

JEFFERSON COUNTY ALTERNATIVE SCHOOL



Charles Kokiko, Superintendent Jefferson County ESC
Vance Miller, Director
Jose Davis, Assistant Educator
Joe Porter, Resource Officer
Jason Swartzmiller, Aide

Jefferson County Alternative School
Quest Center
2550 Cherry Avenue
Steubenville, OH 43952
740.381.7150

Jefferson County Educational Service Center

2023 Sunset Boulevard
Steubenville, OH 43952

Telephone: (740) 283-3347 FAX: (740) 283-2709

Dr. Charles Kokiko
Superintendent
(740) 283-3347 Ext 122

Vance Miller
Director
Telephone: (740) 381.7150
Email : vmiller@jcesc.org

On behalf of the Jefferson County Educational Service Center, I would like to welcome the students to our Alternative School. This school will provide the students with an opportunity to succeed academically in a different type of learning environment. We will demand discipline and respect for all students and staff. Our goal is to deliver each student with an individual education plan, counseling services, transitional planning, and to have each student return to his or her school and community with a positive attitude toward learning. We wish you a successful school year!

Sincerely,

Jefferson County Alternative School Staff

Rules & Regulations

- Doors will close for entry at 9am unless you provide a documented excuse.
- Cell phones will be powered off, placed in a basket with our resource officer and will be handed back when it is time for your departure.
- It is very helpful that we receive a working/active contact number for any guardian that we may reach out to regarding any feedback for the student.
- There will be no talking with other Alternative students during school hours. If the student has any questions or concerns he/she can reach out to any of the staff members present.
- We have **ZERO TOLERANCE** for arguing. If you feel the need, you will be sent home immediately and the time missed will be made up.
- We require 5 NEW assignments be completed daily with a grade of 70% or higher. If the score is lower than 70%, it will be sent back with 1 opportunity to redo.
- There is **ZERO TOLERANCE** for sleeping at the Alternative School. If you can't stay awake, you will be asked to leave and that time will be made up. Laying your head down is also considered sleeping.
- Profanity will not be permitted.
- Social media websites are not permitted.
- No Backpacks; No fanny packs;
- No hoodies (hood pulled up), bandanas or hats are to be worn at the Alternative School.
- Pants are to be worn waste high with no under garments showing.
- Masks will be worn at all times. Can take off to eat or drink.
- Wearing headphones is a privilege that WE give here at the Alternative School. Breaking any of the above rules gives US the right to take away the headphones privilege.

STUDENT: _____ DATE: _____

GUARDIAN: _____ DATE: _____

Subject: Smoking on Alternative School Premises

DIRECTIVE:

1. It is illegal for students to smoke or possess tobacco on Alternative School premises. (3313.751 ORC)
2. School premises are defined as the entire building grounds and parking lots and garages known as the Jefferson County Alternative School.
3. Tobacco products will be confiscated and destroyed.
4. Students observed violating this order are to be apprehended by the Jefferson County Alternative School Resource Officer.

Jefferson County Alternative School Staff

JEFFERSON COUNTY ALTERNATIVE SCHOOL

MISSION

The mission of the Jefferson County Alternative School is to provide a highly structured and safe learning environment that meets the educational, physical and emotional needs of our students. We will foster the development of character in our students which will enhance their chances of becoming productive members of their communities.

VISION

The vision of the Jefferson County Alternative School is to create a positive learning environment in which our students are motivated to strive for excellence, be responsible citizens and respect the rights of others, as well as the diversity of others.

PREFACE

The Jefferson County Alternative School was created by participating school districts and is operated by the Jefferson County Educational Service Center to provide a structured educational opportunity for those students unable to adjust to alternative programs available in their home schools.

It is the Alternative School's mission and purpose to provide each student with a safe learning environment to develop their self-esteem so that they may move on academically and socially. Student's work will earn them credit from their home school.

The academics of the Alternative School is based on the Ohio learning standards, which includes courses in math, english language arts, social studies, science and electives. All work completed at the Alternative School will be graded and forwarded to student's home school for credit.

Students will also participate in counseling programs provided by Coleman Professional Services.

Students will be provided with supplies.

DAILY SCHEDULE

School hours will be from 8:00AM – 2:00 PM. Searches will be conducted at time of entry and at any time deemed necessary by the staff, resource officers or juvenile court personnel. Be certain that you do not possess any item forbidden by this handbook. Any item confiscated may result in immediate arrest. Students may be drug tested at any time while attending the Jefferson County Alternative School.

REQUIREMENTS FOR PARENTS

Parents/Guardians of students attending Alternative School must cooperate with Alternative School Staff and The Jefferson County Educational Service Center to ensure the behavioral and educational success of their child. **Failure to cooperate with the Alternative School in the education of your child could result in Unruly (A): Wayward and disobedient filed against students/parents/guardians.**

Parents/Guardians must report all absences to the Alternative School daily. Telephone-(740) 381-7150

Absences will only be excused for extreme illness accompanied with doctor excuse, family emergency or death in family. Students who need to be dismissed early for any reason must have a note from their parent/guardian stating reason for dismissal as well as contact number of parent/guardians.

Parents/Guardians of any student who is taking prescription medication must deliver medication to Alternative School Staff. Non-prescription medication is not permitted. A medical release must be signed by parents/guardian.

All students entering the Alternative School will be required to participate in an intake assessment administered by Coleman Professional Services and complete any and all necessary student documentation and/or releases.

REQUIREMENTS FOR STUDENTS

1. Attendance for all assigned days is mandatory. Any days missed will be added to the end of their assigned time.
2. All pants worn must be worn at the waist. Staff members will determine waist location. All shirts must be tucked in all times while in school. No facial jewelry or tongue bars may be worn at any time. All students are required to wear tennis shoes.
3. Talking is not permitted at any time unless the student is recognized and permission is granted.
4. Students will be assigned a seat and are not to move from the seat unless permission is given by a staff member.
5. Restrooms breaks may be requested by raising one's hand. Only one student will be permitted in the restroom at one time. Students must sign in and sign out when entering and leaving the restroom.
6. All coats, hats and other personal items will be placed in the appropriate area. None of these items are permitted at student's desk.
7. Electronic items such as cellphone, gaming devices, etc. are not permitted at the Alternative School. Any item brought to the school after the first assigned day will be confiscated and returned to the student on last assigned day.
8. Students will be searched every day when entering the school and at any other time staff members feel would be appropriate.
9. Profanity or obscene gestures will not be tolerated.
10. Students will be assigned responsibilities to help maintain the community of the school.
11. Computer use is only to be used for the purpose of academic and elective courses. Inappropriate use of the computer will result the removal of technology for that student for the entire placement.
12. Students will be given a breakfast and lunch at the Alternative School. All areas will be cleaned before a student is dismissed.

Grading System

All grades will be completed as a percentage, which will reflect the letter grade adopted by the student's home school district.

Each student's grade will reflect absences each quarter. Parents and students will be advised of achievement and progress each nine-week period. Progress reports will be mailed to parents every five completed days.

Discipline

Discipline is a key component in developing a safe and orderly environment conducive to education. Discipline must also be corrective and a learning experience for students. Our goal cannot be just to punish; we must also correct and improve. With this in mind, the entire staff will be working as a team in setting the tone in the building. We will be fair, caring and firm, while at the same time treating all students as individuals. In the event that a discipline situation has not been resolved, charges may be filed with the Jefferson County Juvenile Court by the Resource Officer.

Consequences for Violating Alternative School Policy/Procedures

- **1st -3rd Violation-** Student will be given a written assignment on the "Requirements for Students" located in the handbook.
- **4th-6th Violation-** Student will be required to attend after school detention, written assignment and removal of all technology.
- **7th-10th Violation-** Student will be required to attend after school detention all week, written assignment, removal of all technology and will also be subject to a formal complaint being filed with the Jefferson County Juvenile Court.

Each parent/guardian and student will receive a copy of the rules and regulations of the Alternative School and will be required to sign the rules and regulations page to ensure that they received the rules and regulation and that they were understood.

ALTERNATIVE SCHOOL STUDENT PROFILE

School _____ Contact _____

Student _____

Grade _____ DOB _____ Age _____

Parent/Guardian _____
Father (First) Mother (First) Last

Address _____
Street/RD/PO Box City Zip

Home Phone _____

Alternate Phone _____

Special Education NA SLD ID ED OHI

Social Security Number: _____

Initial Placement: _____
Date

Reason for Placement _____
(Prevention)

Date _____ Notes _____

Consent to Release Confidential Information

I, _____, hereby give full consent to the
(PARENT/GUARDIAN NAME)
disclosure of the information and/or the records of _____ to
(STUDENT NAME)
the Social Educator and/or to any persons of the Jefferson County Alternative School properly in need of such information for the purpose of assisting them in developing a comprehensive service and treatment plan for the above name.

I understand that this information will be released when appropriate to any and all agencies providing services to families in Jefferson County and elsewhere. Information that may be released may include:

- Student Demographics, Attendance, Grades, Individualized Education Plan (I.E.P)
- Financial Information (Free and Reduced Lunch Applications)
- Pertinent Medical, Psychological, and/or Social History Information
- Any other information that may be beneficial

I further understand that these records are protected by the state and/or federal confidentiality regulations, and cannot be disclosed without written consent unless otherwise provided for in the regulation. I also understand that in that I may revoke this consent at any time. In any event, this consent expires automatically one year after the date below. A photocopy of this authorization shall have the same force as the original.

Signed this _____ day of _____, 20_ _____

Signature _____

Witness _____

(B)

Medical Authorization Form

I, _____,
(PARENT/GUARDIAN NAME)

the parent /legal guardian of _____
(STUDENT NAME)

give my permission to the staff of the Jefferson County Alternative School to give
him/her their prescribed medication.

Medication _____ Dosage _____ X a Day _____

Medication _____ Dosage _____ X a Day _____

Medication _____ Dosage _____ X a Day _____

Known medical and/or food allergies:

Parent/Legal Guardian _____

Staff Member _____

(C)

REQUIREMENTS FOR STUDENTS

1. Attendance for all assigned days is mandatory. Any days missed will be added to the end of their assigned time.
2. All students are required to wear tennis shoes.
3. Students will be assigned a seat and are not to move from the seat unless permission is given by a staff member.
4. Restrooms breaks may be requested by raising one's hand. Only one student will be permitted in the restroom at one time. Students must sign in and sign out when entering and leaving the restroom.
5. Students will be searched every day when entering the school and at any other time staff members feel would be appropriate.
6. Profanity or obscene gestures will not be tolerated.
7. Students will be assigned responsibilities to help maintain the community of the school.
8. Computer use is only to be used for the purpose of academic and elective courses. Inappropriate use of the computer will result the removal of technology for that student for the entire placement.
9. Students will be given a breakfast and lunch at the Alternative School. All areas will be cleaned before a student is dismissed.

3 INTANGIBLES OF SUCCESS

- 1.) SHOW UP!**
- 2.) GREAT ATTITUDE!**
- 3.) GREAT EFFORT!**

Parent/Guardian

Date

Student

Date

(D)

Jefferson County Alternative School
Drug Testing

I, _____ (Parent/Guardian), hereby give permission to the Jefferson County Alternative School to screen my child,

_____ (Student Name) for drug or alcohol use. In order for the school to maintain a safe environment, the above named student is also subject to random searches by the Alternative School staff. I understand I will receive a copy of that report.

_____ (Parent Signature)

_____ (Date)

(E)

Internet Safety for the Computer Network

To be read and signed by parent/guardian of students who are enrolled at Jefferson County Alternative School.

As the parent/guardian of _____ (student name), I agree that my child shall comply with terms of Acceptable Use and Internet Safety. I understand that access is being provided to the students for educational purposes only. However, I also understand that it may be completely impossible for the Alternative School to restrict complete access to all offensive and controversial materials and understand that it is my child's responsibility for abiding by this policy. I am therefore signing this policy and agree to indemnify and hold harmless the Alternative School. For the computer network and internet access against all claims, damages, losses and costs that may result from my child's use of their access to such networks.

Check ONE box only

_____ I give my child permission to use computers and the Internet as outlined above.

_____ I do not give my child permission to use the computers and Internet.

_____ (Parent/Guardian Signature)

_____ (Date)

(F)

Alternative School Checklist
Complete and Return

- 1.) Student Profile (A) _____
- 2.) Release of Information (B) _____
- 3.) Medical Authorization Form (C) _____
- 4.) Rules and Regulations (D) _____
- 5.) Drug Testing (E) _____
- 6.) Internet Safety (F) _____