

Alternative School Procedures

The Smith County Board of Education will offer viable alternatives to suspension and expulsion through the Smith County Alternative School. The school will serve those students whose school problems have reached levels that are disruptive to the function of their regular school or classroom. The alternative school will provide a highly structured environment aimed at integrating students back into the mainstream of their regular school.

RESPONSIBILITY OF SCHOOLS

The principal or designee will:

1. Inform the Alternative School teacher concerning the student's placement and provide the required paperwork.
2. Provide textbooks, materials and assignments adequate for the number of days for which the student has been assigned unless the student will use Odysseyware.
3. In the event the placement is for a student with disabilities, the principal or designee will inform the Special Education department at the Board of Education of the placement. The BOE will provide an IEP at a Glance to the Alternative School Director and the Alternative School Director shall ensure that the IEP is being followed.

OPERATIONAL PROCEDURES OF THE ALTERNATIVE SCHOOL

1. The Smith County Alternative School (SCAS) is located at 207 North Main Street, Carthage, Tennessee.}
2. SCAS will be conducted every day in which Smith County Schools are in session.
3. The principal and director of schools will choose the appropriate length of each assignment based on each individual case.
4. Students placed in the SCAS must have one day before placement can begin except in a situation approved by the director of schools or designee.
5. Breakfast and lunch will be provided for SCAS students.
6. Transportation is the responsibility of the parent to and from the alternative school. Students assigned to the SCAS will only be allowed to ride their regular bus to and from school with permission from the principal.
7. No student shall leave the SCAC except in case of emergency. In any case the parent is responsible for the student's transportation and the time missed must be made up before the student may return to school.

8. Academic credit can be earned for those courses in which the student is enrolled.
9. The SCAS will take an active interest in each student passing through its doors. Regular contact will be made between SCAS and the regular school to monitor progress of students at alternative school.

SCHOOL PROCEDURES

1. School will begin promptly at 8:00 and end at 2:45.
2. The students will be allowed to use the restroom twice each day, once in the morning and once in the afternoon. This will also be a quiet lunch break. SCAS must be informed by the parent or teacher if any student requires any special attention.
3. Silence will be observed at all times. Students will work silently on all assignments, speaking only when given permission. If help is needed, the teacher will administer it.

CLASS RULES

1. The Smith County Student Discipline Code will be enforced at all times.
2. School equipment and property belonging to the Board will be treated in accordance with laws governing the treatment of public property. Any willful destruction of school equipment or property is punishable by law.
3. The student's school of remand dress codes will be in effect and followed strictly at all times.
4. Students will be in their seats upon arrival no later than 8:00 a.m.
5. Students will not leave their seats without permission of the teacher.
6. Students will not talk without permission from the teacher.
7. Students will work on school subject related materials at all times.
8. No student will have any form of tobacco product in his/her possession on school property.
9. Students will not have any foreign object in his /her mouth while in school.
10. Students will have thirty minutes to eat lunch.
11. Students will remain in assigned seats while eating lunch.
12. Students will sit upright in seats at all times with both feet on the floor.

13. Students will practice good English and courtesy toward others at all times.
14. Students must be picked up by parent at 3:00 p.m. if not riding the bus.
15. Students will bring all materials necessary to complete school assignments the first of admission to SCAS. This includes textbooks, pencils, paper, etc.
16. The Alternative School Director has full responsibility to dismiss a student from SCAS. The director will submit a report stating the reason for dismissal to the student's home school.

PARENTAL INFORMATION

1. An alternative school is a short term intervention program designed to develop academic and behavioral skills for the students who have suspended or expelled from school.
2. Students assigned to the Smith County Alternative School will be given an opportunity to keep up with their school assignments and given credit for their work.
3. Students are not allowed to drive vehicles to and from alternative school at any time. Special permission may be given by the director of school in extenuating circumstances.
4. While attending Alternative School, students will not be allowed to participate in any extracurricular activities or be present on any school campus for day or evening events.
5. Violations of guidelines by either parent or student can result in suspension of student from Alternative School. Any work missed while on out-of-school suspension cannot be made up.
6. Absences from Alternative School, regardless of reason, must be made up before the student can return to his/her regular school.
7. Alternative School classes are from 8:00 a.m. to 2:45 p.m. every day that Smith County schools are in session.