

New Direction Student-Parent Handbook

2017-2018



New Direction

701 Hwy 70

Columbiana, Alabama 35051

Office: (205) 682-5910

Fax: (205) 682-5915

Mission: To prepare students to make successful academic, behavioral, and emotional transitions back into the base school environment.

Mr. Mike Jones, Principal

New Direction

Expectations for our Students

- **Be respectful to your teachers, fellow students, and yourself.**
- **Be responsible for your actions.**
- **Be ready to learn by staying on task at all times.**
- **Be willing to follow the directions of all Board employees the first time the directions are given.**
- **Be in attendance and on time every day.**
- **Be prepared for class with a positive attitude, work ethic, and integrity.**
- **Be a good citizen of your school by helping keep it clean and in good repair.**
- **Be in compliance with all school rules.**

New Direction's

History

The Shelby County Alternative School was developed in 1990 with a central focus in reducing out-of-school suspensions and expulsions. Originally referred to as PASS (Positive Alternatives to Suspending Students), the Alternative School program was designed with the belief that students were better served by a program that kept them in school, learning both academic and social skills. The ultimate goal of the program was, and continues to be, to help change patterns of inappropriate behavior by promoting academic success and sound decision-making skills. In August 2013, the Shelby County Board of Education approved the name New Direction for the Shelby County Alternative School.

New Direction's Vision

New Direction's vision is to be the model for academic and behavioral excellence in alternative education.

New Direction's Mission

New Direction's mission is to communicate the value of making positive choices, academically and behaviorally, through instruction and appropriate consequences.

New Direction's Beliefs

1. **Collaboration for Results** – We believe in collaborating as a team to help each individual student achieve success in our unique environment.

Therefore, we will share responsibility in behavior management, classroom instruction, and life-skill behavior.

2. **Commitment to Excellence** – We believe in raising standards to challenge our students academically and behaviorally, providing support that allows for mistakes.

Therefore, we will assess our students' current performances academically and behaviorally, implementing strategies for improvement as needed.

3. **Community Partnership** – We believe communicating with parents and base schools will provide beneficial information and support for our students.

Therefore, we will maintain open communication with parents and base schools regarding academics and behavior.

4. **Continuous Improvement** – We believe in continuous improvement of behavior for the purpose of laying the foundation for academic success.

Therefore, we will provide a system to monitor and measure our students' behavioral and academic development.

5. **Culture of Success** – We believe in a positive and caring school culture that celebrates respect, responsibility, and common courtesy.

Therefore, we will maintain a coherent, cohesive, and consistent system that reinforces positive behaviors.

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New Direction Phone Directory

Main Office	682-5910
Mike Jones Principal	682-5965
Amy Shannon, Counselor	682-6584
Tracy Lambrecht, Transition Counselor	682-5973
Health Room	682-6551

New Direction Web Page:

<http://www.shelbyed.k12.al.us/schools/scas/index.htm>

New Direction Staff

Mr. Mike Jones	Principal
Ms. Amy Shannon	Counselor
Ms. Tracy Lambrecht	Transition Counselor
Mr. William Sherrill	Social Studies
Mr. Richard Granger	Physical Education
Mr. Geoffrey Wymer	Math
Ms. Mary Woolard	Entry Level and Character Education
Ms. Monica Hubbard	English
Ms. Lindsay Thompson	Science
Mr. Joel Miller	Special Education
Ms. Candace Gregory	Paraprofessional
Ms. Michelle Jebeles	Secretary
Ms. Sue Brown	Custodian
Mr. Jerome Griffin	Maintenance

Shelby County Board of Education

Randy Fuller	Superintendent
Jimmy Bice	Member
Jane Hampton	Member
David Bobo	Member
Peg Hill	Vice-President
Aubrey Miller	President

Shelby County Schools
410 East College Street
Columbiana, Alabama 35051
(205) 682-7000

Alabama Safe Schools Hotline: 1-888-SAV-KIDS

Section I: Curriculum

Academics: Students will continue to follow their current schedule to the greatest extent possible. Classroom time will focus on intensive time on task. Teachers will primarily use the Shelby County schools' curriculum maps for both middle and high school students. Teachers will use the Edgenuity software core academic classes. Paper/pencil assignments may also be utilized along with other academic intervention tools for students who need more intensive remediation. Elective courses will be offered either thru the Edgenuity software or base-school teacher assignments.

Affective: The area of affective education will focus intensely on success-oriented affective units, such as character education, social skills, life skills, study skills, anger management, self-management, peer skills, group and individual counseling, and an overall emphasis on motivational activities to help with behavior modification. These affective units are designed to provide resources for each student to utilize after completing the New Direction program.

Assignments: All academic work must be satisfactorily completed on a daily basis. Satisfactory completion is determined by the teacher or administrator. Failure to satisfactorily complete all work as directed will result in loss of points and the possibility of additional days at New Direction.

Evaluation/Transition

1. Teachers at the base schools will send current grades and starting points indicated in Shelby County schools' curriculum maps. Furthermore, base school teachers will include any essential projects for the student to complete while at New Direction.
2. Teachers at New Direction will provide instruction based on the curriculum maps. Grade reports will be sent to the base school.
3. Students are responsible for meeting with the teacher to make up assignments missed due to excused absences. It is the student's responsibility to find out what work was missed and when this work should be submitted to the teacher.
4. Student exit form (Playbook for Success) will be given to students to facilitate re-entry to the base school. A student-led conference will be required for students upon completion of the program. Students will present their academic data, behavioral data, and goals as they prepare to transition back into the base school environment. Students, parents, and administration must sign the questionnaire as a condition of re-entry to the base school. Students and parents are to take the questionnaire to the base school and meet with the appropriate school official prior to beginning classes at the base school.

Section II: Extracurricular Activities

Students are **prohibited** from entering any Shelby County public school property and from attending any school-related activities at any time, on or off campus, while enrolled at New Direction (athletic events, graduation ceremonies, dances, proms, plays, concerts, etc.). Failure to comply will result in being assigned additional days at New Direction.

Section III: The School Campus Expectations

Entering the Building

Students may not enter the building before 7:20 a.m. The main doors to the school will be opened at 7:20 each morning, which is 25 minutes before the instructional day begins. Students eating breakfast should arrive at 7:20. Students not eating breakfast should arrive before 7:45. Students are considered at school upon arrival on campus and must enter the building immediately. School officials are not responsible for supervision prior to 7:20 a.m. or after 3:00 p.m. Regardless of arrival time, once on campus, students are not allowed to leave school grounds.

Care of the Building

Students at New Direction have been provided a safe, clean, and attractive learning environment. All students are asked to help maintain the building. Any destruction of property will be treated as a code of conduct violation and the appropriate consequence will be provided.

Study Carrels

After students complete Entry level, they will be assigned to study carrels for the remainder of their time at New Direction. Students will be held responsible for any damage to the carrels. Students who choose to vandalize school property, including study carrels, must reimburse the school before being allowed to return to the base school. Replacement of a study carrel due to student vandalism will result in a \$300.00 charge to the student.

Counseling Services

New Direction is committed to providing counseling sessions for students, both individual and group.

Breakfast/Lunch

Students are expected to exhibit proper and courteous behavior in all places and situations, including breakfast/lunch. Breakfast will be brought to the classroom and students are expected to follow all classroom rules. Students on level may be allowed to purchase lunch in the cafeteria. Federal guidelines prohibit commercial food (Taco Bell, Subway, etc.) from being brought. Taking food without paying for the food is stealing and will be treated as such. In compliance with Shelby County Board of Education's CNP guidelines, meals may not be charged at New Direction. The student's lunch account is still linked to the base school.

Therefore money can be added to the account either online, via check or cash. Balances greater than \$10.00 will not be allowed. Breakfast will be available to purchase for \$1.50. Lunch costs \$2.50 per day and includes milk.

Medications

All medications (prescription and non-prescription) must be kept in the nurse's office in an original container labeled with the student's name, medication name, and dosage. A completed medication authorization form must be on file for the student to receive medication at school. All approved medications must be delivered by the parent/guardian. Any medication in the possession of the student is considered "illegal" and possession is grounds for disciplinary action. New Direction follows the same medication policies as the base schools.

Books and Book Bags

Students are not allowed to bring their own reading material to New Direction. Book bags are not allowed.

Tobacco

The use of tobacco products is a health risk and a violation of Board policy; therefore, New Direction is a tobacco free environment. All tobacco products are strictly prohibited on all school grounds. This policy also applies to e-cigarettes.

Bullying/Harassment

Students are to fully comply with Shelby County's policies regarding bullying/harassment. Failure to do so will result in disciplinary action. Students who feel they are being bullied/harassed should immediately report such conduct to a school official.

Computer Use

Students are to fully comply with Shelby County's Acceptable Use Policy. In addition, students are to access only those websites approved by New Direction teachers. Students are not allowed to modify the wallpaper setting or use the internet to get answers. Failure to comply with Shelby County's and New Direction's computer use policies will result in the appropriate disciplinary action, which may include the loss of computer privileges.

1st offense = One point deducted from points folder; students will be assigned a generic login for the remainder of the contract.

2nd offense = Three points deducted from points folder; Parent contact

3rd Offense = Five points deducted from points folder; Parent meeting and computer privileges may be taken.

Cell Phones and Electronic Devices

Cell phones and all other electronic devices are strictly prohibited at New Direction. Failure to abide by this rule will result in the following disciplinary actions:

1st offense: Saturday School; confiscation of electronic device; device returned to parent/guardian

2nd offense: Out- of-school suspension; confiscation of electronic device for remainder of contract.

3rd Offense: Extended time added at the New Direction; confiscation of electronic device for the remainder of contract

Metal Detector

Upon entering the school building, all students will be required to pass through a metal detector.

Section IV: Attendance

Absences

Parents/guardians shall send a note of explanation (doctor's note, court's note, parent's note, etc.) to the school on the day the student returns to school. Failure of the parent/guardian to send a note and/or failure of the student to submit the note will result in the absence being coded unexcused. According to the Alabama State Department of Education, excused absences are as follows:

1. Illness documented by parent note or doctor note;
2. Death in the immediate family;
3. Inclement weather which would be dangerous to the life and health of the student as determined by the principal;
4. Legal quarantine;
5. Emergency conditions as determined by the principal;
6. Prior permission of the principal and consent of the parent/guardian.

***All absences regardless of excused or unexcused status will result in a non-attendance day and will not count toward the time required for program completion. Students must make up any time missed in Saturday School.**

Check-in Procedure

Students who are not present in school by 7:45 a.m. must check-in at the attendance office and then proceed through search. Students who check in after 8:15 a.m, must provide an excusable absence (doctor's note, parent's note, etc.) upon check-in. Any student who arrives after 8:15 a.m. with no note will have parent/guardian contacted by school attendance personnel.

Tardies to School

Being on time to school is essential for optimal teaching and learning. When a student is tardy, he/she disrupts the teaching/learning process of others and loses important learning time. Therefore, the following tardy policy has been adopted:

- 1st tardy to school= One point deducted from points folder
- 2nd tardy to school= Three points deducted from points folder
- 3rd tardy to school= Five points deducted from points folder

*One ½ day or one day of Saturday School will be added for each subsequent tardy.

Check-out Procedure

Students who leave school before the end of the school day must be signed out by the parent/guardian. (**Any time missed, regardless of the reason, must be made up**). Board policy requires photo identification to be shown in order to check out a student. The administration at New Direction requests that check-outs be used for emergency situations only, (doctor appointments, court dates, etc.).

Section V: Motor Vehicle Regulations

Parking on campus is a privilege, not a right. Only students who have purchased parking permits at their base schools and have the New Direction decal are allowed to park on the New Direction campus. Vehicles parked on campus are subject to search. Anything found in a vehicle driven to school by a student is considered to be in the possession of the student. Upon arrival at New Direction, students must exit the vehicle immediately and report to the building.

No student is allowed to remain in the vehicle for any reason. Students are also not allowed to transport other students without written parent permission turned in ahead of time. Students referred to New Direction for alcohol or drug violations will not be permitted to park on campus.

NOTE: The speed limit for the New Direction parking lot is 5 MPH. Any violation of this speed limit will result in parking privileges being revoked by the school principal.

Section VI: Dress Code

New Direction educators believe in promoting high standards for academic excellence, creating a safe environment in which to teach and prepare students for successful lives in a global community. The New Direction Dress Code is designed to support the accomplishment of these goals. Being dressed appropriately for school contributes to a mindset and environment conducive to learning and academic success.

- All students must wear solid colored, collared shirts – dark blue, gray, or black only. Shirts must be tucked in at all times (only small logos allowed). Only the top button of the shirt may remain unbuttoned. Shirt must be thick enough to prevent undergarments from being seen. No sleeveless shirts are allowed. Shirts, jackets, and coats must be without any writing, drawings, or pictures of any kind. Undershirts may be black, gray, dark blue, or white. Red-colored clothing is not allowed.
- A solid colored belt, black or brown only, must be worn at the waist with solid colored pants – khaki slacks, black slacks dark blue slacks, or blue-colored jeans only. No graphics, emblems, or pictures of any kind are allowed on the shirt, pants, or shoes. No shorts allowed; no gym shorts allowed. Belt buckles must be visible at all times. No oversized belt buckles allowed. No spikes on belts allowed.
- No unhemmed or cuffed pants. No slits or holes are allowed in clothing. All store tags must be removed from clothing. Athletic wear is not allowed. No gym shorts are to be worn under pants. Pants cannot be too tight or too loose. No sagging and no skinny jeans.
- Students must wear athletic shoes. Only black, white or gray shoe laces are allowed. Shoe laces must be the same color. Shoes must be laced in a criss-cross fashion up to the top and tied in a secure bow. Sperrys, Toms, and slip-ons are not allowed.
- Only solid colored socks are allowed. Both socks must be the same color – only black, white, or gray socks allowed.
- Hair must be worn so that student’s eyes are visible at all times.
- A solid colored plain jacket, cardigan, or sweater (Dark blue, gray, or black only) is allowed in the classroom but must remain unzipped/unbuttoned at all times. These items must be removed during search. “Long jackets” are not allowed on campus. (i.e., trench coats, long coats, overcoats, etc.). Hoodies, jackets cardigans or coats with hoods, camouflaged jackets, or jackets with designs or lettering are not allowed in the classroom.
- No jewelry of any form is allowed, including watches. Tattoos must not be visible. No eyebrow cuts or symbolic **hairstyles** are allowed.
- No hats, caps, head coverings, hair curlers, picks, combs, **hair brushes** or sunglasses are permitted.

- Students must wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. Pants may not be rolled up unless designed and sewn that way.
- Students may not bring wallets, make-up, cell phones, large headphones or purses to school. No key rings are allowed.
- Students are allowed to bring solid color **earbuds** (Black, white, gray) to school on the first day. These **earbuds** will be used while students re working on computer assignments. **Please note that that these earbuds must be left at school daily and therefore should be inexpensive.** Large headphones are not allowed.

Breakfast/Lunch Procedures:

- No candy, gum, or carbonated beverages may be brought on campus.
- School food items with advertisement are not allowed. (example: a chicken sandwich packaged with Chic-Fil-A advertisement.)
- Students are not allowed to purchase drink or snack items from the vending machines.
- Sharing food is not permitted.
- Students eating breakfast must be in the building at 7:20. Students may not bring breakfast foods or drinks to school.

Arrival/Dismissal Procedures:

- Students must be in proper dress code from the time they arrive on campus until the time they leave campus.
- Students must enter the school building immediately when arriving on campus. Students are not allowed to loiter in the parking lot.
- Transportation of students to and from school is the **parent's** responsibility. School officials are not responsible for students riding with fellow students.

Dress Code Checklist:

Yes

Solid colored, collared shirt – dark blue, gray, or black only
 Solid colored pants free of holes and slits – khaki slacks, black slacks, dark blue slacks, blue-colored jeans only
 Solid belt – black or brown only
 Athletic shoes laced properly
 Solid colored shoe laces – black, white, or gray only
 Solid colored socks – black, white, or gray only
 Solid color plain jacket, cardigan, or sweater- dark blue gray, black
 Shirts tucked in at all times
 Undershirts – black, white, gray, or dark blue only
 Hair cut so that eyes are visible

NO

Sagging pants, Cuffed pants, Skinny jeans, or Shorts
 Hoodies or hooded coats
 Gym shorts (even below pants)
 Striped or plaid shirts
 Red-colored clothing
 Sperrys, Toms, or slip-ons
 Different colored socks or shoe laces
 Long **finger**nails
 Writing or pictures on shirts, pants, shorts, belts, and shoes.
 (Small logos, e.g., Polo, Nike, etc. are allowed on shoes and shirts only)
 Low-cut shirts
 Jewelry, includes watches
 Oversized belt buckles
 Cell phones or other electronic devices
 Lighters
 Gum or Candy
 Book bags **or** Purses
 Caps, Key rings or Wallets
 Large Headphones
 Visible tattoos (Students who have tattoos on their arms must wear long sleeves.)
 Money over five dollars
 Physical contact whatsoever with fellow students
 Disruptive **hairstyles**
 Talk related to drugs, alcohol, sex, violence, gangs or reason student was referred to New Direction
 *Marking or altering points folders in any way – condition of the folder is the student’s responsibility
 *Students will be charged \$5 for points folders returned in worse condition than received. Students will not be cleared to return to base schools until such fee is paid in full.

****Consequences for violating the Dress Code are as follows:**

- 1st Dress Code violation = One point deducted from points folder
- 2nd Dress Code violation = Three points deducted from points folder
- 3rd Dress Code violation = Five points deducted from point folder

*One ½ day or one day of Saturday School will be added for each subsequent violation.

**Same consequences apply for being tardy to school.

Section VII: Behavior Management Plan

DISCIPLINE STATEMENT OF PHILOSOPHY

The New Direction staff believes that all students can learn the skills needed to function appropriately in the school and community if given sufficient **instructional**, time, support, and self-motivation. Students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. To assist students in getting the greatest benefit from their school experience, while individually developing responsibility and learning to control their own behavior, certain guidelines must exist. Furthermore, school safety is crucial; consequently, students will follow all rules and regulations found in the Shelby County Code of Conduct and the New Direction handbook. Students will also have the opportunity to earn five points per period, based on their compliance with the following rules:

1: Responsibility-Work on task for the entire class period
2: Show respect to others
3: Ask for help when needed
4: Exhibit appropriate classroom behavior
5: Complete all assignments on time

School Motto

Common Courtesy

1. Show **Respect** for others and their property.
2. Assume **Responsibility** for your actions and for helping others.
3. Demonstrate **Integrity** on a daily basis.
4. Be able to **Persevere** to make progress

Daily Behavioral Expectations

1. Students are expected to respect the rights and property of others.
2. Students are responsible for their actions and must accept the consequences for their behavior.
3. Students are expected to think before they act.
4. Students will be respectful of others with words and deeds.
5. Students are expected to use self-control and behavior appropriate to a school setting.
6. Students will be held responsible for any damage done by them to any part of the school building or school property.
7. Students will not be allowed to possess anything that could harm themselves or others.
8. Physical contact of any kind is not allowed.
9. Students must walk at all times throughout the school building, in the walkers' line and when boarding or departing vehicles.
10. Students are not allowed to talk in the hall at any time, including during transition times.

Each day, students will receive a points folder to track their progress. Students will take this folder with them to all classes. Each teacher will award points and make necessary comments in the student's folder.

At the end of the school day, students will return their points folders to a designated location for evaluation by last period teachers.

Point System for New Direction

Students will earn their way back to the base school by successfully working their way through four levels. (Entry Level, Bronze Level, Silver Level, Gold Level)

Point System: 0-5 Points

Students will start each day with zero points. They may earn up to 5 points per class period. With a eight period day (40), lunch (5) and transition (5), the total number of points that may be earned per day is 50 points. A student must earn enough points to pass for the day based on the level that he/she is currently placed. When a student has completed all four levels and served the number of days assigned, the student will transition back to the base school.

***All students attending New Direction are subject to the rules and regulations of the middle and high schools' Student Code of Conduct and Attendance.**

Discipline Process

Sequence of Classroom Discipline for Minor Offenses:

1. Verbal warning by teacher;
2. Loss of points
3. Phone call or **email** to parent/guardian by teacher or conference with parent/guardian;
4. Removal from classroom, referral to office, discipline form completed, and appropriate action taken at the discretion of the administrator.

*Students who choose to commit major offenses will be immediately referred to the office.

Group of Classes

Students will start the program in Level E. Level E consists of five successful days. Orientation will take place at this time. The students will work through the next three levels after E-Level to complete the program. Conduct evaluation will be done on a daily basis. All academic work at every level must be satisfactorily completed for a student to have a successful day. The levels are listed as follows:

ENTRY LEVEL

Orientation

Counseling

80% Mastery of contract required to move to Bronze Level

BRONZE LEVEL

85% mastery of contract

SILVER LEVEL

85% mastery of contract

GOLD LEVEL

90% mastery of contract

*Students who are repeatedly referred to New Direction will be subject to additional restrictions such as loss of lunchroom privileges, and loss of Star privileges.

Point Deductions: New Direction has developed a behavioral points system to communicate with both students and parents about the **student's** progress while at our program. Students that fail to comply with the rules of this program and will have points deducted from their point sheets.

Saturday School: Students may be assigned Saturday School (8:00 a.m.-noon) by a school administrator for ongoing Class I incidents of misconduct, or for single incidents of Class II misconduct. Saturday School may also be assigned to make up time missed during the school day, e.g., being late to school, early checkouts, absences, etc. Up to one session of Saturday School may be held per month.

Out-of-School Suspension: Each student at New Direction is expected to behave in a manner that is appropriate for school and does not hinder the educational environment. Students who repeatedly or

substantially disrupt the school program may be suspended.

Days Added to Contract: Students who continue to disrupt the learning environment at New Direction or continue to violate the Shelby County Code of Conduct may have days added to their contract.

Expulsion: Students who commit a Class III or Class IV offense while at New Direction or continue to violate Shelby County/New Direction policies or rules may be recommended for expulsion.

Section VIII: Emergency Procedures

Fire Drills: The alarm for the fire drill is a continuous ringing of the bell. Procedures for leaving the building are posted in each classroom. Everyone is to move quietly and quickly, taking personal possessions and leaving all books behind. Students and faculty should wait outside in assigned area until the bell is rung again to signal it is safe to return. **No one is to remain in the building during a fire drill.**

Severe Weather Drill: The alarm for severe weather is several short rings of the bell.. Students are to quietly and quickly go to the nearest enclosed safe area. All doors should be closed. Each classroom has posted directions to the closest safe area.

Lock Down Drill: The procedure for a lockdown drill is for an announcement to be made on the PA system providing specific information where the intruder is located. Students are to listen for directions that will be given by the teacher. Students are to remain in the classroom and follow the detailed instructions of the teacher. All students are to remain absolutely quiet during this drill.

IX. Overview of New Direction (Day-to-Day Operations)

1. **Points Sheet**
2. **Student Contract**
3. **Level System**

1. **Points Sheet:** New Direction has developed a behavioral points sheet to communicate with both students and parents about the **student's** progress while at our program. Because students must earn reinstatement to their base schools, the points sheets serve as indicators of whether or not students have met the expectations for successful completion of the New Direction program. (See Appendix A)
2. **Student Contract:** The student contract is an overview of important information for the student and parent about the day- to- day operations of New Direction. During the student's enrollment at New Direction, this contract is used help all parties understand what is expected during the student's stay at New Direction. (See Appendix B)
3. **Level System:** The level system is a four-tiered system where a student earns more privileges based on completion of each level. During the first five days in our program, the student will be on Entry level. This level is highly restrictive and the student must earn his/her way out of this level before moving to the next level. There are four levels (E, Bronze, Silver, and Gold) at New Direction. (See Appendix C)

Entry Level:	Bronze Level:	Silver Level:	Gold Level:
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Acknowledgement of Student Handbook

I acknowledge receipt of a copy of the New Direction Handbook and have read the rules and procedures for conduct while on the campus. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of the New Direction program and with the classroom rules of my teachers. I understand that failure to follow all rules may result in consequences of placement in E-room, Saturday School, extension of days added to student contract, out-of-school suspension, Early Warning court referrals, or possible recommendation to the superintendent for expulsion. My signature also indicates that all policies and procedures have been reviewed with my by New Direction administration.

Signature of Student

Date

Signature of Parent or Legal Guardian

Date

Signature of Parent or Legal Guardian

Date

Signature of Administration

Date

APPENDIX A

NEW DIRECTION POINTS SHEET

Name _____ Level: _____ / _____ %

School _____ Grade _____ # of Days Remaining _____

Week of: _____ Current Level **E-room** **Bronze** **Silver** **Gold (M)**
Expectation Guide

AM/PM Transition	Class	Lunch	Levels
1. Show Respect to staff and other students	1. Show Respect to staff and other students	1. As allowed, talk only to students in your area	Entry Level (80%) 5 Days
2. Show Responsibility	2. Exhibit appropriate classroom behavior	2. Be Respectful at all times	Bronze Level (85%) 5 Days
3. Arrive on time	3. Ask for Help when needed	3. Clear tray and clean your desk	Silver Level (85%) 5 Days
4. Be in dress code	4. Complete all assignments in a timely manner	4. Transition Quietly when in hall	Gold Level (90%) 5 Days
5. Transition Quietly when you are in hall	5. Work on task for the entire class period	5. Follow Directions	

*Successful days are determined on a daily basis based on current level and percentage expectation.

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
Date:					
Transition AM	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
0	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
1	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
2	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
3	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
4	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
5/Lunch	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
6	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
7	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Transition PM	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Points Earned:	<u> </u> / 50	<u> </u> / 50	<u> </u> / 50	<u> </u> / 50	<u> </u> / 50

APPENDIX B

New Direction

701 Hwy 70

Columbiana, Alabama 35051

Office: (205) 682-6650

Fax: (205) 682-6655

NEW DIRECTION PROGRAM

- Attendance:** Your child has been assigned to attend this program for (_) days. In order for the assigned time to be successful, the student must be present, be dressed appropriately, complete all assigned work, and behave appropriately. Failure to do so may result in lengthening of the assigned time.
- Evaluation:** Each student earns his/her reinstatement to the base school. Points are earned for appropriate behavior in homerooms, all classes, and lunch. Points are tabulated daily to determine if the student has earned a successful day.
- Homework:** When assigned, homework is expected to be returned the following school day.
- Grades:** Report cards are issued after each nine weeks grading period. Progress reports are issued at 4 ½ weeks into each grading period. It is the student's' responsibility to give report cards and progress reports to their parents/guardians.
- Absences:** When a student is absent from school, the office will call to check on the absence. Each student must bring a written excuse from home on the day he/she returns to school. All absences must be made up for the student to successfully complete the levels system.
- Hours:** The school building opens at 7:20 A.M. Students must enter the building through the main entrance. Students arriving after 7:45 A.M. are considered tardy and will be disciplined accordingly. Classes are dismissed on a rotating basis beginning at 2:30 P.M. A student should be picked up no later than 3:15 P.M. Students who drive are to walk immediately to their vehicles and leave campus in a safe manner. Students remain in the classroom with staff until their ride has arrived and they are dismissed by the appropriate staff member. **CHANGES TO THE TRANSPORTATION ARRANGEMENTS MADE DURING THE INTAKE CONFERENCE MUST BE MADE IN WRITING TO THE PRINCIPAL BY THE PARENT OR GUARDIAN. Transportation is not provided by the Board of Education.**
- Search:** All students are searched immediately upon entering the building. Make sure that nothing is brought to school that violates the Shelby County Code of Conduct or New Direction policies. All items in violation of school or board policy will be confiscated by the school principal or by school officials who conduct the morning search.
- Lunch:** Breakfast will be available to purchase for \$1.25. Lunch costs \$2.25 per day and includes milk. Money is collected daily, but you may prepay by cash or check. Make check payable to SCHS. Accounts at other schools can be accessed. Sack lunches may be brought, but contents will be checked.
- Restroom:** Restroom breaks are at assigned times. Students are escorted to and from the restroom once in the morning, once mid-day, and once in the afternoon.

- Medication:** All prescription and nonprescription medication is dispensed through the office. It is a violation of the Code of Conduct for a student to have medication of any kind in his/her possession while at school.
- Illness at School:** You may check out only in case of severe illness, an accident, or a doctor, dentist, or court appointment. Prior written notice of all appointments is required. Missed school time must be made up.
- Supplies:** The New Direction Program provides all paper, pens, and pencils. Shelby County Schools' Activities: Students are prohibited from entering any Shelby County public school property and from attending any school- related activities at any time, on or off campus, while enrolled at New Direction, (athletic events, graduation ceremonies, dances, proms, dances, plays, concerts, etc.)

Parent/Student Contract

My signature below indicates that I have reviewed and received a copy of the New Direction parent/student handbook and have reviewed all policies and procedures with school administration.

Signature of Student

Date

Signature of Parent or Legal Guardian

Date

Signature of Parent or Legal Guardian

Date

Signature of Administration

Date

Parents/guardians are encouraged to participate in their children's education. Parents/guardians are asked to maintain open communication with both the counselor and teachers while your student is in the program. Parents are also encouraged to attend monthly parent resource seminars to receive additional support. In an effort to monitor student academic progress, behavior, and attendance parent/guardians are required to attend the initial intake meeting, mid-point conference and student-led exit meeting.

APPENDIX C

New Direction Level System Guidelines

Entry Level: (Orientation Level) (80% Expectation)

- A) Lunch picked up and brought back to classroom; No interaction with peers (**silent lunch**)
- B) No P.E.
- C) Academic work sent from core teachers to E-room for completion and evaluation
- D) Daily participation using the Ripple Effects Intervention software program as directed by teacher.

Bronze Level: (85% Expectation)

- A) Eat lunch in cafeteria and allowed to talk quietly with students in area as assigned by teacher.
- B) Allowed P.E. (if applicable)

Silver Level: (85% Expectation)

- A) Eat lunch in cafeteria and allowed to talk quietly with students in area as assigned by teacher.
- B) Can fully attend positive intervention school programs
- C) Participate in STAR (dependent upon staffing)

Gold Level: (90% Expectation)

- A) Eat lunch in cafeteria and allowed to talk quietly with students in area as assigned by teacher.
- B) Can fully attend positive intervention school programs
- C) Can participate fully in all school-related programs
- D) Participate in STAR (dependent upon staffing)

***** For any student who is referred to New Direction for more than 40 days and has successfully completed all levels, student will be placed on maintenance level with a 90% daily expectation.**

APPENDIX D

Shelby County Schools

Jul 4Independence Day Holiday (Schools & Offices Closed)
Aug 3.....Local Professional Dev.
Aug 4..... System Prof. Dev.
Aug 7..... Teacher Workday
Aug 8..... 1st Semester Begins
Sep 4 Labor Day (Schools & Offices Closed)
Oct 6..... ½ Teacher Work Day ½ Prof Dev (No Students)
Oct 9Data Assessment/Instructional Planning (No Students)
Nov 10..... Veterans Day (Schools & Offices Closed)
Nov 20-24.....Fall/Thanksgiving Break (Schools & Offices Closed)
Dec 15.....1st Semester Ends,
Students Dismissed at 1 p.m., Staff at 3 p.m.
Dec 18-Jan 1 Christmas Holidays (Schools & Offices Closed)
Jan 2.....Teacher Workday, No Students
Jan 3.....2nd Semester Begins
Jan 15..... M.L. King, Jr. Birthday (Schools & Offices Closed)
Feb 16Data Assessment/Instructional Planning (No students)
Feb 19Presidents Day (Schools & Offices Closed)
(Weather day if needed)
Mar 9.....Teacher Workday (No Students)
Mar 26-30.....Spring Break
May 21-24..... High School Graduations
May 24 2nd Semester Ends,
Students Dismissed at 1 p.m., Staff at 3 p.m.
May 25 Teacher Workday
May 28Memorial Day (Schools & Offices Closed)

APPENDIX E

Bell Schedule

7:45-8:15 AM	Zero Period
8:15-9:05 AM	First Period
9:08-9:56 AM	Second Period
9:59-10:29 AM	Third Period
10:32-11:20 AM	Fourth Period
11:23-11:47 AM	Lunch
11:23-12:35 AM	Fifth Period
12:38-1:26 PM	Sixth Period
1:29-2:35 PM	Seventh Period
2:35 PM	Dismissal
2:28-3:15 PM	(Planning) Eighth Period

NOTES