

Blackwell High School

Alternative School

Student Manual

**303 East Coolidge
High School Building
C-Wing Room C-1
Computer Lab**

Co-Directors: Michaelleen Paige and Jennifer Paul

Blackwell Alternative School Schedule 2019-2020

Weekday 3:30-7:45	Teacher	Subjects on which to work or get help:
Monday	Mrs. Blevins 3:30-7:45	<u>Life Skills</u>
Tuesday	Mrs. Paige 3:30-7:45 Mrs. Haskins 3:30-6:00	<u>English</u> <u>Math</u>
Wednesday	Mrs. Paul 3:30-7:45 Mrs. Heitschmidt 3:30-6:00	<u>Math/SPED</u> <u>Art</u>
Thursday	Mrs. Smith 3:30-7:45	<u>Counseling</u>
<p>Note: Students are expected to stay until 7:45.</p> <p><i>(see above schedule) Must have 16 hour average over 4 weeks.</i></p> <p>Note: Individual counseling will be offered during the week on Thursday night. See Mrs. Smith for additional appointment or referral.</p> <p>Supper break- Students are asked not to leave campus. This will be a "working-supper". Students can bring a sack lunch or take advantage of the lunch program. No formal supper break.</p>		

Teachers are there to help you. You only have to ask.

GUIDELINES for Alternative School (Revised July 2020)

- **Before starting coursework, students must do the following: Choose either on campus or virtual learning environment. Virtual students must still meet regularly for counseling and must participate in art therapy, life skills, and community service.**
- 1. Complete a screening process with Director, Counselor, Teacher or Principal.
 2. Clear holds and fines from previous school.
 3. Sign Internet release form.
 4. Present a transcript and attendance records of previous semester.
 5. Complete an individual instruction plan with the counselor/director.
 6. Sign a contract agreeing to abide by school rules.

Blackwell High School Student agenda rules apply to Alt. Ed. Students

- *Former grades from another school do not "go with" a student. Each student starts each class new unless arrangements have been made otherwise. Credits are based on open entry. Student starts an individual program as he enters.*
- *Students must demonstrate progress by completing at least 3 credits for the Fall Semester (August through December) and 3 credits for the Spring Semester (January through May).*
- *Students must achieve 70% to earn a credit in a class. Credits are competency based and each student shall have a folder containing a sample of a student's work.*
- *Courses may be offered that are not offered in the traditional high school.*
- *Students will not be considered part of the program until s/he "proves themselves" (2-3 weeks of good attendance).*
- *Students may participate in the program up to 22 years of age.*
- *All students may exit the program as soon Oklahoma State and Blackwell Board of Education requirements are finished. A letter of completion will be issued at this time. Diplomas are issued each June.*
- *Students are able to participate in extracurricular school activities if they choose unless activities interfere with school hours.*
- *Counseling will be provided for all students. Individual, group, and career counseling will be offered. If a student desires, he/she will be referred to other community services.*
- **Prom:** Students may attend the prom if they meet the following criteria:
 1. Currently enrolled in school "in good standing" (not graduated)

2. Attendance status is acceptable. (*No student who has been dropped due to lack of attendance or who is currently under suspension will be allowed to attend.*)
3. Anyone graduating at Christmas is not eligible to attend prom.
4. Students are classified as a Junior or Senior and their original Graduation date has not passed.
5. This is a formal affair and dress must be appropriate.
6. Rules in student handbook must be followed.
7. Dates do not have to attend BHS. See rules in handbook.

- Parking-park in the south parking lot. The front door will be locked.
- Use C-wing restrooms only.
- Stay in C wing unless permission otherwise is granted.
- No tobacco products are allowed in the building. [Ref. student handbook]
If a student is caught smoking:
 - a. First time: student will be suspended for one week.
 - b. Second time: suspension two weeks.
 - c. Third time: student is suspended from the program and reinstatement is optional.

ADDITIONAL RULES

- **Once in the building the student CANNOT leave the building.**
- *If your student's cell phone becomes a problem they will be asked to place their cell phone on top of computer for the rest of the class period. The student will be given one warning about phone policy and will be checked out and asked to leave.*
- Any other questions: refer to the Blackwell High School handbook.
- **Seniors: must do a final checkout with Director**

Graduation Credits: Blackwell High School Alternative School

- School hand book can be viewed on the school website. Please visit: www.blackwell.k12.ok.us
 - Students entering will be required to earn the same number of credits as their graduating class.
 - Students must earn 3 credits each semester to remain in the program.
 - Seniors must meet the required credits to graduate (25/26 credits). There is no limit on credits earned per year.
- 25 credits for BHS ----- 26 credits for NHS ----- 25 credits for THS

- Students may graduate before their original graduation date. If coursework is finished before May of the senior year, the principal will issue a letter of completion and the diploma will follow in June.
- Vo-Tech credits can be counted toward graduation. Students enrolled in the evening Alternative Program may attend Vo-Tech.
- A student may participate (walk) in the graduation ceremonies if he/she is deficient in only **one (1)** credit required for graduation.
- Under no circumstances will graduates be permitted to display any item outside the graduation gown or cap that does not have prior approval. Proper attire at the graduation will consist of the following: (any graduate who deviates from the listed appropriate attire **will not** be permitted to participate in the graduation ceremonies.)
 - Boys: Dress pants, dress shoes, socks, shirt with collar and a tie.
 - Girls: Dress or dress pants, dress shoes and white collar as provided.
- ❖ *If a student has a problem acquiring the dress attire, please see Mr. Cherry or Mrs. Paige or one of the Alternative Teachers.*

ATTENDANCE POLICY/CONTRACT: ALTERNATIVE SCHOOL (Updated 2019)

Attendance time will be recorded. If satisfactory time is not shown the student **will be dropped from the program. An average of 16 hours per week is required.** Student will be placed on probation, if a student has less than 48 hours attendance over a semester a meeting or phone call will take place with guardian/parent.

- **Four days** of continuous absence without notifying Alternative Staff and/or bringing a note from a doctor or employer will result in a conference and a "special" attendance contract for the student. If the new agreement is not followed, the **student will be dropped** from the program.
- **Student will be dropped** if continuously absent 10 days in a row **regardless** of reason for absence. Reinstatement will depend on reason for absence. This is a directive from the State Department of Alternative Education.
- If a student is dropped, he/she must **reapply, reenroll** and possibly go to the end of the "waiting list" before being allowed to reenter the program.
- **Illness:** students are required to present documentation from a doctor when absent for illness. This applies when a student/parent has a sick child.
- **Maternity:** Students absent from the program for maternity reasons need a note from their doctor stating "beginning and ending dates" for maternity leave. Students will be notified as to maximum maternity leave allowed. After 10 days student status will be "dropped". Status may be reinstated with the doctor's note pending previous attendance record and medical condition. The father of a new baby will be allowed 4 days of maternity leave. He will then need to return to school and attend on school nights.

- If a senior student only lacks PTC or work credit to finish graduation requirements, **He/she must "check in"** with Alternative Director and/or designated Alternative Staff **on a weekly basis**. If student is not checking in regularly **they may be dropped from the program and will not graduate.**

Policy- Supper Break or School Lunch

- The Blackwell Alternative Program offers the Free and Reduced Lunch Program to Students who qualify and others who wish to participate in a "working supper"
- If they choose, students may bring their own sack lunch or purchase from the machine in the study center.
- Meals will be eaten in computer lab. Students are responsible for cleanup. (place trash in containers and wipe tables off).
- Students are asked not to leave campus for supper break.

Procedures:

1. High School Cooks will prepare sack lunches or "meal of the day".
The food will be left in the north refrigerator in the high school kitchen with a cart available to transport the food to the lab.
2. Any student whose attendance record indicates that he is attending only to eat will be **dropped from the lunch program** (example: coming 30 min. to 1 hour before supper and leaving soon after eating).
3. The teacher on duty **will record lunches** on a role sheet provided (in the red bag, in the cafeteria drawer).
4. A receipt book will be provided for the teacher's use (in the red bag).

Odysseyware

- Odysseyware, includes direct instruction videos with step by step guidance to assist student on conceptual understanding of key skills, impart background knowledge, place concepts into real-world context and allows students to learn at their own pace.
- Virtual Labs recreate and expand the traditional student laboratory experience. Fully interactive and built to encourage active learning, engagement and the application of conceptual understanding, Virtual labs provide a safe and immersive learning experience.
- There is a powerful writer's tool encourages student to practice, revise and refine to achieve writing success. The writing tool scoring matrix provided continuous student feedback through

all aspects of the writing process based on word count, grade level, readability, and topic agreement.

- Computer Applications, Art and Life Skills will be taught as a hand on curriculum with individual instruction with highly qualified teachers in those areas.

<https://docs.google.com/document/d/1TvrTr0Zg0-XygRyYFn8z0DbIBWeN9pfaLKvX3vju8pg/edit>

Required Computer Courses: (updated July 2020)

Computer 1- Microsoft & Google & Digital Citizenship

Computer 2- CS First (Computer Science & Coding)

Student Signature

Date

Parent Signature

Information Card

Name: _____ Grade: _____

Address: _____ City: _____

Your Phone: _____ Text Messages? YES NO (Circle ONE)

Do you have reliable Internet at home? YES NO (Circle ONE)

Do you have a computer or laptop at home? YES NO (Circle ONE)

Parent #1 Name: _____

Parent #1 Phone: _____ Text Messages? YES NO (Circle ONE)

Parent #1 email: _____

Parent #2 Name: _____

Parent #2 email: _____

Parent #2 Phone: _____ Text Messages? YES NO (Circle ONE)

Accounts

Wengage (link on www.blackwell.k12.ok.us)

Login: _____ Password: _____

Gmail (link on www.blackwell.k12.ok.us)

Login: _____ Password: _____

Edgenuity (link on www.blackwell.k12.ok.us)

Login: _____ Password: _____

AES (<https://learn.aeseducation.com/#/>)

Login: _____ Password: _____

Other _____

Login: _____ Password: _____

Other _____

Login: _____ Password: _____