



Postville Community School District

Alternative Learning Center

Handbook 2020-2021

Postville Rise Academy
“Re-Igniting Student Engagement”

Postville Community School District

Alternative Learning Center

Superintendent

Mr. Tim Dugger

Principal

Mr. Brendan Knudtson

Counselor

Mrs. Denise Mauss

At-Risk Coordinator

Mr. Brennan Williams

Alternative Learning Center Teacher

Ms. Linda Story

This handbook is an extension of Postville Jr/Sr High School Handbook. Students are required to follow all information contained within it along with the information in this document.

Postville Community School District Alternative Learning Center

The Alternative Learning Center will provide students with an opportunity to earn the credits required for graduation in a manner which is focused on individual learning styles. Rigorous curriculum will be provided through both online and direct instruction.

Daily Schedule for Academics

AM Schedule

Monday, Tuesday, Wednesday, Thursday, Friday
8:15 - 11:45

PM Schedule

Monday, Tuesday, Wednesday, Thursday, Friday
12:15 - 3:30

Students will attend their scheduled time. Changes in schedule will need 24 hour notice and approval of staff and administration. Schedule changes may be denied and students can receive unexcused absences as a result.

Breakfast will not be provided, but students will be able to receive lunch through the school by putting an order in the day before. If students wish to attend both the morning and afternoon session, they can also have off-campus lunch.

Academic Calendar

The Alternative Learning Center will follow the same calendar as the rest of the district. This means that holidays, vacation days, late starts, etc. are the same. When there is an early or a late start, the session impacted will just be shorter that day. However, students are certainly able to utilize the other session to get additional hours. On scheduled early outs for the district, (Wednesday) students will be expected to remain at the alternative school for academic instruction.

Progress Monitoring/Communication

Students will receive weekly feedback about their progress in scheduled courses. Parents will be contacted via email, phone call, or a written document to inform them of their child's progress. Parents are welcomed to schedule a meeting with the teacher and/or administrator to discuss any concerns and progress regarding their child. There are two individually scheduled parent, student, and ALC teacher conferences during the year.

Academic Probation

Students must earn a minimum of two academic credits each nine-week period. At the end of a complete semester, if a student has not earned at least four academic* credits, he/she will be required to attend the ALC all day. Our goal is to help students graduate in a timely fashion, and not maintaining progress towards graduation will require a conference with all the stakeholders to determine if ALC is the appropriate placement.

*Academic credits refer to all the core credits. Additional credits could include electives, work credits, volunteer credits, etc.

Discipline Policy

Students behavior expectations shall be in accordance with the expectations outlined in the Postville Jr/Sr High Handbook and additional expectations outlined in the Postville Alternate Learning Center Handbook. Students are expected to conduct themselves in an appropriate and respectful manner during class, and at any school-sponsored activities. Students should refrain from the use of profanity and distasteful comments or gestures. Respect and consideration for others is to be demonstrated at all times. The dress code, as well as the code of conduct policy of Postville Community Schools, will be followed.

On-going conduct issues that disrupt the learning environment will result in a parent, academic advisor, or administrative notification of the concern. A

meeting with the principal, teacher, parent/guardian, and the student may be necessary to resolve the issue.

Severe behavior problems could result in removal from the school for the period of time required by the code of conduct and/or dropped from the program with re-entry only allowed at the beginning of a semester. The severity of the behavioral problems are left to the teacher's discretion. Behavior that impedes the ability of other students in the classroom to effectively learn will result in removal for the day or for a longer period of time per teacher discretion in consultation with administration. In addition, insubordination of any kind will result in similar action.

In the event of an infraction of PCSD Board Policy, the teacher will report all violations to the administrator.

PALC IS A SMOKE FREE ENVIRONMENT. The possession and/or use of tobacco and drug related products, e-cigarettes, and vaporized smoke paraphernalia or any other drug paraphernalia are strictly prohibited in the building and on school property. If a student is thought to be under the influence the proper authorities will be contacted. Students attending PALC are prohibited from being at the high school campus during school hours without prior written permission, administrator approval, scheduled classes or appointments. All incidents will be reported to the administrator.

Electronic Devices

Because PALC offers a shorter day for the benefit of the students, electronic devices will be closely monitored. The students will place their cell phones and other electronic devices in a place designated by the teacher which is accessible to the student in case of emergency. The student may check their device at intervals designated by the teacher. The school's phone is available at any time for a parent, guardian, or other party needing to have immediate access to the student.

Computer/Internet Usage

Computer and Internet usage is a privilege, not a right, for all students and are used as a tool for learning. Students are asked to use these privileges responsibly and refrain from engaging in activities that are not relevant to instruction. Students will be required to close computer windows and programs that are not permitted by their teacher. Students that abuse such

privileges may have computer and Internet services restricted or suspended. This is particularly important to remember as much of the academic instruction at PALC will be computer based. The students are not allowed to take the computers off campus at any time for any circumstances. Students are required to obey all District computer policies.

Guidance and At-Risk Services

Students attending PALC may meet with the Postville school counselor if an appointment has been set up as facilitated by the PALC teacher.

Extra Curricular Participation

While attending PALC, students are able to participate in extracurricular activities at the Postville High School. In order for students at PALC to meet academic eligibility, they **MUST** have passing grades in a minimum of 4 courses while making adequate progress through the course. Eligibility will also follow both the IHSGAU and the IHSAA rules and regulations. Adequate progress would be at least a minimum of completion of 1 credit every 22 days.

Prom	no	no	yes
Senior Trip	no	no	yes
Senior Fundraising	no	no	yes
Senior Carnival	no	no	yes
Yearbook	no	yes	yes
Senior Composite (photo board)	no	yes	yes
Graduation Ceremony	no	yes	yes
Senior Spotlight (newspaper)	no	yes	yes
Senior Spotlight (social media)	no	yes	yes
Senior Awards Night	no	no	yes

Community Support Services

In order to provide a comprehensive experience at PALC, students will participate in field trips per instructor request and be cleared through the general office at the high school, have access to community mentors, and be eligible for any mental health services offered to the Postville Community School District.

ATTENDANCE POLICY

Attendance at PALC will be monitored very carefully. Excellent attendance is critical to success both in the school environment and in the workplace. At PALC we believe that coming to school every day is the student's responsibility. If a student is to be absent excused, it is the responsibility of the parent/guardian to inform the high school of this prior to the absence. Informing the alternative school instructor will not guarantee an excused absence. If this expectation is not met, then the student will receive an absent unexcused.

TARDY POLICY PER NINE-WEEK PERIOD

The student is expected to notify the school immediately if he/she will be tardy but still plans on attending. This is done through the office at the high school. A tardy is defined as being less than 10 minutes late.

The student may receive 5 tardies each nine weeks without consequence. After the 6th tardy, the time will be made up per the teacher as scheduled. After the 10th tardy, time will have been made up for the 6th through the 10th tardy, but in addition a conference will also be required which will include the parent/guardian.

If a student fails to notify the school and is **more than** 10 minutes late, the teacher has the right to deny entry for that session. It will be the student's responsibility to make up the hours missed.

After 5 tardies in which the student is more than 10 minutes late, he/she will be required to have a conference with appropriate *stakeholders.

****Stakeholders might include principal, counselor, parent/guardian, teacher.***

The teacher will notify the student of the meeting time.

ABSENCE POLICY PER NINE-WEEK PERIOD

If a student is going to be absent, it is mandatory that the high school office is notified.

A student may miss 3 days, excused or unexcused, with no consequences. After the 4th day of unexcused absences, a conference is required and time must be made up as scheduled by the teacher. The teacher will contact the parent/guardian to ensure that the student is capable of making up the work and to schedule the additional hours.

After the 6th day of **excused** absences, a conference will be required with the teacher, the student, and the parent/guardian.

After the 6th day of **unexcused** absences, a meeting will be held to determine if the alternative school is the appropriate placement. The student will be required to make up the hours missed as well. The meeting will include the teacher, student, parent/guardian, and administration.

After 10 days of absence per the nine-week period, the student will be on probation. That will mean that the student may not miss any more days that nine week period with the possibility of being removed from the program for the remainder of the nine week session.

Academic Requirements

Student Personnel

Series 500

Code No. 505.9

Alternative Diploma Education Program

Students graduating from the Postville Community School District's Alternative School (Postville Rise Academy) will have the option of receiving a diploma from the Postville Rise Academy (Alternative Diploma Program) or the Postville Community School District (regular diploma program).

A student completing an alternative high school diploma program at the Postville Rise Academy will take a minimum of thirty-six (36) credits. The thirty-six(36) credits will be as follows:

Science	6 credits
Math	6 credits
Social Studies	6 credits
American Government	1 credits
English	8 credits
Physical Education	2 credits
Health	1 credits
Financial Literacy	1 credits
Elective Credits	5 credits
Total	36 credits

Students completing a regular high school diploma program at the Rise Academy Alternative learning environment would need to have fifty(50) credits. The fifty(50) credits are as follows.

Science 6 credits
Math 6 credits
Social Studies 6 credits
American Government 1 credit
English 8 credits
PE 2 credits
Pre-Employment 1* *
-Electives 21(2018 and beyond)

A student completing the Alternative Diploma Program (36 credits) will receive a Postville HS Alternative Program diploma. Graduates of the Postville Rise Academy receiving the Alternative diploma are not allowed to participate in the Postville HS regular graduation Ceremony in May.

Students completing the regular high school program (50 credits) at Postville Rise Academy will receive a regular Postville High School diploma. These students may also participate in Postville High School regular graduation ceremony in May. Students graduating early from Postville High School will not receive their diploma until the scheduled graduation date for their class.