

Madison City Schools' Secondary Alternative School

MADISON CITY SCHOOLS

11306 County Line Road · Madison, Alabama 35756

Dr. Ed Nichols, Superintendent

Mr. Eric Terrell, Assistant Superintendent

Mr. Tim Holtkamp, Board President

Dr. Heather Donaldson, Chief Academic Officer

Dr. Kerry Donaldson Jr, RISE Academy & Alternative School Principal

Mr. Duane Thomas, Alternative School Facilitator

Alternative School Forms

Intake Conference Agenda

- a. Introductions
- b. Parent Guardian Information Sheet pg. 2
- c. CHAMP Expectations for Activities & Transitions pg. 3-4
- d. Alternative School Dress Code Requirements pg. 5
- e. Alternative School Assignment Procedures pg. 6
- f. Alternative School Discipline Matrix pg. 7-10
- g. Assisting Students Through Alternative Placement & Panda Program
Acknowledgement pg. 11
- h. Alternative School Teacher/Content Schedule pg. 12

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Parent/Guardian Intake Information Sheet

Parent's Name:

Transportation: All students must ride the bus unless their parent/parents are Madison City Employee/Employees living outside of the School District, or are suspended from the bus.

Student's Name:

Home Phone: - -

E-mail Address:

Work Phone: - -

Cell Phone (Mom): - -

Cell Phone (Dad): - -

Physical Address:

City: Zip Code:

Any Medical Needs: Yes: No:

Medication if needed at school:

Allergies:

Are there any other needs we should know about?

Failure to adhere to any rules listed in the Discipline Matrix aligned with the Madison City Code of Conduct will result in days added to the student's assigned term and could ultimately lead to a disciplinary hearing. **Any out-of-control behavior** by the student can result in suspension or an expulsion hearing. All students must serve all of their days in Alternative School regardless of excused absences. A full day absence must be made up regardless of the reason for being absent. If a student checks in or out, he or she will only receive credit for serving a full day if he or she has been present at school for at least half of a day and if the excuse note is medical or legal (excuses must be provided by the doctor or court official). If a student misses the bus and does not arrive to school before 9:45 am, the student will need to make up that day. If a student is suspended, parents will be notified, and he or she must be picked up from Alternative School immediately by an approved person on his or her contact list in INOW. All students will be searched upon entering the building by Mr. Thomas and or Dr. Donaldson/Mrs. Torello to ensure there are not any weapons, drugs, or any other forbidden paraphernalia. **Students should not hide electronic devices under their clothing at all. If the phone or phone usage is detected, students will deal with the consequences outlined the Discipline Matrix (pg. 6-9).** Lunch bags will be searched as well and no backpacks are allowed until the last day. **All Alternative School students lose all privileges to participate in extracurricular activities and/or functions in Madison City Schools including driving to school.** Both parent and student's signature below show they understand and agree to abide by the rules above and were present for the intake meeting.

Student's Signature:

Date:

Parent's Signature:

Date:

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EXPECTATIONS FOR ALTERNATIVE SCHOOL ACTIVITIES & TRANSITIONS

	STARTING THE DAY & ENTERING THE CLASSROOM
Conversation	No talking.
Help	Once you have been seated, raise your hand for help.
Activity	The expected end product is to be ready for the Alternative School day; check your mood/attitude; address any concerns with the Alternative School teacher
Movement	Go to the bathroom as a group, wait in a single file line once finished outside of the bathroom; when directed walk into the classroom, and go directly to your assigned cubicle and have a seat.
Participation	Get all instructional materials out, review the lunchroom menu for breakfast and lunch. Write your order down, raise your hand when finished, and Mr. Thomas will come by to retrieve all orders.

	Breakfast & Lunch
Conversation	No talking.
Help	Raise your hand.
Activity	The expected end product is to receive your breakfast and lunch and eat quietly.
Movement	Stay seated and Alternative School teacher will give your breakfast/lunch.
Participation	Eat quietly and when instructed, throw your food in the trash can. When directed, go the bathroom as a group after lunch, wait in a single file line once finished outside of the bathroom, and re-enter the classroom when instructed. All students should walk directly back to their cubicle.

	Bathroom Breaks Outside of Lunch & Breakfast
Conversation	No talking.
Help	Raise your hand.
Activity	The expected end product is to go to the bathroom quietly as a group, handle your business, wait in a single file once finished outside of the bathroom, and re-enter the classroom when instructed. If there is an emergency or a medical issue, raise your hand, and Mr. Thomas will walk you to the bathroom.
Movement	Stay seated until Alternative School teacher instructs you to move.
Participation	Go to the bathroom quietly and return to cubicle quietly.

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	Direct Instruction
Conversation	Yes, but only with Alternative/Content teacher.
Help	Raise Hand.
Activity	The expected end product is to receive help on your assignments whether electronic or on paper.
Movement	Stay seated until Academy teacher calls you to the table or comes to your cubicle. If working at table, stay seated until instructed to go back to your cubicle.
Participation	Quietly complete your electronic and paper assignments with quality.

	Independent Work
Conversation	Yes, but only with Alternative/Content teacher.
Help	Raise Hand.
Activity	The expected end product is to complete your work electronically or on paper in your assigned cubicle facing forward.
Movement	Stay seated unless instructed by Alternative School/Content teacher.
Participation	Quietly complete your electronic and paper assignments independently with quality.

	Ending the Day; Exiting to Go Home
Conversation	Yes, only with Academy/Content teacher.
Help	Raise Hand.
Activity	The expected end product is to clean up your cubicle and get ready to go home.
Movement	Stay seated until Academy teacher instructs you to line up. When instructed, walk in a single file to the bus and wait quietly until your bus arrives.
Participation	Quietly exit the classroom to go home.

Student's Signature:

Date:

Parent's Signature:

Date:

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Alternative School Dress Code Requirements

The dress code requirements stated in will be strictly enforced:

- No blankets in the classroom.
- No cargo pants (pants with big pockets on the sides), P.E. shorts, sweatpants, joggers, regular shorts, jeggings, or leggings should be worn. All students must wear a belt and their pants must fit at natural waist and not be excessively baggy, long, underwear cannot be seen).
- No halter or tank tops.
- No shirts that are too short (including midriiffs) or shirts that are too long (ie. Tall Tees).
- No pants that are cut-off, un-hemmed or drag the ground.
- No shirts or pants that is ragged, torn, or see-through.
- No house slippers, cleats, shoes with chains or any type of metal reinforcement.
- No hats, caps, bandannas, hoodies or any other headgear.
- No jewelry.
- No book bags until the last day to take your belongings with you.
- No facial, body, tongue, or gage piercing (including those that give the impression of piercing).
- No clothing with words or pictures on body or clothing with reference to or relating to alcoholic beverages, tobacco products, and/or illegal substances. Also, that which is lewd, vulgar, indecent, sexually suggestive, obscene, gang or cult related, satanic, violent, racist, or threatening.
- No hair-dyed in unusual colors, spiked hair, shaven or dyed patterns (numbers, names, symbols, and designs).
- No make-up that is extreme or suggest cult or gang relations.

The principal shall be the final judge as to the appropriateness of clothing and issues having to do with dress code.

Your signature below states that you have read, understand and agree to abide by the Alternative School Dress Code:

Student's Signature:

Date:

Parent's Signature:

Date:

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Alternative School Assignment Procedures

High School Students Serving 15 Days or Less

All students will receive their assignments from their base school who is responsible for providing assignments, grading, recording grades, and reporting academic progress to the parents. Weekly coursework/material, coinciding with the teacher's weekly lesson plan, must be uploaded through the teachers Schoology course during the above specified time period in order to ensure the standards are being met. Coursework/material for the student may be placed in Schoology on a daily or weekly basis as long as the material is uploaded a day in advance/week in advance. The teacher may choose to use the course material they are using in their classroom or they may choose to use supplemental programs through Schoology such as Schools PLP, Franchise, and/or Edgenuity to meet the standards. Regardless, provided coursework and grading for the student will be the responsibility of the teacher to record.

High School Students Serving 16 Days or More

All students will receive their assignments from their base school who is responsible for providing assignments, grading, recording grades, and reporting academic progress to the parents. Weekly coursework/material, coinciding with the teacher's weekly lesson plan, will be uploaded through the teachers Schoology course during the above specified time period in order to ensure the standards are being met. Coursework/material for the student may be placed in Schoology on a daily or weekly basis as long as the material is uploaded a day in advance/week in advance. The teacher may choose to use the course material they are using in their classroom or they may choose to use supplemental programs through Schoology such as Schools PLP, Franchise, and/or Edgenuity to meet the standards. Regardless, provided coursework and grading for the student will be the responsibility of the teacher to record.

Your signature below states that you have read, understand and agree to abide by the Alternative School Assignment Procedures:

Student's Signature:

Date:

Parent's Signature:

Date:

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THE ALTERNATIVE SCHOOL DISCIPLINE MATRIX

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case-by-case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension, manifestation meeting if Exceptional Ed, recommendation for a disciplinary hearing for expulsion, and/or extended placement in a long-term alternative program.

ISS = In-School Suspension OSS = Out-of-School Suspension

	First Offense	2 nd Offense	3 rd Offense	4 th Offense
<i>Class I Violations</i>				
Dress Code Violation	Parent will bring a change of clothes. If parent cannot bring a change of clothes, student will be suspended for 1 day.	1 day of OSS	2 days of OSS	3-5 Days of OSS/Possible Referral to Disciplinary Board

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Jewelry (No Jewelry is allowed)	Verbal Warning/asked to remove/will receive at end of day	Verbal Warning/asked to remove/will be taken up and parent will have to pick up	Verbal Warning/asked to remove/we will keep until the end of term	1-3 Days of OSS
Distraction of Other Students	Verbal Warning	2 days of OSS	3 Days of OSS	5 Days of OSS/Referral to Disciplinary Board
Bullying, Cyberbullying, Harassment, or Threat of Violence	Investigation, notification to Police, and automatic suspension/Referral to Disciplinary Board	Investigation, notification to Police, and automatic suspension/Referral to Disciplinary Board	Investigation, notification to Police, and automatic suspension/Referral to Disciplinary Board	Investigation, notification to Police, and automatic suspension/Referral to Disciplinary Board
Use of Electronic Devices besides assigned laptops in Alternative School (cellular phones, pagers, ipods, tablets, kindles, MP3 players, and etc.)	Phone will be taken up and parent will have to retrieve it	1 day of OSS and parent will have to retrieve the device.	2 days of OSS and parent will have to retrieve the device.	3-5 days of OSS and possible referral to Disciplinary Board
Inappropriate Use of Computers	Computer Privileges Lost for a Week	1 Day of OSS/Computer Privileges Lost for 2 Weeks	2 Days of OSS/Computer Privileges Lost for 3 Weeks	3-5 Days of OSS and possible referral to disciplinary board
Non-Direct /Direct Use of Profane Language	2 days of OSS	3 days of OSS	3 Days of OSS	5 Days of OSS pending disciplinarian hearing
Inappropriate public display or affection	1 Day of OSS	2 days of OSS	3 Days of OSS	5 Days of OSS pending disciplinarian hearing
Failure to follow directives	2 Days of OSS	3 Days of OSS	3 Days of OSS	5 Days of OSS Pending Disciplinary Hearing

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Class II Violations				
Defiance of Authority Disobedience/ Disorderly Conduct/Direct Use of Profane Language	3 days of OSS	5 Days of OSS and referral to disciplinary board	5 Days of OSS and referral to disciplinary board	5 Days of OSS and referral to disciplinary board
Vandalism, Theft, Gambling, threats, bullying, cyberbullying, harassment, intimidation	Investigation, notification to Police, and automatic suspension	Investigation, notification to Police, and automatic suspension	Investigation, notification to Police, and automatic suspension	Investigation, notification to Police, and automatic suspension
Skipping/ wandering off	5 Days of OSS Pending Hearing	5 Days of OSS Pending Hearing	5 Days of OSS Pending Hearing	5 Days of OSS Pending Hearing
Dishonesty/Cheating/	2 days of OSS	3 Days of OSS	5 Days of OSS	5 Days of OSS
Class III Violations				
Possession, Sale, Use of alcohol, tobacco, prescription/non- prescription drugs, weapons, tobacco, explosives, Arson, Assault, Violence, Bomb threat, Burglary, Breaking entry of School. Vandalism, Defiance of Authority, Willful and persistent disobedience, disorderly conduct, disruptive demonstrations, possession of drugs, sale of drugs, use of drugs, disruptive use of audible/text/pictures devices such as electronic pagers, cellular telephone, or other portable communication devices, fighting, tampering or setting off fire alarm,	5 days suspension, Referral to disciplinary board that may result in alternative School or Expulsion	5 days suspension, Referral to disciplinary board that may result in alternative School or Expulsion	5 days suspension, Referral to disciplinary board that may result in alternative School or Expulsion	5 days suspension, Referral to disciplinary board that may result in alternative School or Expulsion

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gambling, harassment, cyber bullying, bullying, homicide, inciting others to create a disturbance, kidnapping, larceny, theft motor vehicle theft, profanity or vulgar language, robbery, sexual battery, sexual harassment, sexual offenses, threats/intimidation, possession/use/sale of tobacco ,weapons, trespassing, truancy, refusal to do search, and other incidents,(repeated Class I and II Violations or any action reasonably deemed to fall within this category after investigation and consideration of extenuating circumstances)				
<i>Repeated Violations (3 or more of any of the Class I and II Violations)</i>	5 Days Suspension/Referral to Disciplinary Board	5 Days Suspension/Referral to Disciplinary Board	5 Days Suspension/Referral to Disciplinary Board	5 Days Suspension/Referral to Disciplinary Board

Your signature below states that you have read and understand the Alternative School Discipline Matrix:

Student's Signature:

Date:

Parent's Signature:

Date:

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Assisting Students through Alternative Placement (ASAP)

If applicable, I have received all information regarding the ASAP Program including the Panda Program from Madison City School's Social Worker and agree to abide by all rules and regulations of this program.

Student's Signature:

Date:

Parent's Signature:

Date:

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Alternative School Teacher/Content Schedule

Arrival Time 8:30-8:45 a.m.

Breakfast: 8:46 am-9:15 a.m.

(Math) 9:30 am - 10:35 am

LUNCH 10:46-11:15 a.m.

(History) 11:55-1:00 p.m.

(English) 1:05-2:10 p.m.

(Science) 2:15 pm - 3:25 p.m.

Torello (Exceptional Ed & Counselor) whenever needed

Dismissal Time- 3:50 p.m.

- ***Schedule may be Adjusted.***

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