



Alternative Program Handbook

C. F. Taylor, Alternative School
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Baldwin County Public Schools
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HANDBOOK DISCLAIMER

This handbook is intended to describe the program, its current practices, procedures, rules, and regulations in a general sense. It is a guideline, and administrators have the authority to make decisions outside of what is written.

Students who enroll at the CF Taylor are entering into a contract with the policies and procedures as outlined in this handbook. Their signature and the signature (s) of their parent(s) or guardian must be included in the Assurances and Agreements section of this handbook, and those signatures serve as the guarantee of compliance with the contents of this handbook.

Admission to the alternative programs may be granted upon referral from the home school. All students must complete an intake process on the campus of CF Taylor. The student will maintain his or her residence/enrollment at the home school.

General admission requirements:

1. The student must be enrolled in at least the 6th grade and not be more than 21 years of age. The number of high school credits needed for graduation will be determined by the home school.
2. Admission requirements will be determined by policy and practice at the home school.

BASIC TENETS OF CF TAYLOR

- Each student is shown positive regard and treated with care and respect.
- The student's program is individualized and based on his/her academic, social, or emotional needs.
- Students are provided with a variety of experiences in which they can feel successful.
- Rules are enforced with fairness and consistency.

NONDISCRIMINATION

CF Taylor shall treat all persons equally without regard to race, color, creed, national origin, sex, or handicaps unrelated to the function to be performed. This commitment relates to employment practices, the education of children, and relations with the community at large. CF Taylor will be in compliance with the Title IX of the 1972 Education Amendments. Specifically, CF Taylor shall: Employ and promote individuals solely on the basis of their qualifications and without regard to the characteristics outlined above provide for a continuous examination of all parts of the curriculum to make sure that it emphasizes positive human relationships; maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living including:

- Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age.
- Respect for cultural differences.
- Respect for the right of others to seek and maintain their own.
- Respect for economic, political, and social rights of others.

EQUAL EDUCATION OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, gender, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

ADMINISTRATIVE IMPLEMENTATION

The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

TRANSPORTATION

Transportation will provide and arrange for transportation of students to and from the CF Taylor campus. Rules, regulations, and their enforcement will be the responsibility of the program administration. Students are not permitted to drive to the CF Taylor campus without special permission from the school Administrator. Impact students must provide authorization from the school Administration.

Students who miss their bus may be brought to school by parents or parent designee and must be signed in at the office upon arrival. Students suspended from the bus may also be considered suspended from school.

Pick up locations are assigned by the Transportation Supervisor and any changes must be made through this department.

SCHEDULE OF CLASSES

CF Taylor has on-site academic programs beginning at 7:30 a.m. with the school day ending at 2:50 p.m. There are five periods of class time with a lunch break. Each student meets with one period per core subject (English, Math, Science, and History), as well as one period for elective coursework. Students will follow the schedule provided by the school counselor and administration. The schedule may be changed as needed.

SCHOOL CALENDAR

The official calendar for the school year will coincide with that of the Baldwin County Public School System.

STUDENT RECORDS

In compliance with state and federal law, the home school shall maintain student records. These shall be:

- A permanent record which shall include:
 - Basic identifying information
 - Academic transcripts
 - Attendance record
 - Accident/health reports
 - Information pertaining to release of this record

- A temporary record which may include:
 - Intelligence/aptitude scores
 - Achievement test results
 - Psychological reports
 - honors/awards
 - Disciplinary information
 - Teacher anecdotal records
 - Information pertaining to release of this record
 - Other relevant information not required to be in the permanent record

- Special Education Records will be maintained by CF Taylor and returned with the student when they transition back to their home school.

- Information in this record shall reference authorship and date. A request for access to the records shall be made in writing, and access to the records will be granted in accordance with applicable state and federal law.

ATTENDANCE

Regular attendance will be one of the "keys" to student success in the CF Taylor program. Most, if not all, of the progress toward credit for graduation will take place when the student is in attendance for class sessions. Attendance will be reported to the homeschool daily. Students may be removed from the program if they display truant behavior. The truancy office will be contacted for students that exceed more than ten unexcused absences from school.

In the case of a student's absence due to illness, court or other valid cause, a parent or guardian is to report the student's absence to CF Taylor Alternative Program at (251) 970-4415.

IMMUNIZATION-PHYSICAL EXAMS

All health and immunization records, including required physical exams, will be kept at the home school.

ILLNESS-INJURY

Illness or injury at CF Taylor may make it necessary that a student return home. Parents will be contacted to explain the circumstances and make arrangements for getting the student home. If parent/guardian cannot be reached, CF Taylor will contact the person listed as an alternate contact. Students will remain at school until such contact is made unless medical attention is considered an emergency. Students should report all injuries or accidents to the instructor immediately after they occur.

MEDICATION

1. Written orders from a licensed health care provider must be obtained and must include the name of the drug, method of administering the medicine, and when it should be taken.
2. The parent/guardian of the student must request in writing that CF Taylor comply with the medication order. If supplies (such as spoons, etc.) are required to administer the medicine, it is the parent's responsibility to supply the school with such.
3. Medication must be brought to CF Taylor in a container appropriately labeled by pharmacy or licensed health care provider. It is the responsibility of the parent/guardian that an adequate amount of medication continues to be furnished to the school in a timely manner.
4. The initial dose of medication should be given at home.
5. All medications will be stored in a secure location.
6. Written directions for self-administered medications (such as asthma inhalers, insulin, etc.) must be provided from the health care provider and parents.
7. The use of "over the counter" medication is not permitted at CF Taylor. Exceptions will be considered on an individual basis.
8. The parent/guardian will be responsible at the end of treatment for removing from the school any unused medication.

VISITORS

CF Taylor encourages visits by the parents/guardians. Parents have a responsibility to keep themselves informed as to the student's progress and operation of the program. All visitors will be screened by the building administrator. Visitors should be prepared to show a government issued identification in order to enter the campus. No arrangements to visit the campus should be made without prior approval.

Student visitors, such as relatives or friends from other campuses or districts, are not allowed. Any exception to these procedures will be arranged by parents and CF Taylor administration.

CURRICULUM AND INSTRUCTION

The building Administrator and Counselor shall be responsible for coordinating the necessary course work for each student with the home school. The primary focus of that planning is the advancement toward the graduation requirements of the home school.

The home school Administrator and Counselor is responsible for determining the number of required and elective semester credits each student needs to satisfy the graduation requirements of the base school.

Students entering CF Taylor during the school year will transfer in whatever grades they are earning in their home school at that time.

A student of senior status who has satisfied the graduation requirement of the base school may stop attending CF Taylor after the administration has confirmed that all such requirements are met.

Instruction at CF Taylor will include a variety of techniques that will contribute to individual and group goals. These techniques will include, but not be limited to individualized instruction, group sessions for lecture and demonstration, guided and independent practice, as well as opportunities for application of knowledge, skills, and abilities to a variety of life activities. Instructional and technological aids will be utilized to enhance learning opportunities. In addition to academic instruction, learning activities will include social and emotional development, peer relations, social responsibilities, and post-secondary planning.

PROGRESS REPORTS AND CREDITS

High school students may begin and complete semester credits at any time during the year. Incomplete credits may be completed in the next semester.

Progress reports will be issued to parents and the home school at approximate nine-week intervals. Parent conferences are encouraged and welcomed.

All students are capable of academic growth and are expected to make progress and earn semester credits. Students who show little or no progress after a four-week period are subject to review. For those students identified under the IDEA, an IEP meeting may be held for students regarding behavior, attendance, and academic achievement. This may result in eventual removal from the program.

C. F. Taylor, Alternative Program

Intake Conference Agenda

The goal of C.F. Taylor Alternative and Crossroads programs is to prepare each student to return to their base schools with the tools they need to succeed.

- a. Introductions
- a. Parent Guardian Information Sheet pg. 8
- b. Expectations for Alternative School Activities & Transitions pg. 9-10
- c. Alternative School Dress Code Requirements pg. 11-12
- d. Alternative School Assignment Procedures pg. 13
- e. Alternative School Discipline Matrix pg. 14-16
- f. Administrative Discretion Form pg. 17
- g. Weekly Points Sheet pg. 18
- h. Daily Goals / Points System pg. 19

EXPECTATIONS FOR C.F. Taylor Alternative School ACTIVITIES & TRANSITIONS

Task	Starting the Day and Entering the classroom
Conversation	No Talking
Help	Once you have been seated, raise your hand for help
Activity	You are expected to be ready for the Alternative School day; check your mood/attitude; address any concerns with the Alternative School teacher. Begin assignment immediately as directed by the 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 space and have a seat.
Participation	Get all instructional materials out, review the lunchroom menu for lunch. Write your order down, raise your hand when finished, and Mrs. will come by to retrieve all orders.

Task	Transitions from class to class
Conversation	No Talking
Help	Raise your hand for help
Activity	You are expected to Line up at the door and walk in a line silently to the next class.
Movement	Walk as a group on the right side of the hallway to your next class and enter the classroom when instructed.
Participation	Stay in line and walk silently.

Task	Lunch
Conversation	No Talking
Help	Once you have been seated, raise your hand for help
Activity	You are expected to sit and eat quietly
Movement	Stay seated and CFT staff 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 reenter the classroom when instructed. All students should walk directly back to their cubicle.

Task	Bathroom Breaks Outside of Lunch & Breakfast
Conversation	No Talking
Help	Once you have been seated, raise your hand for help
Activity	You are expected to sit and eat quietly
Movement	Stay seated and CFT staff 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 reenter the classroom when instructed. All students should walk directly back to their cubicle.

Task	Direct Instruction
Conversation	Yes, but only with CFT Staff
Help	Raise your hand
Activity	The expected end product is to receive help on your assignments whether electronic or on paper.
Movement	Stay seated until CFT staff instructs you to get up.
Participation	Quietly complete your electronic and paper assignments with quality.

Task	Independent work
Conversation	Yes, but only with CFT Staff
Help	Raise your hand
Activity	The expected end product is to complete your work electronically or on paper in your assigned seat facing forward.
Movement	Stay seated until CFT staff instructs you to get up.
Participation	Quietly complete your electronic and paper assignments with quality.

Task	Ending the Day; Exiting to go home
Conversation	Yes, but only with CFT Staff
Help	Raise your hand
Activity	The expected end product is to clean up your cubicle and get ready to go home
Movement	Stay seated until CFT Staff 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 and go home

Alternative School Dress Code Requirements

The dress code requirements stated in will be strictly enforced:

CFT Alternative and Crossroads Uniform Policy

Top/Shirt:

Collared shirt with sleeves or turtleneck. School color (Navy or White) polo as approved by the principal.

Bottom/Pants

Boys: Khaki or Navy-Blue pants or shorts. If denim the color must be navy as required by principal.

Girls: Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and “blue” denim permitted) Jeggings or tights are permitted under shorts, skirts, or dresses but not alone as bottom attire.

Undergarments:

Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.

Footwear:

Footwear must be worn at all times and must be closed toe in nature.

Sweatshirts and Sweaters:

Must be solid: Black, Brown, Navy, Tan, Gray, White or school colors as published by the principal

Coats and Jackets:

Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, artwork that might be offensive in nature and cause a substantial disruption to the educational

ITEMS NOT ALLOWED Wind Pants/Sweatpants, velour pants, tights, yoga pants, oversized clothing, overalls, bell bottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats

- KHAKE is defined by Baldwin County Public Schools to be light tan in color.
- Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.
- School attire should cover those portions of the body that American standards of modesty decree are covered; fashions which simulate or suggest nudity are to be avoided. Clothing so skin tight or revealing as to provoke or to distract others is disruptive and therefore, unacceptable.
- Footwear must be worn at all times and have a fully enclosed toe.
- Clothing must be of appropriate length and fit. Excessively baggy or excessively tight- fitting clothing is prohibited. This includes, but is not limited to “yoga” pants, “tights”* and “jeggings”*.
- To be acceptable, short pants and skirts must extend beyond either the fingertips when the student extends arms downward along the sides or reach the mid-thigh, whichever is longer. Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. Pants must be free of rips, holes or attached symbols. Pants made of “blue denim” are acceptable. ***(Jeggings, leggings, or tights may be worn under shorts, skirts, or dresses, but they are not acceptable alone as bottom attire). Jeggings, leggings, or tights should be solid in color.***
- Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
- Jackets, coats, sweaters, and sweatshirts may not have lettering; logo(s) of alcohol, tobacco, and/or controlled substance; nor pictures, symbols, or artwork that might be offensive in nature and cause a disruption to the educational process. They are considered outerwear and must be worn with a uniform shirt.
- Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
- No loose or excessive jewelry
- Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal. (No bandanas of any kind are to be worn)
- Heads must remain uncovered in the building. (No hoods or hats on at any time)
- Students are prohibited from wearing any clothing items and/or accessories that:
 - o Are lewd, offensive, vulgar or obscene,
 - o Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
 - o Contains fighting words or incites criminal activity; or
 - o Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations.

C.F. Taylor Alternative School Assignment Procedures

Secondary students enrolled at the C.F. Taylor Alternative School program will receive their assignments from the virtual school who is responsible for providing assignments, grading, and recording grades. C.F. Taylor Alternative teachers will report academic progress to the parents, which is also viewable in PowerSchool. Weekly coursework/material, coinciding with the teacher's weekly lesson plan, must be uploaded through the teacher's 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/Google Classroom. Regardless, provided coursework and grading for the student will be the responsibility of the teacher to record.

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. In addition to the discipline infractions and consequences outlined in the Baldwin County Public School System's Parent Student Handbook Student Code of Conduct, 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, and/or removal from C.F Taylor Alternative Program. OSS = Out-of-School Suspension

The Disciplinary Board will consist of: Principal, Counselor, teacher who does not have the student, and/or Assistant Superintendent.

CLASS 1 VIOLATIONS				
Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
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 removal from Program based on Disciplinary Boards recommendation
Distraction of other students	Verbal Warning	2 days of OSS	3 days of OSS	5 Days of OSS/Possible removal from Program based on Disciplinary Boards recommendation
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 directive	2 days of OSS	3 days of OSS	3 days of OSS	5 days of OSS pending disciplinarian hearing

CLASS 2 VIOLATIONS				
Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
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 3 VIOLATIONS				
Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Possession, Sale, Use of alcohol, tobacco, prescription/nonprescription 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, 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)	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
Repeated Violations (3 or more of any of the Class I and II Violations)	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

**C.F. Taylor Alternative School
Administrative Discretion Agreement**

Administrative discretion applies in all cases. Note: Acts of physical violence (fighting and battery) as well as possession of controlled substances or paraphernalia are subject to automatic suspension and involvement of the Baldwin County Sheriff's Department.

Your signature below states that you have read, understand and agree to abide by the CFT Crossroads Assignment Procedures and Daily Expectations:

Student Signature:

Date:

Parent Signature:

Date:

CFT ALTERNATIVE PROGRAM WEEKLY POINT SHEET

Name _____ Homeroom Teacher _____

Week of _____ Current Day (at start of Mon) _____

M O N	Date:	1st	2nd	3rd	4th	5th	Monday Total _____
	RR/Transition						
	Be Prepared						
	Be Productive						
	Be Respectful						
	Be Responsible						
Total							
T U E S	Date:	1st	2nd	3rd	4th	5th	Tuesday Total _____
	RR/Transition						
	Be Prepared						
	Be Productive						
	Be Respectful						
	Be Responsible						
Total							
W E D	Date:	1st	2nd	3rd	4th	5th	Wednesday Total _____
	RR/Transition						
	Be Prepared						
	Be Productive						
	Be Respectful						
	Be Responsible						
Total							
T H U R S	Date:	1st	2nd	3rd	4th	5th	Thursday Total _____
	RR/Transition						
	Be Prepared						
	Be Productive						
	Be Respectful						
	Be Responsible						
Total							
F R I	Date:	1st	2nd	3rd	4th	5th	Friday Total _____
	RR/Transition						
	Be Prepared						
	Be Productive						
	Be Respectful						
	Be Responsible						
Total							

CFT ALTERNATIVE PROGRAM DAILY GOALS

<p><u>Be Prepared:</u></p> <ul style="list-style-type: none"> ● In designated area ● In your assigned seat ● Was on time (coming in with class) ● Was in dress code: <ul style="list-style-type: none"> ○ Shirt tucked in ○ Sleeves pulled down ○ Slacks pulled up to the waist 	<p><u>Be Respectful:</u></p> <ul style="list-style-type: none"> ● Followed your teacher's directions ● Respectful responses (i.e. Yes ma'am, no sir, etc.) ● Used no profanity ● Had school appropriate conversations ● Had no outbursts
<p><u>Be Productive:</u></p> <ul style="list-style-type: none"> ● Was on task ● Used your time wisely ● Worked on your assignment(s) 	<p><u>Be Responsible:</u></p> <ul style="list-style-type: none"> ● Used self control ● Cleaned up after yourself ● Turned in a completed assignment(s) <p>Hallway:</p> <ul style="list-style-type: none"> ● Walked in a single file line ● Walked in the center of the hallway ● Remained silent ● Kept hands and feet to self

<p>CRITERIA TO RETURN BACK TO BASE CAMPUS:</p> <ul style="list-style-type: none"> ● You may earn up to 50 points per day ● In order to maintain a "good day", you MUST earn 90% of your points each day (45 points). ● You must have passing grades, in addition to 45 "good days" to return back to base campus
