

Alchesay High School



Alternative Learning Center Parent & Student Supplemental Handbook 2024-2025

Contact Information:

P.O. Box 190
Whiteriver, Az 85941
(928) 358-5690

Alchesay High School fully accredited by AdvancEd/Cognia.

Policies and procedures are subject to change. Please check with an administrator for clarification.

WUSD Board Approved: July 10, 2024

STATEMENT OF PURPOSE

This Handbook is a supplement to the Student & Parent Handbook which was received upon enrollment at Alchesay High School. The contents of this handbook are intended to establish behavioral and academic expectations specific to the alternative educational setting.

The Alternative Learning Center (ALC) is a program provided through Alchesay High School designed to be an alternative educational opportunity for Alchesay High School students who have been long term suspended, temporarily placed as determined through a manifestation determination hearing, or if a student is a 5th or 6th year senior.

VISION STATEMENT

The Alternative Learning Center will develop well-rounded students who will be prepared to become responsible and productive citizens.

MISSION STATEMENT

The mission of the Alternative Learning Center is to provide a safe, orderly, and respectful learning environment for all stakeholders. We expect and support high academic achievement through rigorous, relevant curriculum delivered by a caring, committed staff.

GENERAL INFORMATION

ALCOHOL, DRUG, TOBACCO, WEAPON FREE SCHOOL POLICY

ALC is a drug, alcohol, tobacco, and weapon-free zone. This includes all school sponsored events. By law this zone extends 100 feet beyond the perimeter fence of the school grounds. Possession or use of any drug, alcohol, tobacco, or weapon will not be tolerated. Any student found to be in violation will be subject to disciplinary consequences as outlined in the Student Code of Conduct.

NON-DISCRIMINATION POLICY

Whiteriver Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act may be referred to Superintendent Office, 959 South Chief Avenue (PO Box 190), Whiteriver, Arizona 85941, (928) 338-4842, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204.

VISITOR POLICY

Visitors are not allowed at the ALC. This can be discussed with the ALC staff if needed.

DAILY SCHEDULE

The Alternative Learning Center will be open from 8:00 AM until 2:45 PM Monday through Thursday. Students will be expected to be in class from 8:00 AM until 2:45 PM. Lunch will be provided daily at a time to be determined. Lunches will be provided and no outside food or drinks will be permitted. Bottles water is permitted but container must be clear. Students will not be allowed to leave the ALC during lunch or breaks.

Delayed start due to weather: 10:00 a.m. start time.

ONLINE/VIRTUAL LEARNING

In the event that in-person learning is not possible students may be provided online/virtual learning opportunities as approved by the Arizona Department of Education. Curriculum will be delivered in a virtual classroom and students are expected to attend class daily and engage in classroom activities as they would in an in-person setting. Students are responsible for attending classes daily, completing 100% of the assignments, attending virtual office hours and intervention/tutoring sessions as assigned. The school may provide devices and hot spots to students as available. Parents and students will be required to sign an Acceptable Use of Technology and Internet form. Parents will be responsible for the replacement or repair cost for lost or damaged devices. Parents agree and are responsible for actively monitoring their child's progress.

ENROLLMENT PROCEDURES AND REQUIREMENTS

Alternative Learning Center (ALC) serves students in grades, 9-12 under the age of 21, who are living in the Whiteriver Unified School District. Students must meet the district criteria for Admission of Students.

ALC is a program designed for long term suspended or expelled students who have been recommended for admission by a hearing officer through a formal disciplinary hearing. Students may be placed at the ALC for other reasons deemed appropriate by the administrator or IEP team. Space is limited. If space is not available, your student's name will be placed on a waiting list. Priority will be given to students who are required by law to attend school (under eighteen years old and have completed less than tenth grade) and/or meet eligibility for services under Individuals with Disabilities Act (IDEA).

The Whiteriver Unified School District will provide necessary services to individuals with disabilities. The parent should provide the ALC facilitator reasonable advance notice of the need for auxiliary aids and services or special accommodations.

Students may be removed from the ALC setting for failure to comply with program rules, disciplinary reasons, lack of academic progress and other reasons as determined by school administration. If removed, the long-term suspension will be reinstated. 5th and 6th year students who do not comply will be placed back on campus in the credit recovery lab.

ENROLLMENT PROCEDURES FOR EXCEPTIONAL STUDENT SERVICES STUDENTS

ESS students who are subject to long-term suspension or expulsion for misbehavior which is not related to their disability, as determined by the IEP team in a manifestation determination, may be placed at ALC once all disciplinary and manifestation hearings are complete.

Special education students may be placed only when the following procedures have been completed.

1. Before a placement change can be made a MDC/IEP meeting must convene. The ALC facilitator or administrator must be present.
2. The IEP team must agree that the students' placement is appropriate before such a change occurs.
3. If special education services are required in the new placement, the sending school will be responsible for providing the services as per the students' IEP.

RIGHTS AND RESPONSIBILITIES

SCHOOL

Schools have the right to expect students and parents to assist in the effort to educate every student without disruption. Schools have the right to require that all students follow school and district rules. In return, schools have the responsibility to provide students with a quality education.

All employees are required by law to report to the proper authorities any suspicion of abuse.

STUDENTS

All students have the right to a quality education without disruption, harassment, verbal or physical abuse, or discrimination for any reason. With these rights come responsibilities; students who fail to meet their responsibilities may lose their rights.

Students have the legal responsibility to comply with the regulations, pursue the required course of study, and submit to the authority of administrators, teachers, staff, and the governing board (A.R.S. 15-840). To meet this standard, students are to

1. Protect the rights of others to study and learn.
2. Attend school daily.
3. Be on time for the start of school.
4. Complete all in-class and out-of-class assignments on time.
5. Come to class prepared with homework, books, paper, pencil/pen, and other supplies needed for class every day.
6. Respect each other, staff, and public property and carefully use and return all materials.
7. Obey school rules.
8. Volunteer information and cooperate with school staff when involved in a disciplinary case.
9. Deliver all school correspondence intended for parents.

18 YEAR OLD STUDENTS

Under Arizona statute, students who reach the age of 18 prior to graduation attain their majority. While the law grants these students most rights and privileges of adulthood, they must adhere to the rules and regulations of the school. Students must get a parent's signature on permission slips, progress reports, and absence and dismissal slips unless approval has been obtained from administration and parents. Students must also be signed out in the front office at AHS.

PARENTS/GUARDIANS

All parents/guardians have the right to expect that their children will be supervised at school and will receive a quality education. Parents have the right to be notified, orally or in writing, of

problems at school. If oral, such notice shall be given in person or by phone. If written, delivery may be by United States mail or personal delivery. If mailed, delivery shall be deemed complete at such time as the notice is deposited in the United States mail and addressed to the last known address of the student or his/her guardian. If said notice is given to the student a signature is required by the parent/guardian on the notice provided. Parent/Guardian will be asked to verify that they signed notice. ALC provides opportunities for parents to offer suggestions in the school planning process. Parents have the responsibility to:

1. Support student attendance and preparedness; i.e., have school supplies, completed homework, and proper dress;
2. Promote a positive attitude toward school
3. Understand and teach their children common courtesy, good sportsmanship, and respect for cultural diversity:
 - a. Notify the school of their child's absences and/or tardiness by calling 358-5690 or 358-5828. If call is made to ALC, instructor will inform the Attendance Clerk at AHS who will make entry into Tyler-SIS.
 - b. Consult with the school if there is a problem.
 - c. Update information for contact by phone and/or mail.

PARENT-TEACHER CONFERENCES

A parent/student/teacher conference may be scheduled upon parent or teacher request. If a discipline problem exists, a parent conference will be scheduled immediately to resolve the problem. ALC personnel will follow the ALC discipline matrix to address disciplinary issues. Serious violations committed by students who are LTS will result in ALC placement being revoked and the LTS served off campus without access to educational services.

INSTRUCTIONAL PROGRAM

If a student is dismissed or voluntarily withdraws from the ALC program, the student may not be permitted to re-enter the program and will have to wait until the next semester or school year to reenroll. Upon request to reenroll, school administration will make a determination based on space, student progress and behavior prior to being withdrawn.

Upon enrollment at the ALC, students will meet with the guidance counselor or registrar to determine the appropriate course of study for the duration of the alternative placement. Students will be assigned courses necessary to earn credits towards graduation. Each student progresses independently of other students. Homework may or may not be assigned; however, students are encouraged to work on course work at home at all times.

PERSONAL EDUCATION PLAN (PEP)

All students are required to have a Personal Education Plan on file. This is written by the ALC instructor with input from the student, parent, home school counselor, teachers, and program administrator. The PEP specifies the individual needs of the student. Those needs may include academic course work, career goals, including part-time job opportunities offered in the community, e.g., WIOA Program, post-secondary goals four -year planning i.e. (E-CAP), re-entry to the home school, promotion to high school, individual and group counseling, pre-employment skills and job placement. It is the students' responsibility to ensure this information on the personal education plan is put into My Future AZ (myfutureaz.pipelineaz.com). A parent conference or intake meeting is required for all students for entry to the ALC program.

CURRICULUM

The Whiteriver Unified School Governing Board adopted curriculum is delivered electronically through Courseware. The Courseware system evaluates student needs, diagnoses learning problems, assigns remedial and learning activities and measures progress. The student must achieve at least a 60% competency level on each computer lesson before progressing to the next lesson.

Students must meet the district objectives and competencies established for each course in order to earn credit.

COMMUNITY SERVICE PROJECT

Each student who is placed into ALC will be responsible for creating and completing a community service project. Students will be given the option of doing only work projects around District Office 2, Activity Center, and Football Field or wherever a request is made by administration. All projects must be approved by ALC instructor and administrator.

COUNSELING

Each student who is placed into ALC will have counseling services provided by Apache Behavioral Health. Intake/Enrollment into Apache Behavioral Health is a requirement prior to being placed into ALC or within 14 days of entry into ALC.

CREDIT AND GRADING

Credit is based upon the successful achievement of course objectives evidenced by a grade of A, B, C, D or P. Credit will not be awarded if a student receives a grade of F or I. Credit recovery courses will be graded on a pass fail basis. Students completing the course with a 60% or better will receive a P on their final transcript. This allows the student to earn credit towards graduation but not grade points.

TESTING

Students may be required to take state assessments and/or other assessments required for graduation. The school test coordinator will make arrangements with the ALC instructor and parents will be notified. Students with disabilities will have their requirements set by an Individualized Education Plan.

GRADE PLACEMENT

Students will move with their cohorts regardless of credit status. A student is a freshman once, a sophomore once, a junior once, and a senior until the student meets the requirements for graduation or exceeds state age requirements. No one will graduate based solely on four years of attendance. Students with disabilities will have their requirements set by an Individualized Education Plan.

GRADUATION REQUIREMENTS

Graduation requirements are the minimum academic demands placed on all students by the Whiteriver Unified School District Governing Board and the state of Arizona. To graduate from the Alchey High School, students must earn twenty-two (22) and pass the Arizona Civics test. The 22 credits necessary for graduation are comprised of fifteen (15) credits from required courses and seven (7) credits from elective courses. Students are encouraged to prepare themselves for future roles and responsibilities by earning additional credits other than the following courses required for graduation:

ENGLISH

4 credits

MATHEMATICS	4 credits
SCIENCE	3 credits
SOCIAL STUDIES / GOVERNMENT	3 credits
CTE or FINE ARTS	1 credit
ELECTIVE COURSES	<u>7 credits</u>
TOTAL	22 credits

Students and parents should check with a counselor regarding specific requirements and/or special circumstances.

GRADUATION CEREMONY

Students attending ALC will be allowed to participate in the graduation ceremony unless otherwise determined by school administration. Students are required to meet the same deadlines and requirements established for all graduating seniors.

To be eligible to participate in the graduation ceremony students must meet **all** requirements set forth by the Whiteriver Unified School District Governing Board and the state of Arizona.

PROCEDURAL POLICIES

As an alternative educational setting, the ALC policies differ from the regular school setting. Expectations, procedures and routines are intended to closely monitor student behaviors to ensure a safe and productive learning environment.

STUDENT DISCIPLINE

The WUSD Student Discipline Policy and Matrix will be enforced. The handbook can be accessed on the district and Alchey High School websites. In severe instances, serious infractions will cause the long-term suspension to be reverted and students will not be allowed back to school until their long-term suspension is fully complete.

Obscene language, cussing, name calling, racial slurs or derogatory statements addressed to a WUSD staff member or another individual or group of individuals will not be tolerated under any circumstance at ALC.

TARDINESS

Students at the Alternative Learning Center are expected to be in class on time. Students will have break times throughout the day. Students may be removed from the ALC program after the third (3rd) unexcused tardy. An excused tardy must be proven with official documentation from a medical facility or the courts. If more than 10 minutes late, the student will not be admitted to the school for that day and they will receive an unexcused absence. Parents/Guardians will make every effort to ensure their son or daughter is on time for school and will acknowledge that not having transportation cannot be used as an excuse for their student being late or being absent.

ATTENDANCE/ABSENTEEISM

Truancy is defined as an unexcused absence for a full day or part of a class period. The student's responsibility is to be in the classroom during school hours. Failure to do so may be grounds to refer the student to law enforcement. As legal guardians of a minor child, parents/guardians are responsible for their child's actions and may face legal citation and consequences. In adherence to the WMAT Truancy Code, the Truancy Prevention Coordinator will monitor student attendance

and provide interventions and support. 5th and 6th year seniors will adhere to the attendance rules of the main campus.

Students are allowed five (5) absences (for any reason) for the duration of their suspension or alternative placement. Upon the 6th absence, a student will be withdrawn from the program and deemed to be long-term suspended for the duration of the suspension period determined by the Hearing Officer or as specified during the manifestation hearing for students with an IEP. Students may reenroll and be placed appropriately per the long-term suspension or alternative placement agreement.

An absence for any of the following reasons verified by a written note or phone call (358-5783) will be considered an EXCUSED ABSENCE (notification must be received by 9:00 a.m. on the day of the absence and in written documentation within three days of the absence):

- Illness (if more than one day, documentation must be provided)
- Appointments with doctors, dentists, optometrists, orthodontists (documentation from the doctor must be provided. Parents/guardians should make every effort to schedule appointments for times outside of the 8:00 a.m. to 2:45 p.m. school day)
- Court appointments (documentation must be provided)
- Bereavement (documentation must be provided)
- Observation of a major religious holiday of the family's faith or participation in traditional ceremonies (documentation must be provided)

The following are some examples of UNEXCUSED ABSENCES and will be recorded as an unexcused absence whether for a portion of a period or a full school day:

- Oversleeping;
- Hunting, fishing, camping trips or out of town;
- Family outing on paydays;
- Students staying at home to baby-sit or help at home;
- Lack of transportation, etc...

STUDENT DRESS CODE

All students must be in compliance with Student Dress Policy JICA & JICA-R as approved by the Whiteriver Unified School District Governing Board.

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Only tailored shorts and skirts that are hemmed may be worn and are no more than 1 inch above the knee in grades kindergarten(K) through twelve (12).
- Bare midriffs, halter tops, and spaghetti straps are not acceptable.
- Clothing should fit student appropriately, not excessively baggie or inappropriately tight.
- Pants will have no holes above the knee that expose skin.

- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing gang-related clothing includes red, royal blue and other colors deemed gang related.
- No hats may be worn in a classroom, except for properly approved occupational safety headgear required for special classes.
- Gang-related personalization is not permitted on hats, on items of clothing.
- Obscene language or symbols or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations maybe preapproved by the administrator.

Violating the dress code will result in the student being required to change/cover up and may include disciplinary action. **Continual violation of dress code policy will be considered defiance and/or insubordination.**

BACKPACKS

Students are permitted to carry backpacks of their choice to and from ALC. All backpacks will be stored in a designated area once the student has arrived at ALC. Backpacks are subject to inspection at any time by school personnel. Each student is responsible for his/her possessions and is discouraged from bringing any valuable items on campus. The school is not responsible for any lost or stolen items. If a student is found to be carrying inappropriate/illegal items or contraband in his/her backpack they may be released from the ALC program with their suspension being immediately reinstated or placement changed.

INTERNET ACCESS

The school district provides students with internet access as part of the educational experience. All students and their parents are required to sign a permission form before the school will allow access. All access is monitored and recorded electronically, and as such, may be read. Any student who misuses or abuses the internet or fails to follow rules will be denied access and may be subject to disciplinary action. Students agree to abide by the following rules and guidelines:

1. Use the internet access for educational purposes only.
2. Keep passwords and user ID's private.
3. Do not contact or communicate with others not personally met.
4. Do not view, send, or receive content suggestive of pornography or containing profane language, unethical or illegal solicitation, or illicit materials, including views that are racist, sexist, violent, or favorable toward drug and alcohol abuse.
5. Do not use or log in to chat rooms or instant messaging systems.
6. Abide by all copyright laws and regulations.
7. Do not give personal information to vendors or internet services.

8. Do not willfully harm, modify, or destroy system equipment or software.
9. Do not use the internet for commercial or consumer usage (buying or selling online).
10. Do not use the internet to intimidate, threaten or harass others.
11. Do no plug personal electronic devices into school computers or other electronic equipment.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices used in school can be disruptive to the educational process. Cell phones and other electronic devices must be put away and remain unused during instructional time. The use of these devices within the lesson is permitted only at the discretion of the teacher. In testing situations, all students may be asked to relinquish their phones until all tests are completed. Any display of electronic devices in the classroom will result in the item being confiscated and delivered to the administration office. Parent/guardian must come to office to retrieve confiscated electronic device.

If device is used for taking photos or capturing video, other consequences may be assigned. Refusal to comply with staff request of the cell phone could result in a referral for defiance of authority and short suspension from the school setting. Students are not allowed to plug or connect their electronic devices to any school equipment including school computers.

Teachers may request student cell phones and I-pods to be used with pre-approval by administration for educational classroom use.

Students may not make or receive phone calls during class time. No student will be allowed to use any classroom phone for personal calls.

FOOD AND DRINK IN CLASSROOMS/CAMPUS

Energy drinks, soft drinks and sports drinks and outside food are **not** allowed on campus. Clear water bottles with lids are permitted but subject to inspection.

TRANSPORTATION

Whiteriver Unified School District **will not** provide transportation to students placed in ALC. Parents and guardians are responsible for providing transportation to and from school each day.

CAMPUS

ALC has a closed campus. Verbal or written permission from a parent and approval from the ALC facilitator must be secured in order to leave early.

Students attending ALC are not allowed on the Alchesay High School main campus and are not allowed to attend school activities.

TRANSITIONING BACK TO ALCHESAY HIGH SCHOOL

Once a student is eligible to return from his/her long-term suspension, they will be placed in the credit recovery lab for a minimum of 3 class periods for one semester. After they have completed a semester of credit recovery, they will be allowed to resume a regular schedule. The administrator has the right to make exceptions as deemed necessary.

2024-2025 Grade Check Dates:

August 28

September 19
October 10-1st quarter grades
November 7
November 26
December 19-1st semester grades

January 23
February 13
March 6-3rd quarter grades
April 3
May 1
May 19-Senior grades due
May 22-All grades due

Parent/Teacher Conference Dates:

**Alchesay High School
2023-2024 Grade Check Dates**

Grades are due by 3:00 p.m. on the grade check date.

August 24
September 14
October 5-1st quarter grades
November 2
November 30
December 21-1st semester grades
January 25
February 15
March 7-3rd quarter grades
April 4
April 25
May 20-Senior grades due
May 23-10th-12th grades due

ALC Students will be provided Edmentum generated Progress Reports and be required to have a parent/guardian sign.

2023-2024 Parent-Teacher Conference Dates

PTCs will be from 3:00 p.m. to 6:00 p.m.

Quarter 1 September 14
Quarter 2 November 30
Quarter 3 February 15
Quarter 4 April 25

**Alchesay High School-Alternative Learning Center
Parent/Student Enrollment Contract 2023-2024**

Student Name: _____

Enrollment Date: _____ Length of Suspension/Placement: _____

As a condition of enrollment in the Alternative to Suspension Program (ALC), I agree to adhere to the policies and procedures set forth in the Alchesay High School Student & Parent Handbook and the Alternative Learning Center Supplemental Handbook including the following:

1. School hours are from 8:00 a.m. to 2:45 p.m. on Monday –Thursday. Students are expected to be in school on time every day. Students may be removed from the ALC after the third unexcused tardy. After 8:10 A.M. students will not be permitted to enter and will receive an Unexcused Absence for the day.
2. Transportation is not provided by the school district.
3. In the event of an absence, notification must be received by 9:00 a.m. on the day of the absence and in written documentation within three days of the absence.
4. If a student is dismissed or voluntarily withdraws from the Alternative Learning Center, the long-term suspension/expulsion will be reinstated. The student may not be allowed to reenroll at the ALC or AHS until the LTS is fully served.
5. Students are to utilize the internet for instructional purposes only.
6. Community service projects and counseling are required components of the ALC program.
7. There is zero tolerance regarding controlled substances, alcohol and tobacco.
8. The WUSD Student Discipline Policy and Matrix will be enforced. The handbook can be accessed on the district and Alchesay High School websites.

By signing this contract, I agree to follow all stated rules and procedures of the Alchesay High School and the Alternative Learning Center. I understand that if I fail to follow the rules and policies of the program, I will be removed from the ALC setting and my suspension will be reinstated or my placement will be changed per administration.

Student Date

Parent/Legal Guardian Date

ALC Instructor Date

Alchesay High School Administrator Date

WELCOME LETTER

Dear ALC Students and Parents:

Welcome to Alternative Learning Center (ALC), the Whiteriver Unified School District (WUSD) Alternative to Suspension Program. Our program's goal is to provide a quality education to students who have been long term suspended or expelled from WUSD. A student can attend ALC only when placed in the program by a hearing officer through a formal hearing. Special education students may be assigned to the ALC if it so determined by the results of a manifestation hearing. ALC students will commit to making better decisions and developing a plan for their future.

At ALC, a personal education plan is created for each student utilizing computer-aided courses that are aligned to state standards and individualized instruction as necessary. Academics and behavior modification are the primary focuses of the program to prepare students for their return to the home school. Classroom learning pertaining to personal and social responsibility are another essential component to the program and are addressed through the development and implementation of a plan to volunteer within the community (e.g. completed by the student completing an accepted form of community service).

As an ALC student, you have been given another opportunity to complete courses toward promotion to another grade level or high school graduation in an alternative setting. The staff is committed to helping you succeed. However, every student's success depends on the student's ability to follow the contracted program at ALC.

We encourage you to take advantage of this opportunity by having a positive work ethic, regular attendance, and a cooperative attitude.

We are looking forward to working with you.

Sincerely,

Dr. Monica Barajas, Principal
Mr. McKay DeSpain, Associate Principal/AD
Mr. William Riley, Alternative Learning Center Instructor