

Alternative Center
At Morgan Road
Student Handbook
2021 - 2022

Dr. Chauncey Scott, Principal
Mr. Calvin Moore, Assistant Principal

Alternative Center
A Great Place for a New Beginning

Dr. Chauncey Scott, Principal
3635 Hiers Blvd
Hephzibah, Georgia 30815

Calvin Moore, Asst. Principal
706 796-4992 Office
706-560-3947 Fax

Dear Students,

It is indeed a pleasure to welcome you to the Alternative Center at Morgan Road. I understand that there are circumstances that have brought us together; however, I believe that we all have room for improvement. Please know that our goal is to make sure that you have a high-quality education. We all will work together to make sure that you are successful while you are here.

m62(his han 612 79[T0912 0 6s .662(ndu)-9(c)-5(a)4(ti)-3(on)]TJETQ0.00000912 0 612 792 reW*nBTT15-9(y)2

TABLE OF CONTENTS

INTRODUCTION	4
MOTTO5.....	5
SCHOOL UNIFORM COLORS	

INTRODUCTION

The policies and procedures contained in this book are the result of a concerted effort on the part of the faculty and administration. The information herein has been carefully prepared and presented. It will help you adjust to our school and become an integral part of it.

The ultimate purpose of an education is to help students become effective citizens. Hopefully, you will participate in our varied activities and find things within our school which will prepare you to live a better life. Remember, it

MOTTO

for

SCHOOL UNIFORM COLORS

Black and White

AFFIRMATION

Today is a brand new day

Yesterday is gone

I will make choices that will positively impact my education

I will be slow to judge and take offense

I will actively participate in all classroom activities everyday

I can succeed regardless of any circumstance that may get in my way

Yesterday is gone

I will make today and tomorrow better days!

TRÆJ O QPF 'EQWP V| 'UEJ QQN'U UVGO dU VISION

The Richmond County School System will provide an equitable education for all students to prepare them for life beyond the classroom.

MISSION STATEMENT

The mission of the Alternative Center is to provide a place for new beginnings for all students through positive learning experiences.

BELIEF STATEMENTS

All students can learn and have a right to a quality education.

Education is a shared responsibility that unites the student, home, school, and community in the decision making and problem-solving process while creating a mutual bond of respect and trust.

The community serves as a means to support a safe learning environment for children as well as offering real-life applications.

Students learn best in an atmosphere where continuous communication and support exist among parents, students, teachers, and communities.

Education prepares everyone for the challenges of today and tomorrow and is a continuous learning process.

Education should include programs that meet the needs of all areas of exceptionality.

Goals are achievable education outcomes that should be clear and explicit.

INSTRUCTION

Each student assigned to the Alternative Center will receive Standard

REPORT CARDS

Report cards are issued at the end of the nine-week period.

MAKE-UP WORK

responsibility to request missed assignments. Do not wait for the teacher to approach you for missed assignments. **This is your responsibility! Make-up work is due on the day the student returns to school.**

The student is to arrange with the teacher an agreeable time for the make-up work/tests and report to the teacher at the designated time and place. If the student fails to report as directed, no further opportunity to make up the work or take the tests will be offered. The student will receive a zero.

PROMOTION INFORMATIO

HOURS OF OPERATION

School hours: Monday ó Thursday 9:15 AM to 5:15 PM

Students will be allowed to enter the rear of the building at 9:00 a.m. for breakfast. All students are expected to report to first period by 9:30 a.m.

Students that arrive after 10:00 a.m. will not be admitted without a written legal excuse which may include the following:

Medical or dental appointments: A signed written statement from the appropriate physician shall be required to validate a tardy for a medical or dental reason.

Court appearances when required by subpoena: A copy of said subpoena is to be furnished to the office to validate a tardy caused by a court appearance.

STUDENT CODE OF ETHICS

1. Cooperate with administrators and staff.
2. Practice good sportsmanship at all school activities.
3. Promote courtesy.
4. Obey the operational rules of the school.
5. Respect everyone.
6. Be honest in schoolwork.
7. Adopt an appropriate attitude.
8. Keep school spirit alive and support your school.
9. Follow the Richmond County Code of Conduct Handbook.

SCHOOL RULES AND REGULATIONS

A Uniform Code of Conduct and Discipline for Students in Richmond County will be issued under a separate cover.

Parents, please read and discuss this booklet with your child.

GENERAL STATEMENTS OF GOOD BEHAVIOR

1. Do not eat or chew gum in the classroom.
2. Do not run in the hallways, classroom, lunchroom or anywhere in the school building.
3. Students are to have a pass when in the hallways.
4. Refrain from talking in the hallways.
5. Do not yell or play in the hallways, lunchroom, or assembly.
6. Report to class with paper, book, pencil, etc.
7. Disobedience or insubordination to school personnel is prohibited.
8. Do not leave trays or food items on the lunchroom tables.
9. Inappropriate public display of affection (PDA) is prohibited.
10. Use of profanity may result in ISS assignment.
11. Do not take food or beverages out of the cafeteria.
12. Do not disrupt class.
13. You must always wear appropriate school attire. (School uniform).
14. Do not deface school property. Take PRIDE in your school.
15. Do not bring contraband to school.
16. All students are expected to participate in the Morning Pledge and the Affirmation.
17. Students are not allowed in the stairwells without supervision.

DISPLAYS OF AFFECTION (PDA) 6 PUBLIC DISPLAY OF AFFECTION

Students are expected to refrain from excessive displays of affection while in school.

DRUGS AND ALCOHOL ABUSE

Any student who intentionally sell, distribute, possess, use, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property; including buses, shall be (1) expelled from school and (2) reported to the appropriate law enforcement agencies for possible legal action.

TEXTBOOKS/SUPPLIES

Students are **not** required to bring textbooks to Alternative Center. Students will be issued a set of textbooks once they arrive at the Center. Students are responsible for textbooks at all times. When textbooks are lost or destroyed, the student must pay for textbooks before they are issued new textbooks or before school records can be released.

SCHOOL SUPPLIES

Bookbags are not permitted! Students must have a composition notebook (not spiral bound) and a pencil to enter the Alternative Center.

CELL PHONES AND ELETRONIC DEVICES

Cell phones, smart watches or electronic devices are **not** permitted at Alternative Center. If a student is in possession of a cell phone or electronic device, the device will be according to the following policy:

First Offense: The cell phone or electronic device will be kept at the school for 30 calendar days. Upon expiration of the 30 calendar days, the parent(s) of the students will have 3 school days to pick up the cell phone or electronic device with proper ownership documentation. After the expiration of the 3 school days the cell phone or electronic device will be donated to a charitable organization, recycled, or discarded without further notice to the parent or guardian.

Second Offense: After a 2nd violation of the policy by a student, any cell phone or electronic device will be taken for 60 calendar days and the parent will have 10 calendar days to pick-up the cell phone or electronic device with proper ownership documentation. Failure to pick-up after the expiration of the 3 school days, the cell phone or electronic device will then be donated to a charitable organization, recycled, or discarded without further notice to the parent or guardian.

Third Offense: After a 3rd violation of the policy, 1 12 Tf1 0 0 1 175.94 4584E3,47r elec aevice will be dons, or

DISCIPLINARY PROCEDURES

Referral of a student to the assistant principal or principal for misconduct is a last resort. Once a student reaches the principal's office, the case will be dealt with as rapidly, firmly, and as possible. In all instances, parents will be contacted.

When a student is suspended, a conference with his/her parents must be held with the assistant principal or principal before the student is permitted to return to school.

It is understood that during an out-of-school suspension the students may not attend classes, participate in school activities, or visit any school grounds or activities of the Richmond County School System.

ATTENDANCE POLICY

An absence is either lawful or unlawful. Upon returning to school after an absence, said student must submit an excuse from his/her parents. Absences that are lawful shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and local policy. Lawful excuses shall include personal illness of students, serious illness, absence, special and recognized religious holidays observe agency, and school-related functions previously approved by the principal or appropriate official. **IT IS THE POLICY OF THE RICHMOND COUNTY SCHOOL SYSTEM THAT ALL UNLAWFUL ABSENCES MUST BE COMPLETED WITHIN FIVE DAYS.**

All other absences shall be deemed unlawful. **TESTS AND CLASSWORK MISSED DUE TO UNLAWFUL ABSENCE CANNOT BE MADE UP.** Students with unlawful absences from class or school are subject to suspension according to county policy.

Students and parents are reminded that failure to present excuses for absences on the day the student returns to school may result in that excuse not being counted at the end of the semester. Any excuse that appears to have false information on it will not be counted as excused.

CLASS ATTENDANCE

. If you miss a class for any reason, you must get prior approval from the teacher you are assigned to for that period.

3.

GUIDANCE

The purpose of the guidance program is to help each student achieve his/her highest growth academically, emotionally, and socially. We try to do this in several ways:

1. Develop rapport
2. Provide individual/group counseling sessions
3. Counsel/advise students, parents, teachers, etc.

HALLS

Students should be in the halls only at scheduled times unless they have special permission or special duties that require them to be there. They are to be escorted in the hallways by an adult and they are asked to be courteous. Running/shouting in the halls is not permitted.

LEAVING SCHOOL

If it is necessary for a student to leave school, he/she must have written permission from the parent/guardian. In case of unavoidable medical appointments, the student must bring the written excuse to the nurse or front office prior to first period and secure a permit. Before a student leaves the school property, he/she must sign out in the front office. **Leaving campus without permission will result in a 3-day suspension from school.**

LIBRARY SERVICES

The Media Center is open each day of the school term (180 days) daily. Students are encouraged to use the center individually and in small groups. Written permission is required from the teacher if the student comes from a classroom.

LOST AND FOUND

The school strongly discourages bringing to school large sums of money, or other items not required for student performance in school. The school will not accept responsibility for those items and solicits the cooperation of the parents and students in this regard.

MEDICATION

If it becomes necessary for a student to take any form of medication at school a signed note from a parent must be presented to the nurse. All medication will be kept and dispensed through the clinic or main office.

The nurse is here to provide First Aid and to give medication. When a student needs to go home for medical reasons or has an excuse from a parent or an appointment card, the student should remain in class until a parent comes for pick up. If a student is being picked up by someone other than a parent/guardian or is walking home, approval should be made with the principal upon arrival at school. Students will not be allowed to stand in the lobby while waiting to be picked up.

If the nurse is not available, please sign in with the front office giving and provide the reason for requesting to see the nurse. When the nurse returns, she will call you to her office as soon as possible.

-related reasons only.

TELEPHONE

Students will not use the office phone for personal calls except in case of an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

VANDALISM

Our school buildings and equipment cost taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. Should a student damage something by accident, it must be reported to a teacher or to the main office immediately.

Use of Asthma Inhalers in the School Setting

Early recognition and prompt treatment of symptoms are vital to the management of asthma. The number of diagnosed cases of asthma is increasing each year.

used to manage the condition and treatment of acute asthma. Easy access to and correct use of asthma inhalers are often necessary to avoid serious respiratory complications, secondary to acute episodes and to improve the quality of life of students with asthma. Therefore, the Richmond County School District has developed policy with the safety of all students in mind

