy Standards for Students Who Attend the Alternative Learning Center**

The Alternative Learning Center staff recognizes that students must be aware of the importance of acceptable standards of personal appearance. We also recognize that students are more productive when their appearance is "neat and conservative" as opposed to "sloppy and extreme." To ensure a safe and orderly environment that promotes learning, these additional standards are for students who attend the Learning Center.:

- Standard white T-shirts may be worn under shirts.
- Exposed body piercing will not be permitted.
- For Girls Only: Earrings (studs, loops, and hoops) may be worn in the ear only.
- Boys are not allowed to wear earrings.
- Boys' hair should be neatly trimmed. Boys must be clean

**Level III Offenses**

**Definition: Level III offenses include misbehavior which has major consequences relative to the operation of the school and/or endangers the health and safety of personnel.**

Examples:

**Willful and persistent violation of school rules**

**NOTE: The third time in any one six weeks that a student is sent to the office for a Level II or greater offense will cause that student to be classified as a willful and persistent violator of school rules.**

Immoral or disreputable conduct

Violence or threatened violence

**NOTE: Tennessee law requires that acts of assault and battery that endangers the life, health, or safety committed by a student on school property shall be reported to the appropriate law enforcement agency.**

Assaulting a director/principal, teacher, or other persons with vulgar, obscene, or threatening language

Possession of drug paraphernalia

Theft or burglary

Open, blatant defiance of school authority

Altering school records (I.e., report cards)

Damaging another person's property

Students who are under the influence of any narcotic drug, marijuana, alcoholic beverage, or intoxicant of any kind on school grounds.

**NOTE: Tennessee law requires that drug violations on school property be reported to the appropriate law enforcement agency. If any student is suspected of being under the influence of drugs or alcohol, a parent or guardian will be contacted for permission to administer a drug test off campus. Testing will be conducted by trained juvenile authorities.**

Any dangerous weapon, fireworks, explosives or incendiary materials.

Instigating of "boosting" a fight or argument between other students.

**Disciplinary Responses:**

Suspend the student for a specified period of time  
 Impose other reasonable disciplinary measures.  
 Refer to Juvenile Court

**Level IV Offenses****FIGHTING**

**Students may be suspended for the remainder of their assigned time for fighting. All fights that take place on school property must be referred to the principal. The principal will determine the severity and circumstances of a fight and decide whether or not to suspend the student.**

**Disciplinary Responses:**

After School Detention  
 Suspend the student for a specified period of time  
 Refer to Juvenile Court

**CORPORAL PUNISHMENT**

The Haywood County Board of Education does not prohibit corporal punishment in the schools. When corporal punishment is administered, it shall be done privately and in a humane manner by the teacher in the presence of the director/principal.

**AFTER SCHOOL DETENTION**

After School Detention is an alternative to short-term suspension for some offenses. Students assigned to **AFTER SCHOOL DETENTION** must report to detention in the conference room for the designated amount of time assigned by the director/principal. **Assigning a student to After School Detention for disciplinary reasons does not result in the deduction of points from the student's six weeks average.** This time is designed to be a study hall. No talking is allowed, and schoolwork is done at all times.

**Parents will be responsible for transportation.**

**CARE OF SCHOOL PROPERTY**

All students are expected to abide by the following school rules regarding the care of school property.

Textbooks should be kept clean and free of pencil or pen marks. A student who loses or severely damages a textbook

Standard Skirt/Skort (must be knee length or longer) Black, Khaki, Navy

- No Mini skirts
- No floor length skirts
- Tights/knee length socks may be worn with skirt/skort Black, khaki, Navy

**Standard Jumper**

- No denim

**C. Footwear****Footwear is required****Note:**

- Footwear must be laced, tied, strapped, or hooked if applicable.
- Spiked heels, bedroom slippers, or houseshoes are not permitted. No flip-flops

**C. Footwear****Footwear is required.****Note:**

- Footwear must be laced, tied, strapped, or hooked if applicable.
- Spiked heels, bedroom slippers, or house-shoes are not permitted. No flip-flops.

HCS Standard Dress Code Policy – Girls	COLORS	HCS Standard Dress Code Policy – Boys	COLORS
A. TOPS – cannot be altered by elastic bands, clips, knots, or other means	White, Light Pink Navy, Royal Purple	A. TOPS – cannot be altered by elastic bands, clips, knots, or other means	White, Light Pink Navy, Royal Purple
B. standard golf shirt, long or short sleeve		B. standard golf shirt, long or short sleeve (must be tucked in)	White, Light Pink Navy, Royal Purple
C. standard oxford style, long or short sleeve	White, Light Pink Navy, Royal Purple	C. standard oxford style, long or short sleeve (must be tucked in)	White
D. blouse (must have collar that buttons to the neck)	White, Light Pink Navy, Royal Purple	D. standard crew-neck or turtleneck (can be worn under the uniform shirt, sweater, or vest)	
E. standard crew-neck or turtleneck (can be worn under the uniform shirt, sweater, or vest)		White	

**B. BOTTOMS**

Long pants (cannot touch the floor or be frayed/cut)

- pleated or plain
- lain or cuffed bottoms
- cargo pants

**Standard**

Shorts (must be knee length)

- pleated or plain
- front plain
- cuffed bottoms
- cargo shorts

**Capri Length Pants**

- Pleated or plain front
- Plain or cuffed bottom
- Cargo pants

	COLORS	<b>B. BOTTOMS</b> Long pants (cannot touch the floor or be frayed/cut)	COLORS
	Black, Khaki, Navy	pleated or plain	Black, Khaki, Navy
		plain or cuffed bottoms	
		cargo pants	
	Black, Khaki, Navy	<b>Standard Shorts (must be knee length)</b>	
		pleated or plain front	
		plain or cuffed bottoms	
	Black, Khaki, Navy	cargo shorts	

or library book must pay for that book.

- All waste material should be properly disposed of by being placed in the wastebaskets, which are located throughout the school. Floors should be kept free of paper. All classrooms will be swept on a daily basis.
- Care should be exercised in using computers, TVs VCRs DVDs, and all other school equipment.
- **Chewing gum is not permitted at school.** It is the teacher’s responsibility to see that this rule is enforced. **Those students caught chewing gum will be required to attend After School Detention.**
- Students should not make marks or carve on desks or tables.
- Students are responsible for class materials and equipment issued to them. Students will be required to pay for lost and/or damaged items and equipment. Items/ Equipment not paid for will result in that student being placed on a debt list.

**SCHOOL DEBTS**

All debts should be cleared as soon as possible after the debt is incurred. A debt list will be posted several days before the end of the six weeks. All school debts are to be paid before the posting of the student’s grades on his/her permanent record. A school debt that is not paid will be carried over to the next school year.

**General Education students school records will not be transferred until all debts are paid. All school debts must be cleared before any exams may be exempted. All school debts must be cleared before the end of the six weeks.**

**HAYWOOD COUNTY SCHOOL DISTRICT  
STANDARD DRESS CODE POLICY – REVISED MAY 2009**

**Purpose:**

The School Board recognizes its obligation to provide schools where the health, safety, and welfare of the students who attend those schools are given paramount consideration and where a positive learning environment must be maintained.

The Board is aware of its obligation to make every effort to minimize the opportunities for student distraction and/or disruption in the schools.

The Board recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment.

**General Information**

- Beginning the first day of school, students in grades Pre K – 12 will be required to comply with the school standard dress code policy.
- A district logo is not required to appear on clothing but is permitted.
- All colors must be solid, that is, without patterns, designs, checks, slogans, etc.
- All principals and teachers/staff must carry out the above School Board policy and all other policies of the Haywood County Board of Education and the State Board of Education.
- All standard dress code pieces must be appropriately sized for the student, that is, they must be no more than one regular size smaller or larger than the student actually measures. Extra wide, extra full, extra long, and baggy or saggy pants are NOT acceptable. No skin-tight pants are allowed. All pants and shorts must be worn waist high.
- Manufacturer or store logos that appear on clothing may be no larger than a student I. D. Card.

- Students will be exempted from the standard dress code policy on picture days.
- Striped shirts, blouses, and/or slacks [plain or corduroy] are not permitted.
- Pants and shorts with drawstrings are permitted.
- Oversized coats and large overcoats cannot be worn during school hours and trench coats are not permitted on campus.
- All male students must wear shirts tucked neatly into the waists of their pants.
- For males, a belt must be visible and must be worn if the garment has belt loops.