

# **Monroe County School District**

## **Alternative School Handbook**

## **Restrictions upon alternative students**

Students placed in alternative school must bring all of their assigned books with them to the alternative school building upon entry. Upon arriving at school, alternative students will report directly to their assigned area. Alternative students are not allowed to attend any school events (home or away) such as sporting events, choral concerts, pep rallies, etc....

## **Discipline procedures**

Discipline will be conducted by the alternative school teachers and principals on a case by case basis. Upon entering alternative school, all students will copy the rules and regulations and sign their copy for verification that they understand the rules.

When behavior is deemed severe enough for referral, teachers will refer the students to the office with a discipline notice. The discipline policy for students referred to the office is as follows:

First referral: 1 day OSS

Second referral: 3 days OSS

Third referral: 5 days OSS

Fourth referral: 7 days OSS

Fifth referral: 10 days OSS

Subsequent referral(s): 10 days OSS or expulsion

\*The administration reserves the right to accelerate these punishments should the offenses be deemed serious enough to do so.

\*Days missed due to disciplinary action will not count toward the completion of the student's assigned number of days in alternative school.

## **Location**

The MCSD Alternative School is located on the west end of the Hatley High School campus. All students should enter the alternative school through the west entrance of the technology building.

## **Students**

Compulsory school age students will be served in the alternative school. Students will be placed according to the district's disciplinary ladder. Eligible students will have a documented history of repeated disciplinary actions or will have committed a major disciplinary infraction.

### **Referral to placement**

Appropriate professional staff may also seek placement of students in the alternative school by the referral to placement process.

Upon the student's assignment to alternative school, the referring principal will notify the parents or legal guardian. The student will be out of school suspended until the parents or legal guardian attend a mandatory meeting with the alternative school principal and one of the alternative school teachers. This meeting will be scheduled by either the alternative school or building level principal and will serve the purpose of outlining the goals for the student while assigned to the alternative school. If parents refuse the placement of their child in alternative school, they are advised of their right to due process, with final appeal to the school board. In some cases of parent refusal, expulsion may be recommended.

Placement for IDEA students will be determined by and IEP committee. Interventions and IDEA services will be utilized for the length of the student's stay. IEP's will be utilized.

### **Transportation**

Transportation for students attending the alternative school will be provided on a case by case basis. Since riding a school bus to and from school is a privilege, alternative students who misbehave on the school bus will be at risk of losing bus privileges.

### **Food**

Students may not go to the lunchroom. Students must submit orders for breakfast and lunch to the attending teacher in the alternative school as school begins each day. Meals will be prepared by the cafeteria and will be served in the alternative school. No snacks or beverages will be allowed. Students who are eligible for free or reduced meals will receive their meals accordingly.

### **Support Services**

Students enrolled in the alternative school will have the services of the school counselor and/or Mental Health Support Therapist. Emphasis will be placed on assisting the students with developing the skills to solve problems effectively, develop positive relationships, respect the rights of others, develop a sense of responsibility, and develop self discipline and motivation.

### **Placement and Exiting**

Placement in alternative school will be for a minimum of 30 days. The maximum original assignment is 180 days. Any assignment may cover days from concurrent school years. Any absence, excused or unexcused, must be made up. Students must be at school the entire day, or the day will not count toward their number of assigned days. If students have no discipline referrals and have completed all assignments with a passing grade, they will be re-admitted to the regular school setting after serving 85% of the assignment.

### **Dress Code**

All students will wear slacks (no denim) with a belt and a solid white collared shirt (pull-over or button-up) that must be tucked in. Female students may wear skirts with their white shirt if their religious beliefs call for such dress. All clothes are to be worn as they are intended to be worn. Jackets and coats will not be worn inside the classroom, unless the temperature requires such. No book bags or backpacks are allowed. No hats or sunglasses are allowed.

### **Illness and Medication**

Students who are ill and/or require medication will be attended by the school nurse and will adhere to the district's policy regarding the taking of medicine. If possible, students should take any prescribed medicine before arriving at school. If the student must take medicine during the day, the student should bring the medicine in the doctor prescribed bottle to the alternative school officials, who will then give the medicine to the nurse. No medicine will be kept in the alternative school, except inhalers, wasp sting kits, etc.....