

**2024-2025
STUDENT HANDBOOK**

MILLER BOYD ALTERNATIVE SCHOOL
T.J. Sewell, Principal



"Success for Every Student"

HAMBLLEN COUNTY DEPARTMENT OF EDUCATION
Mr. Arnold W. Bunch, Jr., Superintendent of Schools

Phone (423) 585-3785
376 Snyder Road
Morristown, TN 37813

The Miller Boyd Alternative School Mission Statement:

The mission of Miller Boyd Alternative School is to offer a chance for students, who have been temporarily removed from their original school, to regain admission into the regular school setting. The goal is to enable them to continue their fundamental academic coursework.

Objectives:

1. Foster successful educational experiences for students.
2. Instill a sense of responsibility for one's actions among students.
3. Cultivate respect and positive interpersonal skills in students.
4. Promote the development of self-esteem and self-discipline.

Overriding Principles:

1. Uphold a safe and orderly learning environment at all times. Any student violating school rules may face expulsion from Miller Boyd.
2. The staff will rigorously enforce every rule outlined in the handbook, treating all infractions with equal importance.
3. Attendance at Miller Boyd Alternative School is a privilege, not a right. Students may forfeit this privilege if they violate school rules.
4. Placement at Miller Boyd is a second chance for your child, following disruptive or defiant behavior or expulsion for zero tolerance violations from their zoned school. It represents the last public-school option at this time.
5. Unacceptable behavior that led to placement at Miller Boyd will not be tolerated.
6. The handbook contains essential rules, consequences, and general information. Your child is responsible and accountable for understanding and adhering to its contents.
7. We strive to provide a safe, secure, and structured learning environment. However, disruptive or defiant behavior within the school will not be tolerated.

Admission Requirements:

1. Students may be placed in the alternative school by the principal, IEP team, superintendent of schools, or upon transferring from another alternative school.
2. Both students and parents must sign a contract, agreeing to abide by all rules and regulations established by the board of education (refer to Appendix A).
3. Students are permitted to attend the alternative school up to three times throughout their entire school career, following the alternative school structure (see Appendix B) and school board policy. An exception is made for extreme physical contact under Board policy JCB. Students forfeit this one-time opportunity during elementary, middle, or high school if they have been in an alternative school in another system, were previously expelled, or reached the highest assertive discipline level at their home school but did not attend the alternative school for some reason. Students who withdrew or chose not to enter the alternative school after being placed in it also forfeit their one-time option at the elementary, middle, or high school level. Special contracts for readmission may be considered for students who moved out of the county with parents and then returned, subject to agreement between the alternative school principal, the student, and the parent.

Length of Stay:

1. Behavior: A minimum of 45 successful days, determined by the principal.
2. Drugs, Assault, Severe Behavior: 1 calendar year.
3. Alcohol: 90 successful days, may be reduced to 45 successful days.
4. Seniors with less than 45 days: Remainder of the school year under a special contract.
5. Transfer Students: Duration determined by the alternative school principal or director of schools.
6. Transfer Students on Homebound: If a student is placed on homebound while enrolled at or pending enrollment at the alternative school, they will return to the alternative school to complete their term before returning to the regular school.
7. Special Education Students: Duration determined by IEP.
8. Students who choose not to enroll: They will lose their one-time option. If a student later decides to return to their home school, they must wait until the length of stay, plus the remainder of the semester, is satisfied.

Readmission to Regular School:

1. Students assigned to the alternative school for behavior will return to the regular school after completing Achievement Level IV (refer to Appendix C) or based on the recommendation of the alternative school principal. The alternative school students may continue in the alternative school if the principal deems it in the best interest of the student or home-based school.
2. Students assigned to the alternative school for drugs, assault, or severe behavior will return to the regular school after completing Achievement Level IV and serving one school year.
3. Students assigned to the alternative school for alcohol will return to the regular school after completing Achievement Level IV and serving 90 days (or optional 45 days in compliance with school board policy 6.307).
4. Seniors placed in the alternative school will return in accordance with school board policy 6.316.
5. Transfer students will be allowed to enter a regular school program upon completion of their tenure, as determined by the alternative school principal or the director of schools.
6. Special Education students will be allowed to return in accordance with the completion of goals established by the IEP team.
7. Students enrolled at the alternative school who withdraw to attend another school will be eligible to return to their home school after the expiration of their original alternative school placement plus the remainder of the semester. They will not be permitted to re-enroll in the alternative school.

For administrative and teaching convenience and to facilitate student return at the beginning of a new grading period, a portion of the students' time may be waived or extended. To waive a portion of the time, the following criteria must be met: completion of 75% of the time served and the consent of both the alternative school and home base principal (for 45-day students) or superintendent of schools (for 90- or 180-day students).

Academics:

Grading: Students at the alternative school will earn grades using the same criteria as in a regular classroom.

Curriculum: Due to limitations, the full curricula from various home-based schools may not be feasible. Therefore, the alternative school principal or IEP team retains the right to schedule courses in the best interest of the student. It's important to note that students may lose credits when placed in the alternative school.

Attendance:

Attendance records at the alternative school follow the students from their home school, and school board policies (Board Policy 6.200; 6.319) are in effect.

Excused Absences: Students are required to attend school, and only the principal or their designee can excuse a student. Parents must request an excused absence, and if there's no call by 7:30 am, verification may be required for that day and additional days. Verification is required upon the student's return. Excused absences may count as a day served. Excused absences will be granted for medical appointments, death in the immediate family, court dates, and unforeseen crises.

Unexcused Absences: Unexcused absences will be treated as an assertive discipline level and may result in expulsion.

Tardy: Students are expected to arrive on time, and the HCBOE Tardy Policy is as follows:

Tardy 1, 2, 3: 1 point each time

Tardy 4, 5, 6: 3 points each time

Note: Each tardy after Number 6 may result in a **Level/Office Referral**.

Early Dismissal: Students will be counted absent if they leave before being in attendance for half a day. However, they must serve six hours for that day to count as a successful day. The principal or their designee will review each case and make a determination for early dismissal, ensuring all safety precautions are taken before allowing a student to leave school.

General Information:

Environment: Students will operate in a highly structured environment under close supervision throughout the school day. Monitoring may include video and audio equipment, and no talking is allowed in the hallways of the main building at any time.

Restrooms: Students are permitted in the restroom one at a time, and failure to adhere to this policy will result in disciplinary actions.

School Grounds: Alternative school rules are in effect 30 minutes before and after school or while students are still in the building or on the grounds, which include the school building, adjacent streets, and adjoining properties.

Transportation: Parents are responsible for the safe transport of students to and from school. While students will be monitored upon arrival and departure, there are no specific regulations regarding who students arrive or depart with or whether they walk to or from school. The school and school system are not responsible for any accidents or injuries that may occur en route to or from school, and students are not allowed to walk to and from school.

Student Drivers: Driving is a privilege for licensed and insured drivers. Valid driver's licenses and proof of insurance must be on file in the main office. Students without these documents will not be allowed to drive to and from Miller Boyd Alternative School. Drivers must park in the designated area, report to the office each morning, turn in their keys, and pick up keys only at the time of departure. The school has the right to inspect any vehicle on campus at any time.

Manuals/Materials: Students are required to keep an alternative school manual (3-ring binder) containing a copy of the handbook, student's point sheets, and any school correspondence. Students must provide their own pencil (no mechanical pencils or ink pens) and paper. Unnecessary items such as gum, candy, pictures, yearbooks, magazines, electronic devices, highlighters, and ink pens should not be brought. Personal correspondence or phone numbers are not allowed in the binder.

Visitors: Only parents/guardians or official personnel may visit during school hours.

Meals: The alternative school offers breakfast and lunch. Students bringing their own meals will be inspected upon entering the building. Meals should be brought in clear zip-lock bags. No fast food or energy drinks are allowed. All drinks must be in unopened containers, and sharing of food is prohibited due to food allergies.

Search: Students are subject to searches in accordance with Board Policy 6.303.

Manners: Students are expected to be courteous and mannerly to each other and staff. Disrespectful behavior may result in removal from the building. Addressing adults with "Yes sir," "No sir," "Yes ma'am," and "No ma'am" is the correct way to communicate with every adult at MBAS.

Telephone Use: Students are not allowed to use the phone without permission from the principal or their designee.

Property Damage: Students who damage school property must pay for the item, and additional legal and school disciplinary actions may be considered.

Summer School: Students cannot attend summer school while expelled, assigned to the alternative school, or finishing the school year at the alternative school.

Schedules:

Regular: 7:30 am - 2:30 pm

Snow day (1 hr. delay): 9:00 am – 2:30 pm

Snow day (2 hr. delay): 10:00 am – 2:30 pm

Holidays: Dates consistent with the regular school calendar.

Principal will set the daily class schedule.

Medication: Students must turn in their possessions to the principal or their designee upon arrival. Medication, whether prescribed or over-the-counter, non-legend or legend, should be reported, including any medication taken before school.

Dress Code:

The alternative school uniform is a crucial component of maintaining self-discipline and a positive attitude within the school. Failure to wear the uniform appropriately may result in expulsion. Students must remain in complete uniform until off school premises. If a student is not in complete uniform, they will call home, and the missing item must be brought to the school. If not possible, the student will be suspended the following day for a uniform violation.

All students must follow the standardized dress:

Pants/Slacks (Males and Females):

- Khaki-colored dress pants, loose-fitting, with no cuff.
- No leggings, jeggings, or jean material. No joggers.
- Pants must be able to be pulled above the knee for morning searches.
- Slacks must be hemmed and worn at the waistline.
- No painter or cargo pockets allowed.
- Slacks must not be unreasonably tight or unreasonably baggy.
- No shorts or pants may be worn under the khaki pants/slacks.

Shirts:

- Solid white or light blue, button-down collar, or straight collar dress shirt (no denim) for both males and females.
- Shirts must be neatly tucked, with all buttons in place and fastened.
- All shirts must have long sleeves or appropriate short sleeves.
- Plain white tee shirts may be worn under the dress shirt.

Jackets:

- Standard jackets and coats allowed to and from school.
- No biker jackets or oversized coats (including trench coats) permitted.
- Jackets and coats not to be worn in the classroom.

Shoes:

- Conservative athletic or dress shoes with soft soles (low-top only) are allowed.
- No sandals, flip-flops, crocs, house shoes, or boots.
- Shoelaces may only be black or white.

Socks/Hose:

- Solid or opaque socks or athletic socks coordinated with slacks or skirts.

Ties:

- Solid navy or solid black ties to be worn by both males and females.

Belts:

- Solid-colored belts made of soft leather or cloth, visible if slacks or skirts have belt loops.

For all Apparel and Jewelry:

- No messages, writing, or large logos allowed.
- Clothing must be neat with no holes, rips, or tears.
- Clothing must fit properly and not be unreasonably tight or unreasonably baggy.
- No jewelry permitted except for analog watches. Watches receiving text messages are not allowed.

Hair:

- Hair worn in a manner that does not disrupt the educational process or call attention to the individual.
- No unusual coloring or hairstyles permitted.
- Hair should be no longer than shoulder length.
- No shaved heads permitted. Sideburns not below the ear. No facial hair, except for a neat mustache.
- Hair must remain either up or down the entire day.

Eyebrows:

- Notched eyebrows must be colored in neatly and remain colored in.

Fingernails:

- No overly long or jagged fingernails allowed.

Hats:

- No hats, headdress, or hat wear of any kind inside the building.

Book Bags:

- No book bags permitted.

Cleanliness:

- Students must maintain a clean and neat appearance, wear deodorant, and shower/bathe daily.

If a student calls home for part of their uniform:

- 1st offense: Warning
- 2nd offense: Deduction of one point
- 3rd offense: Deduction of two points
- 4th, 5th, and 6th offense: Level recorded for each offense.

The principal has the right to take appropriate action to correct any student whose appearance is considered out of compliance or disruptive.

Assertive Discipline:

Article 1: Daily Behavior Assessment:

A daily behavior assessment, known as a point sheet, is utilized to monitor student conduct and ascertain the achievement of "successful days." At the onset of each day, students are allocated 5 points, which may be deducted for various infractions. The tally of points at day's end delineates the classification of the day's outcome.

- 5 points per day = successful day
- 4 points per day = successful day
- 3 points per day = successful day, subject to evaluation by the principal
- 2 points per day = unsatisfactory day
- 1 point per day = unsatisfactory day - may lead to assertive disciplinary measures
- 0 points per day = unsatisfactory day - may lead to assertive disciplinary measures

One point will be taken for: Minor infractions (e.g., unnecessary talking, not following directions, being off-task, 2nd offense uniform or lunch violations, tardies, unnecessary touching, inappropriate comments).

Two points will be taken for: Disrespect to other students, class disruptions, talking back, not doing homework/class work, not participating in class, openly demonstrating a negative attitude.

Three points will be taken for: Leaving class without permission, non-participation, premeditated misbehavior, note writing, inappropriate items, uniform or lunch violation 3rd offense, or abuse of school equipment.

Five points will be taken for: Severe disruption, any action creating an altercation between students and/or student and staff, profanity, or as a final warning before declaring a student uncontrollable.

Principal may take points, adjust points, assign home detention, assign assertive discipline levels, or expel students for inappropriate infractions not explicitly listed.

ARTICLE 2: Assertive Discipline Levels:

Behaviors resulting in assertive discipline levels include not showing an honest effort, three consecutive bad days, principal/staff recommendation, profanity, severe disruption, electronic device use, vandalism, threat or instigation of a fight, excessive tardiness, improper use of medication, unexcused absences, bullying, anything drug and/or gang-related, discussing placement at Miller Boyd, among others.

Consequences:

- Assertive Discipline Level I: Parent contact and 1 day out-of-school suspension or one day of ALP (Alternative Learning Placement/In-School Suspension).
- Assertive Discipline Level II: Parent conference + 1-day suspension.
- Assertive Discipline Level III: Expulsion or 2-day suspension + parent conference + special contract.

ARTICLE 3: Suspension:

Students may be suspended for:

- One day when Assertive Discipline Level I is reached.
- Two days when Assertive Discipline Level II is reached.
- When the principal believes it is in the best interest of the school or student.

ARTICLE 4: Expulsion Policies

Students failing to meet the terms of their agreements will face expulsion. The following guidelines outline expulsion procedures:

1. Students attending the alternative school for less than one year and subsequently expelled will not be permitted to return to their home school until they have been

absent for a minimum of 45 days, plus any remaining time until the start of the next semester.

2. Students enrolled in the alternative school for one year who are expelled due to behavior will not be readmitted to their home school until the completion of the original calendar year.

3. Students expelled from the alternative school for drug possession, substance use, or assault on staff members will face a one-year expulsion period and must seek readmission through the director of schools.

4. Failure of parents to attend a conference may result in the expulsion of the student.

Expulsion may result from the following offenses:

- Reaching Assertive Discipline Level III
- Leaving school premises without permission
- Possession or use of tobacco products, as prohibited by TCA 39-17-1505
- Participation in a physical altercation
- Demonstrating uncontrollable behavior or repeated violations of school rules
- Theft of school or personal property
- Possession or use of drugs, alcohol, or weapons
- Assault or disrespect toward staff members
- Trespassing on school property or attending unauthorized events
- Unexcused absences or nonattendance

Before expulsion, the alternative school principal may assess whether the student is genuinely attempting to comply. If the principal determines that the student's behavior does not disrupt the educational environment, pose a negative influence, or endanger

staff or school integrity, and it is in the student's best interest, a special contract may be arranged to allow continued attendance at the alternative school.

ARTICLE 5: Appeal:

Any student expelled from the alternative school may request an appeal of that expulsion. This appeal must be in writing, made within five school

days, and should be addressed to the director of schools.

Addendum:

All regulations in this handbook are subject to change in accordance with state and/or federal law or policy. They are also subject to review and modification by the Hamblen County Board of Education, the administration of Hamblen County Schools, and the alternative school administration and staff. Therefore, rules or regulations may change during a student's tenure at the alternative school. It is the responsibility of students and parents to stay informed about any updates or modifications to the rules and regulations outlined in this handbook.

Appendix A:

Student/Parent Contract

Student: I will make an honest effort to follow the rules and regulations as set forth in the handbook and by the Hamblen County Board of Education so that I can be successful in the alternative school. If successful, I will be allowed to return to my regular school at the end of my tenure. If unsuccessful, I will receive additional disciplinary action, which could include expulsion.

Parents/Guardians:

1. I will make every effort to see that my child follows the rules of the alternative school.
2. I will review my child's daily progress and sign and return all correspondence.
3. I will attend all conferences as required by the alternative school principal (i.e., conference after suspension, academic conference, return to school conference, or others as needed).
4. I acknowledge that I am ultimately responsible for my student and his/her behavior, and I accept that responsibility. (NOTE: if your child is not living in your home, you are not released from the rules and regulations of the alternative school until your child reaches the legal age of 18)

Any and all regulations in this handbook may change in accordance with state, and/or federal law or policy. They are also subject to review and modification by the Hamblen County Board of Education, the administration of Hamblen County Schools, and the alternative school administration and staff; therefore, rules or regulations may change during a student's tenure at the alternative school.

Receipt for Handbook

We have received a copy of the Miller Boyd Alternative School Handbook and acknowledge that we are responsible for following all the rules and regulations contained in it.

Agreement for Free Use of Textbooks

I hereby agree that I will be responsible for all FREE TEXTBOOKS used by my child or children. I hereby further agree that I will reimburse the HAMBLEN COUNTY BOARD OF EDUCATION for the value of any book or books that are badly damaged, destroyed or misplaced, while in use by my child or children during the scholastic year while placed at Miller Boyd Alternative School.

Sexual Harassment Defined and Prohibited

The policy of Hamblen County Schools requires a learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based on age, religion, disability, race, or national origin. It will be a violation of this policy for any student or employee of the school system to sexually harass or discriminate against a student or an employee through conduct or communication in any form. This policy will be enforced in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of the 1972, and Section 504 of the Rehabilitation Act of 1973.

Possession of Tobacco

TCA 39-17-1505

We have received a copy of TCA 39-17-1505 which prohibits the purchase of tobacco by minors. We understand if my student is found in possession of any type of tobacco that it is the duty of the principal to issue a citation which will require my student to appear in Juvenile Court.

School Counseling Permission Form

A school counselor is on staff at the alternative school to work with students individually or in small groups to assist with academic, personal / social, and/or career issues. This service is available to all students and is intended to ensure that the student's experience at the alternative school is positive and the student's transition back to their regular school is successful.

In following the objectives of the alternative school, the school counselor;

- Will work with the students to improve academic skills to facilitate a successful educational experience.
- Will provide individual and group counseling to assist students in becoming responsible for their own actions.
- Will conduct activities to build self-esteem and self-discipline.
- Will work with students to learn respect and to get along with others.

Success at school requires a cooperative effort between students, parents, teachers, and other school personnel. I understand that as a parent/guardian, I may be asked to be involved with the student's success at the alternative school and after he/she transitions back to the regular school.

STUDENT

1. I understand that the role of the school counselor is to be an advocate for the student.
2. I understand that the counselor is there to assist the student with academic, personal, social, and/or career issues.
3. I understand that I can speak to the school counselor in confidence about any issue concerning or affecting my educational program. It is understood that in issues where imminent danger is involved, the school counselor may have to seek assistance for the student.

PARENT/GUARDIAN

1. I understand that a school counselor is available at the alternative school.
2. I understand that I may contact the school counselor to share information that may contribute to my student's success.
3. I understand that I may be called upon to work cooperatively with the staff and contribute to the student's program.
4. I understand that the counselor may assist in the transition back to my student's home school. This may include follow-up sessions in the home school.

Student Signature: _____

Parent/Guardian Signature: _____

Principal: T.J. Sewell_____

Date: _____

Appendix B:

Alternative School Structure

In-School Suspension: In-school probation is a period of time in the regular school program after the student has reached the next-to-highest level of the assertive discipline level plan. The principal of the home school will make arrangements for the student and parent/guardian to attend a mandatory alternative school orientation. The student will stay on probation for the remainder of the school year unless placed in the alternative school.

Alternative School: Students who have reached the highest level of the assertive discipline plan or for some severe behavior will be placed in the alternative school. The student and his/her parent/guardian will be required to sign the alternative school contract before being allowed to enter the alternative school.

Post-Alternative School Probationary Period: Post-alternative school probationary period is a period in the regular school program after the student has completed tenure in the alternative school and is placed back on level 4 of the assertive discipline plan for the remainder of the school year. If the student reaches the highest level of the assertive discipline plan again, he/she may be expelled. The SDHA or director of schools, after hearing an appeal may request placement back at the alternative school for the remainder of the school year. If the student is allowed to return to the alternative school, he/she will be placed on a special contract.

Return to Regular School Program: Any student who has been successful in the alternative school will remain in the alternative school structure for the remainder of the school year and will be allowed to return to a regular school program on the same basis as the other students (assertive discipline level 0) at the beginning of the next school year. Students who are in the alternative school at the end of the one school year and begin there the next school year will return to the regular school on the same basis as the other students (assertive discipline level 0) and will have completed their one-time option for middle or high school level.

NOTE: Students expelled from the alternative school but who return to the regular school during the same year that they are expelled are not allowed to return to the alternative school during that school year. They will return to their regular school on level 4.

Appendix C:

Parents or Guardians:

We are pleased to inform you that Miller Boyd Alternative School will be providing both breakfast and lunch to our students. Both meals will be offered free of charge to all Hamblen County students.

To ensure smooth operations and proper planning, we will be distributing the monthly lunch menu to students. Additionally, during morning check-in, students will be asked if they plan to order lunch for the day. Orders must be submitted by 8:00 am. Students who are tardy or undecided will not receive lunch if they have not placed their order by this time.

We appreciate your cooperation and support in ensuring that all students are well-fed and ready to learn.

Frequently Asked Questions

1. What are the drop-off procedures for car riders? Cars should enter from Boyd School Road and exit on Snyder Road, maintaining a one-way flow in front of the school building. Students must use the front double doors for entry, with the same procedure followed in the afternoon.

2. Can we pick up students who are not immediate family members? No, only immediate family members may pick up car riders, and pickups must occur at 2:30 with no exceptions.

3. Will a simple offense result in expulsion? Yes, it is possible. The school maintains strict rules, and repeated simple offenses may indicate a behavioral pattern rather than isolated incidents of talking or sleeping without permission.

4. Is bus transportation available? Bus transportation to Miller Boyd Alternative School is only provided if specified in the child's Individualized Education Program (IEP).

5. Can parents view security camera footage if their child is in trouble? No, security camera footage is for the Principal or School Resource Officers (SROs) only, to assist in clarifying incidents. Due to privacy laws and the presence of other students in the footage, only school personnel are permitted to view the videos.

6. Can my child receive medication for a headache at school? Yes, provided that the parent has signed the necessary form, which must be on file in the school office. Medication should be brought to school by an adult in its original container and signed in at the front desk.

7. Can my child attend events at other schools? No, students remanded to the alternative school are not permitted on other school campuses, as per county policy. This restriction extends to events hosted by out-of-county schools that involve Hamblen County students. Failure to comply may result in possible arrest and expulsion from Miller Boyd Alternative School.

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