

**New Direction
Student-Parent Handbook
2019-2020**



**New Direction
701 Hwy 70
Columbiana, Alabama 35051**

**Office: (205) 682-5910
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Marisa Pinchin-Polk, Principal

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Our Mission

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

Our Vision

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

Our 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.

FACULTY LISTING

Marisa Pinchin-Polk	Principal	MPinchinpolk@shelbyed.org
Michelle Fry	Main Office	mfry@shelbyed.org
Amanda Kirk	Counselor	akirk@shelbyed.org
Janice Maddox	Counselor	jmaddox@shelbyed.org
William Sherrill	Social Studies Teacher	wsherrill@shelbyed.org
Clay Shearer	Physical Education Teacher	cshearer@shelbyed.org
Geoffrey Wymer	Math Teacher	gwymmer@shelbyed.org
Lindsey Thompson	Science Teacher	l2thompson@shelbyed.org
Monica Hubbard	English Teacher	mhubbard@shelbyed.org
Mary Woolard	Entry Level Teacher	mwoolard@shelbyed.org
Joel Miller	Special Education Teacher	jmiller@shelbyed.org
Candace Gregory	Special Ed Paraeducator	cgregory@shelbyed.org

Our Website:

<https://www.shelbyed.k12.al.us/schools/newdirection/index.htm>

Our Location:

701 Hwy 70
Columbiana, AL 35051

(205)682-5910

OVERVIEW

Students come to New Direction for a variety of reasons. Some students have made a poor choice, while others are here because they are required a time of transition before entering their base school. Regardless of the reason a student comes here, they are treated with respect and dignity. We allow students time to reflect in a structured environment, surrounded by caring adults.

All students begin their time at ND by having an intake meeting with the principal. A parent or guardian is required to attend this meeting. The principal will go over the expectations of students. These expectations must be met in order for a day to be considered successful.

When students have completed their successful days, they are required to have an exit meeting with parents, guardians, and teachers. During this meeting, the student will give a presentation about what they learned at New Direction. Students will have worked on this throughout their time at New Direction. Once this presentation has been given, the parent/guardian will meet with administrative staff at the base school, typically on the same day.

PROGRAM OBJECTIVES

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 for most 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.

Social and Emotional Learning: Students will participate in SEL classes every day. The topics for these classes include topics such as dealing with anger, decision making, goal-setting, resilience, conflict resolution, and healthy relationships. The goal of this element of our program is to help students learn the skills needed to live a healthy, positive life. We hope that students will leave New Direction understanding who they are and where they want to go from here.

Individualized Counseling: Each student at New Direction will see a counselor on a weekly basis, unless this interferes with outside counseling. We hope that this will help students process their decisions, and help them prepare for their return to the base school.

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. This includes athletic events, ceremonies, dances, plays, etc. Failure to comply will result in the assignment of additional days at New Direction.

EXPECTATIONS

Academic Dishonesty

Students who use dishonest means to complete assessments will automatically fail the day on the first incident. If additional incidents occur, the consequence will be additional days added. Students who are being assessed should not have other tabs open.

Arrival/Departure

Transportation for students attending New Direction is the sole responsibility of parents. 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 between 7:20-7:35. Students not eating breakfast should arrive before 7:40. 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.

Students are dismissed at 2:35 each day. Parents should wait in the designated parking spaces for students to exit the building. Students should be picked up between 2:35 and 3pm. There is no supervision after 3pm.

Book Bags/Personal Effects

Students are not allowed to bring personal items into the building. This includes book bags, books, pencils, make-up, chapstick, hairbrushes, etc. ND will provide school supplies. The principal may grant permission for students to carry books or supplies if necessary to complete academic assignments.

Bullying/Harassment

New Direction has a zero-tolerance policy for disrespect of any kind. 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.

Care of School Property

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. Damage to school property or its contents will be charged to the student.

Cell Phones

Cell phones are not allowed on the bus or on our campus at any time.

Computer Usage

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. Parents will be contacted, and additional days will be added.

Counseling

All students will receive counseling during their time at New Direction. The

only exception to this rule is when the student receives outside counseling services at least once a week.

Meals

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.

Cost. 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. Students with negative balances beyond \$10.00 may not be allowed to eat standard breakfast or lunch.

Breakfast. Students may not bring outside breakfast into the building. If students are eating breakfast provided by the Child Nutrition program, they must be in their classroom by 7:35.

Lunch. Students who wish to bring lunch are allowed to bring homemade lunch. The following items are prohibited: candy, gum, food purchased from a restaurant, carbonated drinks. Water may be brought in, but must remain unopened through search. All other drinks are prohibited. Students may not share food.

Metal Detector

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

Tobacco

Tobacco products, including vaping products, lighters, pods, etc. are strictly prohibited.

ATTENDANCE

Absences

Students may be absent from school for the same reasons they may be absent from their base school (listed below). However, absences do not count towards successful days at New Direction.

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.

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: 3 points deducted from points folder
- 3rd tardy to school: 5 points deducted from points folder
- **One ½ day 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 checkouts be used for emergency situations only, (doctor appointments, court dates, etc.).

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 parking permit on their dashboards 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. Students that choose to park off campus do so at their own risk. Shelby County Schools or New Direction is not liable for students parking off campus and crossing the highway or personal belongings off 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.

DRESS CODE

The New Direction Dress Code is designed to support the high academic and behavioral standards. Being dressed appropriately for school contributes to a mindset and environment conducive to learning and academic success. Students must be in dress code from the time they arrive on campus until they leave.

- 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 tight fitting jeans/pants.
- 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 are working on computer assignments. **NOTE: earbuds must be left at school daily and therefore should be inexpensive.** Large headphones are not allowed.

Dress Code Checklist:

YES:

- Solid colored, collared shirt – dark blue, gray, or black only
- Solid colored pants free of holes and slits – khaki, black, dark blue, 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,
- Overly tight jeans
- 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:* 1 point deducted from points folder
 - *2nd Dress Code violation:* 3 points deducted from points folder
 - *3rd Dress Code violation:* 5 points deducted from point folder
- *One ½ day will be added for each subsequent violation.

**Same consequences apply for being tardy to school.

BEHAVIOR MANAGEMENT PLAN

The staff at New Direction believe that negative behavior is a way of communicating for many students. For this reason, we have structured our program to focus on counseling and social emotional lessons, along with academics. We believe that these elements will not only improve students' quality of life, but also their ability to succeed in academics.

We use a points system to monitor behavior. This system allows students to make mistakes, and have the ability to self-monitor their behavior. Students know how many points they have earned, and how many they need to have a successful day.

Daily Expectations for Behavior:

1. Students are expected to respect all people at all times.
2. Students are expected to participate in all activities provided by ND.
3. Students are expected to ask for help.
4. Students are expected to follow all rules in the handbook, as well as in the Shelby County Code of Conduct at all times.
5. Students are expected to try.
6. Students are expected to reflect on the decisions they have made.
7. Students are expected to be honest.
8. Students are expected to refrain from physical contact of any kind.

POINTS REQUIRED

Entry Level. Students will enter New Direction through Entry Room. During this time, students will participate in character education, transition activities, and assessments. During this time, students must earn at least *80% of points* in order to have a successful day.

Bronze Level. Students will leave E-Room to move into their academic classrooms. At this time, they are on Bronze Level for 2 weeks. During this time, students are required to earn *85% of points* in order to have a successful day.

Silver Level. Students will spend various amounts of time on Silver Level, depending on the duration of their assignment to New Direction. During this time, they will be required to earn *90% of points* in order to have a successful day. During Silver Level, students may participate in STAR if they qualify.

Gold Level. Students will spend the last 5 days on Gold level. During this time, students are required to earn *93% of points* in order to have a successful day. During Gold Level, students may participate in STAR if they qualify.

Examples:

40 day placement: 5 days Entry Level 80% 10 days Bronze Level 85% 20 days Silver Level 90% 5 days Gold Level 93%	20 day placement: 5 days Entry Level 80% 10 days Bronze Level 85% 5 days Silver Level 90% 5 days Gold Level 93%
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POINTS SYSTEM

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
4. Discipline referral to principal

Students who commit major offenses will be immediately referred to the principal. Students who have repeated violations may lose privileges, or may receive the following consequences:

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.

Students start each day with zero points. The expectations needed to earn the total 50 possible points are listed on the points sheet.

Name: _____ Base School: _____ Grade: _____

Current Level: *(circle one)*

- 1. E-Room (5 days)
- 2. Bronze (10 days)
- 3. Silver (X days)
- 4. Gold (5 days)

DAYS Remaining: _____

AM/PM Transition	Class	Lunch	Levels
1. Be respectful at all times	1. Be respectful at all times	1. Remain seated; talk to students in your class only	Entry Level (80%) 5 Days
2. Show Responsibility	2. Exhibit appropriate classroom behavior	2. Be Respectful at all times	Bronze Level (85%) 10 Days
3. Arrive on time	3. Ask for Help when needed	3. Clear tray and clean your desk	Silver Level (90%) X Days
4. Be in dress code	4. Complete all assignments in a timely manner	4. Transition quietly	Gold Level (93%) 5 Days
5. Transition quietly	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:	_____/50	_____/50	_____/50	_____/50	_____/50