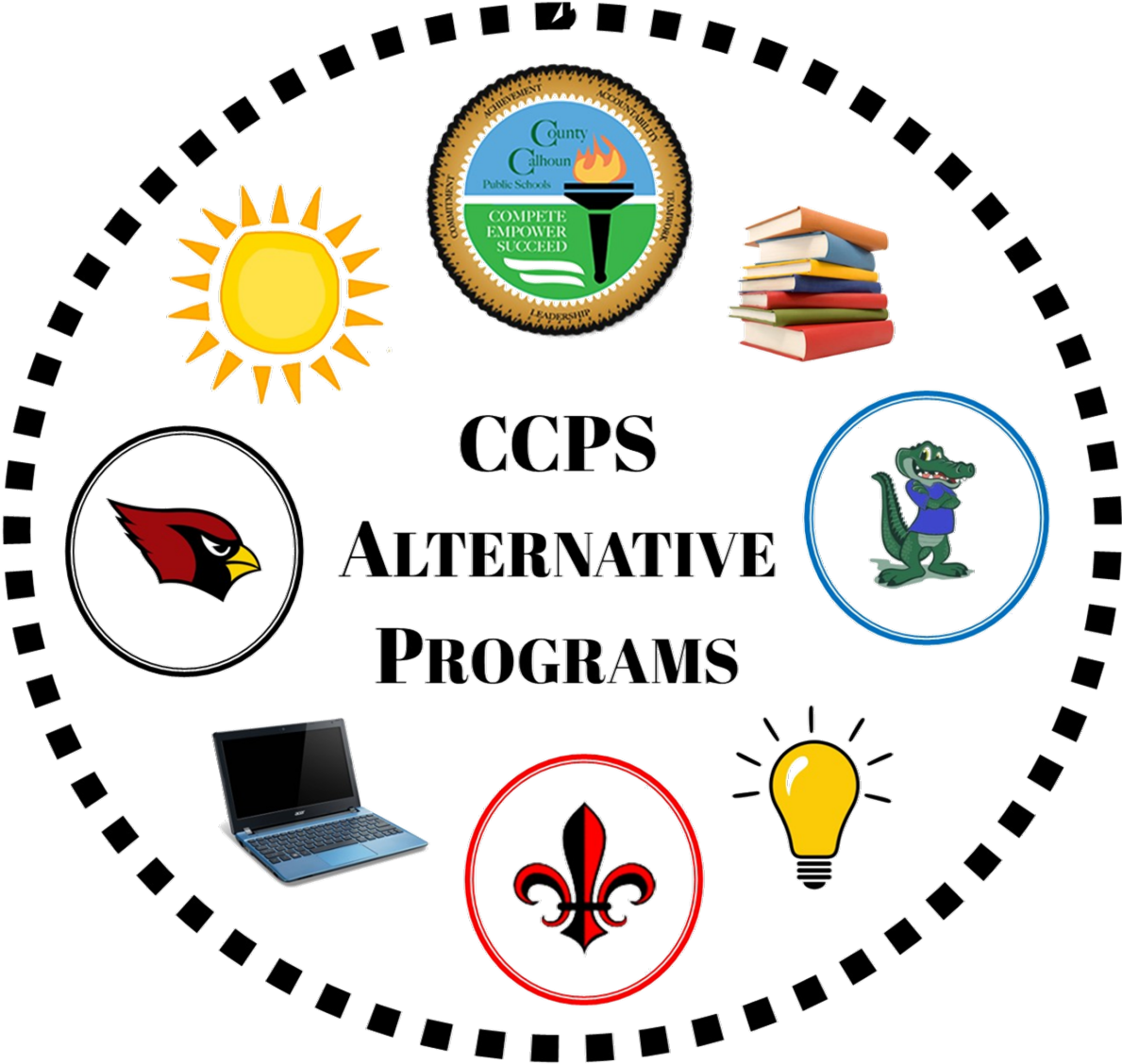


CALHOUN COUNTY PUBLIC SCHOOLS

ALTERNATIVE PROGRAMS HANDBOOK



“Committed to Excellence in Education”

Dr. Ferlondo Tullock, *Superintendent*
Mrs. Christia Murdaugh, *Deputy Superintendent*
Mr. George Kiernan, *Chief of Operations*
Mr. Fred S. Mack, *Coordinator of Alternative Programs*

**THIS HANDBOOK IS AN ADDENDUM TO THE
CALHOUN COUNTY SCHOOL DISTRICT
HANDBOOK**

This handbook consists of requirements for students placed in the Calhoun County School District Alternative Program. It shall be posted online, and a hard copy shall be offered to the parents and student at the time of placement in the CCSD Alternative Program. Additional copies are available upon request. All State and Federal laws, rules, regulations, requirements, code of conduct, etc., in effect at the student's home school, will remain in effect during the student's enrollment in the Alternative School Program.

**Calhoun County School District
Alternative School Vision**

The vision of the Calhoun County School District is to challenge all students to work to their highest potential and encourage student responsibility as they develop intellectually, socially, emotionally and creatively.

**Calhoun County School District
Alternative School Mission Statement**

The Calhoun County School District leverages three beliefs; rigorous academics, high expectations for student behavior, and strong partnership with families and communities, to create a learning environment that develops our students as organized, inquisitive, passionate, respectful lifelong learners.

**Calhoun County School District
Alternative School Goals:**

The goals of the Calhoun County School Alternative Program are as follows:

1. Facilitate in developing skills to be successful in regular school setting.
2. Facilitate in developing skills of self-discipline and taking responsibility for personal actions.
3. Facilitate in maintaining and improving academic skills.
4. Provide a safe, structured, and nurturing environment for learning.
5. Assist students in identifying barriers that inhibit their educational and social development through character education.

Calhoun County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entity.

What is Alternative Education?

“Alternative Education” is a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting, but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.

Who is Eligible for Placement? (Not Limited to)

- Students who have been placed by the Calhoun County School Disciplinary committee.
- Students with repeated (documented) disciplinary infractions
- Students with basic subject failures
- Students with excessive absences.
- Students identified as having specific handicapping conditions, if the IEP committee determines placement is necessary.
- Students enrolling from out of district alternative programs.
- Students returning from a residential or long-term program.

The Alternative School Handbook is a guide that will be reviewed and revised annually. Calhoun County Public Schools reserves the right to make changes or exceptions to statements in this handbook as directed by the Calhoun County Superintendent or School Board.

The Calhoun County School Alternative Program has a total of 20 slots. In the event one school needs more than their allotted slots, they shall be given any slot not currently used until the other school needs the slot. In that event, the Administration shall meet to determine the course of action.

CALHOUN COUNTY PUBLIC SCHOOL DISTRICT

125 Herlong Ave.
St. Matthews SC 29135

Ferlondo Tullock, Ed.D.
Superintendent of Education

Telephone: (803)655-7310

Dear Students:

The staff of the Calhoun County Alternative Program looks forward to assisting in your transition to and from the Alternative School Setting. We expect you to participate in your classes, cooperate with staff and accept responsibility for your actions. You are expected to become familiar with this handbook and obey all rules of the Calhoun County School District Alternative Program. Exit criteria will involve more than just attending for the prescribed number of days; there is an expectation of involvement and continued education and behavior improvement.

Dear Parents:

In assisting your child with educational services, we want your support as we are involved in this transition with your child's development. Let us work together to assist and equip your child to be successful in his/her education and social development.

Dear Staff:

It is the proposition that students in the CCSD Alternative Program will continue to move forward instructionally and will gain skills to successfully return to the home school. It is the goal of all Calhoun County Staff to assist in this process as needed to ensure each student's progress and success.

Fred S. Mack, Coordinator
Alternative Program
Calhoun County Schools

Program Definition and Description:

The ALTERNATIVE SCHOOL PROGRAM is defined through written board-approved policies and procedures designed to provide appropriate educational opportunities for the category of students to be served. An alternative education program involves temporary authorized departure from the traditional school setting. It is designed to provide educational and social development for students whose behavior places them at risk of not succeeding in the traditional school structure and/or adult life without positive interventions.

PLACEMENT IN THE ALTERNATIVE PROGRAM

Before placement in the alternative school program, the director or principal of the program shall obtain verification of the child's suitability for the program from the appropriate guidance counselor. Before a student can be removed to an alternative school education program, the school principal shall determine that the written and distributed disciplinary policy of this district is being followed and that the policy includes standards for:

- a. The removal of a student to an alternative education program that will include a process of educational review to develop the student's individual instruction plan and the evaluation at regular intervals of the student's educational progress; the process shall include classroom teacher and/or other appropriate professional personnel, as defined by district policy, to ensure a continuing program for the removed student;
- b. The duration of the alternative placement; and,
- c. The notification of parents or guardians and their appropriate inclusion in the removal and evaluation process, as defined in the district policy.

The Superintendent or his designee shall develop procedures for the continuing education of a student who has been removed to an alternative school program. Students placed in the alternative school program are subject to the policies and rules of conduct and discipline as well as any additional rules of conduct and discipline deemed appropriate by the superintendent and/or principal.

ALTERNATIVE EDUCATION PROGRAM ELEMENTS:

The Calhoun County School Alternative Education Program will:

- Be provided jointly with one or more schools within the school district
- Have a certified Administrator as the Director
- Include at least one para-professional with certified teachers visiting during the week.

The Calhoun County School Alternative Education Program will:

- Provide the same instructional materials, resources, textbooks or computers as those supplies in the traditional setting;
- Focus on language arts, math, science, social studies, and personal behavioral management;
- Ensure that the maximum class size will not exceed 20:1;
- Provide each special education student with the services and modifications as indicated in his or her individualized education program (IEP);
- Provide for students' educational and behavioral needs
- Separate disruptive students from non-disruptive students who are assigned to the program;
- Separate older students from younger students
- Individualize, as much as possible, academic and behavioral exit requirements for each student assigned to the program.

Calhoun County School District shall ensure the following components are included in the alternative school program:

- Clear guidelines and procedures for placement of students into the alternative school program;
- Clear and consistent goals for students and parents;
- Curricula addressing cultural and learning style differences;
- Direct supervision of all activities on a closed campus;
- Attendance requirements that allow for education and workforce development opportunities;
- Counseling for parents and students;
- Administrative and community support for the program; and
- Clear procedures for annual alternative school program review and evaluation.

It shall be the practice of the alternative school program that any student who becomes involved in any criminal or violent behavior shall be removed from the alternative school program and, if probable cause exists, a case shall be referred to the youth court. The removal of a student from the alternative school program on these grounds shall be reported in accordance with the applicable school board policies.

STUDENT CONDUCT AND GRADES:

Criteria used in the evaluation process to determine a student's grade must be supported by rationale and data. The criteria must be in writing and must include the following:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides.
2. Methods of evaluation of grades will reflect some combination of the areas listed below:
 - a. Class work
 - b. Homework
 - c. Test scores
 - d. Participation
 - e. Skill application
 - f. Preparation for class
3. The effect of absences on grades.
4. Procedures for making up assigned work and tests.
5. Other criteria as may be approved by the superintendent and school board.

STUDENT DRESS CODE:

Shirt:

- Collared Shirt (only white undershirt allowed)

Pants:

- Khaki Pants or shorts
- Pants shall not sag

Belts:

- Must be solid black, white, brown or school colors with a dress style buckle.
- Belts shall be at the waist and visible from the back and front at all times.

Shoes:

- Shoes shall be worn at all times
- House-shoes, flip-flops and swim-shoes are not allowed.
- Shoes with laces must be laced and tied
- Shoes with Velcro must be fastened.

Jackets:

- Pullover jackets or sweatshirts without hoods are allowed.
- Jackets shall be unbuttoned, unzipped or unbuttoned inside the school buildings
- Jackets must not fall below the knee. (Trench coats are not allowed.)

Other regulations:

- All students shall always wear shoes by order of the Health Department
- All pants shall be worn at the waistline with no undergarments or skin showing (No sagging pants)
- All tops shall not show or reveal any mid-section
- No clothing articles or patches are to be worn which advertise alcoholic beverages or other drugs
- Obscene slogans or slogans/signs that promote gang activity are not to be worn on clothing articles
- Sunglasses are not to be worn in the buildings unless otherwise prescribed
- No obsessive jewelry is allowed in the Alternative Placement.
- **No caps or hats or headdresses are allowed in the school building.** Students are not allowed to wear caps, hats, bandanas, or skull caps, etc. with bills on school campus. **All caps/hats worn in the school building will be confiscated and kept until the end of the school year.** Toboggans (with no bill) may be worn outside during cold weather.
- In P.E. and on the playground, only tennis shoes shall be worn

Violations of the dress code shall be handled by the Alternative Program Personnel. If the student's dress is deemed inappropriate or offensive, he/she shall be required to obtain appropriate clothing before being admitted to class. Violations of the dress code shall be dealt with according to the district discipline policy.

CALHOUN COUNTY SCHOOL DISTRICT RULES AND PROCEDURES

- Come ready to work everyday
- No profane language and gestures
- Raise hand to get out of seat (water fountain, bathroom, etc.)
- Treat other students and property with respect
- Keep hands, feet, and objects to yourself
- Students report to assigned workstation / seat upon arrival.
- Breakfast and lunch are eaten in the alternative setting, or an assigned table in the cafeteria.
- Students are expected to follow all rules and regulations when in the cafeteria or other parts of the school building.

CURRICULUM

Cumulative records on each student placed in an alternative program shall remain at and are maintained by the school of origin. The curriculum and instructional methodology address the needs of the student through a Regular Education or IEP for students with disabilities. These programs emphasize academic performance, behavior modification, functional skills, and career education. Academic performance is defined as the achievement level of each assigned student.

INSTRUCTION

The Calhoun County Alternative Program, under the leadership of the Calhoun County School District, shall use the following standards to deliver instruction:

- The curriculum and instructional practices shall reflect high expectations for all students.
- Discuss with the licensed teacher, school counselor, student, parent, and other involved parties the student's current academic standing, personal interests, and career aspirations.
- Determine academic coursework based upon the above information.
- Instructional activities shall be consistent with the written curriculum and appropriate student's development levels.
- Instructional materials shall be age appropriate, functionally appropriate, and of interest level for students.
- The instructional program shall be delivered in a climate conducive to learning.
- The instructional program shall include educational and workforce development opportunities.

The long-term plan includes reference to adequate academic progress and progress on short-term and/or long-term goals. In order to determine adequate progress, the learning plan is reviewed on a semester basis. The plan is reviewed at minimum by the student and his/her school counselor. (If the student is in the Special Education Program, the case manager will also be involved). Adjustments are made as needed.

THE INDIVIDUAL INSTRUCTIONAL PLAN

The Transition Team will consist of the following:

- Home School Principal or designee
- Home School Teacher
- Alternative Director or designee
- Special Education Teacher (if eligible for services)
- Central Office Representative (when needed)
- Student
- Parent/Guardian

The transition team will develop the Individual Instructional Plan and determine if the student will remain on the current academic plan or if modifications need to be made.

SUPPORT SERVICES

Students at the Calhoun County Alternative Program receive school counseling and/or other support services such as social work, psychological services, related services, etc., as indicated in the IEP. We also collaborate with other entities in the community such as

- Local businesses
- Faith Based Organizations
- Youth Court
- School-based Mental Health
- School Social Worker

STUDENT PROGRESS

Evaluation of the student's progress at the Alternative Program will include the following, but not limited to:

- Academics
- Behavior
- Attendance
- IEP goals and objectives progress on SPED students

STUDENTS WITH AN IEP/504 PLAN

If a student has a special education eligibility, or 504 Plan, the child must have a behavior plan as a component of his/her IEP and progress monitoring data supporting the effectiveness or lack of effectiveness of that IEP component. A manifest determination ruling should be completed before a child is placed at the Alternative School as well. The child can be placed based on parent referral.

REQUIREMENTS FOR ADMISSION TO ALTERNATIVE SCHOOL PROGRAM

Because participation in an Alternative School Program is an opportunity and not a right, only those students who meet the grades, behavior, and attendance requirements are admitted and retained in the program. Requirements for attendance and behavior are stringent.

PARENT AGREEMENT

Parents are required to sign an agreement before the student is fully accepted into the program. The parent agreement helps ensure that the family is committed to and supportive of the Alternative School and that they explicitly agree to support the schools' recommendations regarding both academic and behavioral interventions.

STUDENT AGREEMENT

All students accepted into a program are required to sign a student agreement prior to starting the program. Students are expected to achieve daily academic progress in designated coursework.

LENGTH OF STAY

Students can be assigned to the Alternative School for either 10, 20 or 45 days. Students cannot exceed 45 days of stay for disciplinary placement.

Students must also meet qualification in order to be released from their alternative school placement:

- Students must have completed all academic assignments to the satisfaction of all Calhoun County Public Schools Alternative School Program instructors;
- Students must have attended the required number of days successfully
- Students must be making progress toward behavioral goals
- Students' discipline referrals must be at a minimum.

Students who are assigned to the Alternative School Program cannot use the district transportation system, unless they have an IEP.

BE RESPONSIBLE

Hallway / Sidewalk	Restrooms	Cafeteria / Dining area	Bus / Transportation	Classrooms
Avoid lingering on the sidewalk at any time.	Properly sign in on the clipboard & inspect before use.	Acquire all meal items, utensils, and beverages before you sit	Follow all ALP procedures on the bus.	Have necessary materials to start class on time.
Avoid deviating from the specified route	Report any unclean conditions to ALS Staff	Sit in the designated area	Avoid putting others at risk of breaking the rules.	Complete all your work on time. Strive to do your best.
		Clean up after yourself and the area around your seat.	Avoid causing distractions to the driver.	Assist in keeping the room clean by keeping your space neat.
Know the rules and policies; ignorance does not exempt you from the consequences.				

BE RESPECTFUL

Hallway / Sidewalk	Restrooms	Cafeteria / Dining area	Bus / Transportation	Classrooms
Keep your hands and feed to yourself	Keep your hands and feed to yourself	Keep your hands and feed to yourself	Keep your hands and feed to yourself	Keep your hands and feed to yourself
Focus on yourself and surroundings	Focus on yourself and surroundings	Focus on yourself and surroundings	Focus on yourself and your surroundings	Focus on yourself and surroundings
Talk quietly when allowed, using inside voice and clean language	Flush after your use / refrain from flushing anything inappropriate.	Remain quiet while waiting on your food	Keep your seat when the bus is in motion.	Sit appropriately at your desk or computer table.
	Talk in a quiet voice.	Sit in your assigned area when in the cafeteria	Remain respectful when the bus is in motion.	Leave class only when you are with AP staff.
	Report any problems to staff or the AP Staff	All food stays in the dining area, except when meals are served in the alternative setting for eating	Refrain from distracting the driver.	Raise your hand to speak, and always speak in a respectful tone.
Be polite to staff members, other students, and visitors and/or guests.				

EXIT REQUIREMENTS

Students earn the privilege of returning to their regular campus only after successfully completing and meeting all of the following requirements. The student must:

- a. Have served at least the minimum number of days required.
- b. Received a minimum number of behavior referrals.
- c. Have satisfactorily completed all work assigned.
- d. Leave their workstation in order.
- e. Have successfully demonstrated an understanding of the Character Education Program and the positive character traits.

The items listed below are the criteria used to determine reduction of days at the alternative school.

- a. Attendance
- b. Conduct
- c. Academics
- d. Dress code
- e. Exceeding goals

PROCESS FOR TRANSITION

When it is time to begin transition back to the home-school, a transition team meeting is held. The student may also participate in the transition meeting. The meeting allows the student to understand what will be expected of him/her as well as the receiving school to give all parties concerned an opportunity to interact and establish lines of communication. A review/revision of the IEP and/or change in placement may occur at the meeting (if the student is eligible for SPED services.) Otherwise, a Transition Plan is developed at this meeting to guide the smooth transition of the student back into the home-school setting.

Details of the plan include the following:

- transition treatment goals,
- a check-in/check-out schedule,
- establishment of a mentor,
- the identity of the party responsible for plan implementation,
- review of program progress,
- frequency of progress review meetings.

All involved in the development of the plan sign the plan, and the next review meeting is scheduled for a month later.

DEFINITIONS OF APPROPRIATE BEHAVIORS

Compliance: Student initiates compliance within ten (10) seconds of an adult presented instruction and completes the demand in a timely manner. A timely manner depends on the demand and relies on staff's discretion for individual demands.

Remain in working Area: Student remains in designated area for an assignment or task for the entire duration of the activity.

Completing Assignments: Student completes assignments or tasks in the time specified by the teacher/director/staff.

Returning Home/School Note: Student returns home/school note for the previous day, thus meeting the conditions for the school/home note. Conditions may include having the note signed by the guardian. etc.

Ignoring Others/Focused Behavior: Student avoids responding verbally or by gesture (giving the finger) to another student who is teasing, name-calling, or directing any inappropriate behavior to that student.

Easy Transition to or from Cool Down Time: Student moves to Cool Down Time area without any inappropriate behaviors. Student moves from timeout to regular activity without any inappropriate behaviors.

DEFINITIONS OF INAPPROPRIATE BEHAVIORS

Teasing: When one student makes fun of another with the intent of making the other student feel bad or to make others around them laugh at the teased students' expense.

Name Calling: When one student calls another student/teacher/staff member by a name other than his or her accepted name or nickname with the intent to cause the other person to feel bad.

Cursing: When a student says a word commonly used as a swear word/profanity. The list of words includes appropriate names of body parts used in an inappropriate manner or in an inappropriate situation. Staff discretion will be used when determining if a word is a swear word or not.

Leaving Work Area: A student clearly departs from an area assigned for a task without permission from the teacher or staff member. Leaving the classroom meets the definition if the assigned activity is in the classroom.

Sleeping: A student's head is resting on or against an object with eyes closed during instructional time. The student may not be asleep but gives the appearance of sleeping.

Noncompliance: If the student does not initiate compliance with an adult presented instruction within 10 seconds. Noncompliance is also when the student initiates but does not complete the task or instructions within a reasonable amount of time as determined by the person who issued the instruction.

Talking Back: A student is argumentative with a teacher/staff, is sarcastic towards teachers, or makes a “smart” remark after a teacher makes a comment directed at that student or another student.

Not finishing Assigned Work: A student fails to complete an assignment or task after having been given enough time to finish the assignment or task. The teacher/staff will determine if the assignment or task should be finished in a certain amount of time.

Difficult Transition to or From Cool Down Time: A student is noncompliant when told to go to Cool Down Time. If a student refuses to go to Cool Down Time, or if any problem behaviors occur on the way to Cool Down Time, or if the student refuses to comply when released from Cool Down Time or refuses to answer any questions when Cool Down Time is finished (such as “Why were you in Cool Down Time?”).

Aggression: A student hits, kicks, scratches, pokes, pinches, throws things, yells, or otherwise intentionally attempts to cause harm or physical irritation to another student, teacher, or staff member. Aggression does not include self-defense, which has its function as protection, and not intent to cause harm. To that end, anyone who bullies other students or who starts or participates in a fight or other emotional or physical harm or threat to another student or member of the school family will be suspended from the Alternate Placement and the days do not count toward the set number of days the student is required to attend the Alternative Program.

Fighting / Disorderly Conduct: A student standing up to fight or standing up yelling at another student is treated as a fight. School Safety is the most important objective of the school and students can be arrested for these offenses while at school or on the bus.

Gang Related Clothing or Activity: Students are required to dress according to the dress code. No gang related clothing will be permitted. In the event, the student crosses the dress code with gang related clothing (safety pin to clothing, rolling up a pant leg or other gang type symbols, writings, drawings, or throwing signs related to a gang, is treated as the first stage of a fight or violence. This includes drawing gang symbols on handbook, school papers, or any school property. No eyebrow jewelry is allowed.

Breaking School Expectations: A student can be disciplined for any behavior related to the discipline code, or behaviors deemed dangerous or causing disruption to the Alternative School Program.

EXAMPLES OF INAPPROPRIATE BEHAVIORS

Mild Misbehavior, such as, but not limited to:

- Talking without permission
- Chewing gum, candy, etc.
- Rocking or swinging arms or legs in chair
- Feet on desk or table
- Sitting on top of the desk or table
- Inappropriate manners
- Sagging clothes
- Interrupting staff while addressing another student or talking to another staff member.

Moderate Misbehavior, such as, but not limited to:

- Making unnecessary noises including; singing, rapping, laughing, talking, etc.
- Cursing
- Spitting in the building or waste baskets
- Not attempting or completing class work
- Not complying with staffs' request
- Writing or passing notes
- Talking after warned to stop
- Bothering other people's possessions
- Not facing forward in seat or table

Serious Behavior, such as, but not limited to:

- Walking out of class without permission
- Calling others names (students or staff)
- Throwing paper, books, spit balls, etc.
- Graffiti on walls, desk, or other items
- Violation of dress code
- Sleeping or the appearance of sleeping during instruction time
- Out of seat without permission from staff
- Disrespectful remarks or gestures toward other students, staff, or other individuals
- Going on the internet without permission or going to unauthorized sites.
- Violating the computer use regulations
- Repeated minor or moderate offenses
- Use or possession of tobacco on school grounds

Criminal Conduct or Removal, such as, but not limited to:

- Fighting or trying to get someone to fight
- Hitting another person
- Destroying school, staff or another students' property
- Vandalism or theft
- Sexual, verbal, or physical threats toward students, staff or other individuals.

- Trespassing on district property
- Harassment, threats, or intimidation
- Open defiance of a teacher, staff member or Alternative Director
- Use, possession, or being under the influence of drugs or alcohol
- Running or walking away from a search
- Possession of weapons
- Simulating the use of weapons
- Criminal or illegal behavior
- Display, advertise, or recruit for an affiliated gang
- Behavior, gestures, or drawings which symbolize gang membership

INTERROGATIONS AND SEARCHES

Students assigned to the Alternative School are subject to daily inspection of their person, any possessions, and assigned materials upon arrival to school. This is done in the interest of safeguarding all students, their property, and the school property. Books, equipment, desk or other materials provided by the school, remain school property, even though they are utilized by the students. The school retains the right to check, inspect, or search these materials, facilities, or property at any time to verify their condition, orderliness, cleanliness, and/or content. Students are fully responsible for security and contents of the assigned desk.

PERSONAL ITEMS BROUGHT TO SCHOOL

Students are not to bring any materials to school except those directed by the teacher (i.e. Homework). **Purses (large) and backpacks are not allowed.** Any items brought to school are removed and confiscated. These include, but are not limited to tobacco products, vape pens, music players, inappropriate published or written materials, tapes, gum, jewelry, etc. Staff may remove any article that is perceived as causing a disruption. Any illegal items found are turned over to the school resource officer. Female students can bring a small bag with necessary items for personal use. The bag will be checked with the Alternative Staff each morning and checked out when the student goes to the restroom. The bag is subject to be searched.

Any unauthorized item brought to school remains in the office until the end of the semester, when the parent/guardian can pick it up. This includes, but is not limited to, accidentally wearing jewelry, wearing a cap or money. **Keys can be surrendered each morning and returned at the end of the day. No cell phones are allowed on campus or on the bus.**

ATTENDANCE

Regular attendance is essential for the student to make the most of his or her opportunity to receive a free and public education, to benefit from teacher-led activities to build on each day's learning, to interact with his/her peers in group projects or activities, and to learn strategies that will help prepare the student to be successful in the twenty-first century.

Students remain on the attendance roll of their home campus. Each student's attendance is kept by the alternative school and reported to the home school. During the last week of the student's Alternative School Placement, the Principal, counselor and secretary is notified of the anticipated date of the student's return.

ABSENCES

If a student is absent, the parent must notify the Alternative School by calling (803) 655-4020. The student must submit a note from their parent explaining the reason for the absence upon their return to the Alternative School. A student is required to make up work from all absences before returning to their home campus. Absent days will not count toward the students' number of placement days.

CHECK-IN / CHECK-OUT OF SCHOOL PROCEDURES

- Students who arrive by automobile (parent drop-off, as students in the Alternative School are not allowed to drive cars) are not to arrive at the campus before 7:45 am and must be dropped off at the Alternative School Building door.
- Students **MUST NOT** be dropped off or left unattended before or after school hours, and the Alternative School Staff members do not assume responsibility for student safety before check-in or after school dismissal.
- Students riding the bus shall be dropped off at the entrance to the Alternative School and will be picked up in the afternoon in the same location.
- All students must enter the Alternative Placement immediately upon arrival to school.
- All unauthorized items in one's possession are collected by the Alternative Staff and kept until the end of the semester, when parents can pick up the items (students beware, Alternative School Staff are not responsible for lost, misplaced or stolen items).
- Classroom instruction begins at 8:15 AM and ends at 3:15 PM./Tuesday 1:15 PM.
- Students are to begin instructional work as soon as they return from breakfast, based on their instructional schedule.
- Students are expected to leave their work area neat and clean each afternoon.
- Students who check out early, must be picked up by a parent or legal guardian.

ACADEMICS

The Alternative School Staff will make every effort to ensure that students complete all work assigned by the home-school teacher in a timely manner. In certain cases, a student's schedule may have to be modified.

The Alternative School Staff may use online classes to provide instruction. This will allow the students to earn the credit through an online system and keep up with their peers. Electives in the schedule may again be dropped or changed based on the best interest of the child.

All class assignments are logged out to the students and logged back in by students when completed. This is to ensure accountability on all assignments.

All report cards are issued by the home school.

TRANSFERS AND WITHDRAWALS

Students who withdraw from the Alternative School before serving/completing an assignment in the Alternative Program shall complete the assignment (pre-determined number of days) upon re-enrollment in the district, unless the assignment is served in another district.

Students who enroll in the Alternative School before serving/completing an assignment in Disciplinary Alternative School from another school district shall complete the assignment upon enrolling in the Calhoun County School District.

CAFETERIA SERVICES

Breakfast and lunch will be served on site. All students are served breakfast at 8:00 a.m. each day. Lunch will be served on campus. It will be worked out between the Alternative Director and Cafeteria staff to determine the time and location of lunch.

EXTRA-CURRICULAR ACTIVITIES

Students are not allowed to participate in or attend any school related functions on or off any Calhoun County School District campus while enrolled in the Alternative School Program.

Students are not permitted to visit any of the campuses in the district during or after school until they have successfully completed their assignment and have been reinstated in good standing with their home campus. Students disregarding this stipulation may risk the possibility of further disciplinary action, additional days in the Alternative Placement, or action by law enforcement.

MEDICATION

The school nurse will be notified if any students require medications.

TEXTBOOKS

Students assigned to the Alternative School will have textbooks provided from the home school when appropriate. Students are responsible for the condition of the book during the time it is checked out to them. Students must pay for lost, damaged or unreturned books.

Students who are enrolled in the online curriculum will be responsible for the computer they are working on. Materials will be provided for the students to complete the assignments in the Alternative Program.

APPENDIX



CALHOUN COUNTY PUBLIC SCHOOLS ALTERNATIVE PROGRAM STAFF

NAME	ROLE	PHONE NUMBER	EMAIL
Mr. Fred S. Mack	Coordinator	803-655-2626	fmack@ccpsonline.net
Mr. Vernon Grier	High School Liaison	803-655-4020	vgrier2@ccpsonline.net
Mrs. Cynthia Lessington	Middle School Liaison	803-655-4020	clessington@ccpsonline.net

ALTERNATIVE SCHOOL HANDBOOK ACKNOWLEDGMENT

We acknowledge that we have received a copy of the Alternative School Handbook and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences.

PRINT NAME OF STUDENT _____

SIGNATURE OF STUDENT _____

PRINT NAME OF PARENT/GUARDIAN _____

SIGNATURE OF PARENT/GUARDIAN _____

DATE: _____

SCHOOL: _____

GRADE LEVEL: _____

*****Please sign this page, remove it, and return it to the Alternative School. Thank you.***

- CALHOUN COUNTY ALTERNATIVE SCHOOL -

