

Recommendations for Additions and Changes to the Alt. School Handbook

Offense	1st referral	2nd referral	3rd referral	Repeated
Changes:				
14. Fighting				
Currently in HCHS handbook	2 days OSS+ 8 days	Alt. Placement for	10 Days OSS & Bd.	
	At Alt. school	9 weeks min	Hearing	
Currently in Alt handbook	3 days OSS	5 days OSS	10 days OSS	Referred for Expul.
	CP Counsel	Subj. to arrest		
Suggested Change to Alt.	5 days OSS	10 days OSS		
		Board Hearing		
Additions:				
25. Hazing				
(Add to Alt.)	5 days OSS	10 days OSS &		
		Board Hearing		
26. Physical Attack				
(add to Alt.)	5 days OSS	10 days OSS &		
		Board Hearing		
28. Sexual Assault				
(add to Alt.)	10 days OSS &			
	Board Hearing			

Current HC COC

	Incident Type and SESIR Definition	1 st Referral	2 nd Referral	3 rd Referral	Repeated
21	Other Major Offense: Major incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples include student producing or knowingly using counterfeit money, participating in gambling activities, or possession of child pornography, or possessing drug paraphernalia, improper computer use, unauthorized entry into computer system, altering or deleting download files, inappropriate internet sites, downloading inappropriate materials, defacing of computer equipment and student victimization. (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	10 Days OSS; Recommendation for School Board Review; For computer system related offenses, 7 Days ISS and loss of computer privileges for remainder of school year	For computer related offenses, 10 Days OSS and possible Recommendation for School Board Review; Loss of computer privileges for remainder of school year	For computer related offenses, 10 Days OSS and Recommendation for School Board Review	
22	Drug Sale / Distribution excluding alcohol: Illegal sale or distribution of drugs. The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement.	10 Days OSS; Recommendation for School Board Review for expulsion; referral to SRO			
23	Unsubstantiated Bullying: After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.)				
24	Unsubstantiated Harassment: After a complete investigation and follow up of reported harassment incident the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.)				
25	Hazing: Any action that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, banding, or exposure to the elements (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	5 Days ISS plus 3 hours ASD	2 Days OSS plus 8 Days Alternative Ed placement	9 weeks immediate Alternative Ed placement	10 Days OSS; recommendation for School Board Review
26	Physical Attack: Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	5 Days ISS plus 3 hours ASD	2 Days OSS plus 8 Days Alternative Ed placement	9 weeks immediate Alternative Ed placement	10 Days OSS; recommendation for School Board Review

Current HC COC

27	<p>Bullying: The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more student or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.</p> <p>If the bullying results in any other SESIR incidents do not code the incident as Bullying. Instead, the incident should be coded appropriately with the related element coded as bullying-related.</p>	3 Days OSS: Referral to Guidance Counselor	5 Days OSS: Referral to SRO	10 Days OSS: Referral to SRO	10 Days OSS: Recommendation for School Board Review
28	<p>Sexual Assault: An assault that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability. (Level II) *</p> <p>Must be reported in SESIR and expected to be reported to Law Enforcement.</p>	10 Days OSS; Recommendation for School Board Review			
51	Bus – Incident (Other than Fighting)	3 Day Bus Suspension	5 Day Bus Suspension	10 Day Bus Suspension	10 Day Bus Suspension; Recommendation for School Board Review

HAMILTON ALTERNATIVE SCHOOL

HANDBOOK 2016-17



Tom Moffses, Superintendent

Kip McLeod --- Principal

Travis Glover --- Teacher/Director

Expectations:

- Have Good Work Ethics**
- Always Act Respectful and Responsible**
- Stay Positive at All times**

HAS MISSION STATEMENT:

"HAMILTON ALTERNATIVE SCHOOL (HAS) WILL WORK WITH STUDENTS TO HELP THEM OBTAIN THE SKILLS NECESSARY TO ENABLE THEM ACADEMICALLY AND SOCIALLY TO LIVE A PRODUCTIVE LIFE IN OUR EVER CHANGING SOCIETY"

Acknowledgements to Students and Parents

- Why are you here?
- Everyone is here for not less than 45 Successful days (behavior and academics).
- Unsuccessful days are unexcused absences and must be made up. These days include OSS, early pick up days, non-productive days, which are defined as not reaching daily goals by sleeping or refusing to do the work.
- Academics: Self-pacing, computer and directed instruction
- We allow NO sleeping in class except during break time with permission.
- Phone policy and consequences: Phones will be locked up at the beginning of class and returned at the end of the day. Violators will lose that privilege.
- Uniform policy: All students must wear a plain white top with a collar and gray, black, blue, brown, or tan bottoms with closed in heel and toe shoes. (No slides or bedroom slippers)
- Parent must complete all necessary paperwork and provide multiple contact numbers, name of counselor, and name of your probation officer, if applicable.
- We must have numerous phone numbers and other paperwork completed; including phone numbers, name of counselor, and name of your probation officer, if it applies.
- The various consequences for misbehavior includes; Isolation, parent contact, detention, work detail, out-of-school suspension, referral for counseling, expulsion, makeup days, referral to law enforcement (SRO)
- HAS can be an opportunity to advance academically and/or behaviorally or the last stop for some seeking an education in the Hamilton County public school system.
- We will give students DUE Process. We will be firm, but fair.
- Alternative Ed students are NOT allowed on any public school campus in Hamilton county without prior permission from the superintendent or his/her designee or director of the HAS program. (Violators are subject for arrest).
- Bus misbehavior will result in suspension from the bus or expulsion off the bus.
- When students arrive at school, they go directly to the assigned classroom unless directed differently by the director.
- Money in lunchroom accounts is transferrable.
- All academic courses are on line. Students will receive character education daily from the teacher.
- Transitioning times will be at the beginning of a semester pending the success of the student with Edgenuity (academics) and behavior (discipline plan).
- Students must have at least a 70% completion of their course work completed and at a 60% or greater proficiency rate to transfer back to their parent school. Student

wishing to transition back to their parent school must have no discipline referrals for at least four (4) consecutive weeks nearest to their transition day.

- Transition reviews by administration will take place during the week prior to the transfer date.
- Students that are on medication must have a medical form on file with doctor's approval. Medications must be provided in an appropriately labeled prescription bottle and given to the director or his/her designee. Medication must be taken in the presence of a nurse or the teacher/director. Students are allowed to have only one dose of over-the-counter medication on their person (Tylenol, aspirin, etc.).
- If you wear glasses, that information must also be noted on your medical form.
- You must have pencil/pen, paper, and a notebook daily.
- Students are subject to be searched at any time. Book bags are searched daily.

Attendance

General Information:

The first day of attendance into the alternative program comes after meeting with the parent(s) and student with the director/teacher of the program. The decision will be made by the parent and the director.

Assigned Attendance:

The HAS is provided for Hamilton County Students in grades 7 – 12. To attend HAS, a student must be assigned by the Hamilton County School Board according to Board policy. For ESE students, recommendation for placement is made through the IEP team and brought before the School Board for review. The School Board can dismiss students from the HAS program upon a recommendation from the Superintendent and the Discipline Committee of the parent school. The length of stay is determined by the student's academic and discipline behavior. No stay shall be less than forty-five (45) days. The discipline committee consists of the parent school's principal and his/her selected supervisor of that student. The student and parent must agree to counseling from the school or another counseling agent in writing.

Absences:

Florida Law states that a child must attend school until he/she reach their 18th birthday unless they are exempted or have been expelled from the school system. Parents of a child aged 16 to 18 may file a formal declaration of intent to terminate school enrollment. That student will no longer be subjected to compulsory attendance. The declaration must be signed by the parent/guardian and the student. Two (2) tardies will equal to one (1) unexcused absence.

Excused Absences:

A student is excused from school if they have a doctor's note signed by the doctor, parent note (2 per 9 weeks), or a pre-arranged trip according to Board policy or a funeral program of a relative in the immediate family.

Unexcused Absences:

Unexcused absences are absences that are not approved by the Director or the School Board. A student that has 15 or more unexcused absences within 90 calendar days is considered habitual truant. That student may be dealt with as a child needing services under Chapter 39, Florida Statutes. In addition, the parent/guardian may be subject to criminal persecution under chapter 232, Florida Statutes.

Tardy:

Students are to be present and on time every day. Any student arriving after ten (10) a.m. will be considered absent unless they have an excused (verified by parent) note for one of their 2 excused notes. Students more than 15 minutes or more late to class will have days added to their stay at HAS. (The number of days added will be determined by the director or Student Code of Conduct).

Leaving School Early:

No student will be allowed to leave campus with anyone other than persons listed on checkout form. They may not leave school early unless there is an official emergency, such as; death in the immediate family or serious illness or anything the coordinator/teacher considers an emergency. If not an emergency, the day must be made up.

Curriculum

The Curriculum for the Hamilton Alternative School (HAS) will follow the student's parent school's curriculum. The student will complete their course requirements via 'Edgenuity'. Students who have access to a computer and the internet may work at home or the library, but cannot substitute working at home for working at school. Student who apply themselves at HAS have the opportunity to recover course credit, advance in grade level placement, and/or enroll in college courses through NFCC if they meet entry requirements.

Qualifications to attend H.A.S.

In order for a student to attend HAS alternative school, the School Board must assign them for one of the following reasons:

1. Have a referral according to their parent school's Student Code of Conduct that warrant alternative placement.
2. Have 10 or more minor referrals (not all from one teacher),
3. Charged with a felony,
4. Entering in the Hamilton County school system from another alternative school program that was not completed.
5. Note: Students that are suspended from school for ten plus (10+) days may be housed at H.A.S. while they await a hearing before the School Board. They will be required to work and show growth during their stay or they may be removed and sent home until their hearing date.
6. Habitual truancy for students that are too young to drive (Have 15 or more consecutive unexcused absences).
7. The placement of an ESE student will be made through the recommendation of the IEP team and brought before the School Board for review.

TRANSPORTATION

Students will be transported from their parent school by bus or by their parent or by their own car if they have a parking permit from the high school. Students who violate the driving privilege rules will have to ride the bus or their parent will be responsible for their transportation.

BEHAVIORAL SUPPORT SERVICES REHABILITATION PROCESS

Students that attend alternative education are there because they have an excessive amount of referrals for inappropriate behavior or they have violated a zero tolerance behavior, which may include a felony charge. Their situation may be caused by a deficiency in educational know-how or lack of knowledge. Therefore, the aim of the alternative program is to change student's way of doing things and becoming more positive about their future. In order for a student to attend HAS, the student must attend some kind of counseling for behavior modification by a professional. This counseling service may be performed by Meridian, CDS Family & Behavioral, Resolutions Health Alliance (RHA), or/and school counselor or some other certified agency.

Resources:

Meridian Behavior Healthcare, Inc., 4300 SW 13th St. Gainesville, FL (352) 374-5600

CDS Family and Behavioral, 1400 NW 29th Road, Gainesville, FL (352) 244-0618

Resolution Health Alliance (RHA), 922 SW Baya Dr., Lake City, FL (386) 754-9005

Hamilton County High School Counselors Michelle Connell for High School (386)-792-8118 and Paula G. Williams for Middle School (386)-792-8113.

Note: If the student is already receiving services, by whom? _____

Phone number: _____. What is your schedule?
_____.

BEHAVIORAL HEALTH CONTACT PROCESS TO RECEIVE SERVICES

1. Call crisis hot line 1-800-715-4225 and request an intake with Behavioral Health Services
2. Inform them of behavioral concerns for your child
3. Inform them that your child is at Hamilton Alternative School

Note: Hamilton County High School guidance counselor will visit the alternative school periodically to monitor the students' progress and conduct lessons to motivate a positive behavior change. Please inform them and the alternative school director of any concerns you may have that may affect your child's day or situation.

HAMILTON ALTERNATIVE SCHOOL DISCIPLINE PROCEDURES

Hamilton Alternative School's mission is to assist students in obtaining the necessary academic and behavioral skills to be academically and socially successful. Therefore, the action taken in regard to discipline is to be directed toward training. The teacher will strive to use each incident as a teachable moment. When necessary, the Assertive Discipline Plan will be used for classroom disturbances. Each incident will be recorded in the district-wide computer system in the student data base and his/her folder for future references. The program's director will follow the discipline plan to execute the consequences for the committed discipline. Also, discipline will be handled on an individual bases for special needs students. When possible, all referrals will be signed by the student and filed. The HAS director will determine the consequences and notify the parent of the incident and the results.

Search and Seizure

Students are subject to be searched non-intrusive at any time. Book bags are searched daily upon arrival in the classroom. Failure to comply will result in a referral according to the Student Code of Conduct number 13 and subject to possible arrest pending the severity of the suspicion, such as; drugs, drug paraphernalia, tobacco, alcohol, or weapons. The director/teacher is authorized to make the judgment.

HALL RULES

1. WALK QUIETLY IN A STRAIGHT LINE
2. KEEP MOVING AT AN ARM LENGTH DISTANCE
3. FOLLOW INSTRUCTIONS
4. RESPECT SCHOOL PROPERTY
5. RESPECT OTHERS AND YOURSELF
6. RESPOND TO SUPERVISORS WITH YES OR NO SIR OR YES OR NO MA'AM
7. KEEP HANDS TO YOURSELF AT ALL TIMES
8. HATS AND SUNGLASSES ARE ONLY WORN OUTSIDE

School Rules and Regulations

Students will be expected to follow the Hamilton County High School Code of Conduct. The following rules are specific to Hamilton Alternative School:

1. Students will walk on the right side of the hallways at all times.
2. No open containers are allowed in the hallways.
3. No head coverings or sunglasses allowed in the building.
4. No items are to be worn that can be used as a weapon (Such as large belt buckles, dog chains, etc.)
5. Book bags are searched daily.
6. No tongue rings, body piercings, mouth grills, nor any item similar are allowed.
7. Earrings are only to be worn in the ears.
8. Students are to wear plain white tops with a collar and gray, black, brown, navy blue, or tan bottoms with closed heel and closed toe shoes.
9. Pants must be worn at the hip. Pants must not have holes.
10. If pants have belt loops, they must have a belt.
11. No sweat pants or hoodies are to be worn in class.
12. No clothing (attire) may be worn that display profanity of any type, Inappropriate content, sex, drugs, alcohol, tobacco, or weapons.
13. No candy or gum unless authorized by instructor.
14. Recite orally the Student Creed and the pledge of the US flag daily.
15. No Sleeping except during break with permission.
16. No eating or chewing gum without teacher permission.