
Northwest Iowa Alternative High School

Student Handbook

2018-19



*Committed to providing a
quality teaching and learning
experience in a caring and
supportive environment.*

NC NORTHWEST
IOWA COMMUNITY COLLEGE

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MISSION STATEMENT

To provide the opportunity for students who need a non-traditional setting to acquire knowledge and skills for employability and lifelong learning while pursuing a high school diploma.



Any applicable NCC board policies and procedures apply to Northwest Iowa Alternative High School and its students.

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by state and federal nondiscrimination laws.

Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on the above-listed traits or characteristics may be directed to the Affirmative Action Officers, Sandy Bruns or Beth Frankenstein. Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.

What is alternative education?

Alternative education provides students who have dropped out of the traditional high school, or who are at risk of dropping out because of problems at school or in their personal lives, the opportunity to earn a high school diploma. Students are typically between 16 and 19 years old, come from all types of family backgrounds, and have a wide range of abilities.

The alternative high school curriculum is similar to that found in traditional schools with both textbook and some online courses in language arts, social studies, math, and science. Students may also take courses in a variety of electives, such as parenting, personal finance, and other life skills. Assignments are completed on an individual basis with students setting their own pace and seeking help from instructors as needed.

One of the most important lessons in alternative education is self-discipline. It's the process of learning to do for one's self, of accepting responsibility, being honest, and having proper consideration for other people. The classroom is a workplace; students become employees working to earn high school academic credits.

Student Expectations

1. Assume responsibility.
2. Attend regularly.
3. Make progress each day.
4. Respect yourself and others.

**If you are serious about finishing high school
and are willing to work hard,
you will be successful here.**



Sites

Northwest Iowa Alternative High School has sites in two locations: Sheldon and Marcus. The decision as to which site a student attends will be made by the Alternative High School, the enrolling school, and the student.

School Year/Schedule

The school year is divided into 6 terms, each lasting approximately 6 weeks. A student enrolled during the school year may also attend a shorter summer session which will be offered in mid-May at the Sheldon site, if there are students who wish to attend.

Starting times and break times vary by site. Schedules are posted in each classroom.

Student Behavior

Alternative High School students are expected to show courtesy, cooperation, and respect for all students, teachers, staff, and property.

Students are expected to be in their classroom except for the 10-minute breaks and the lunch break. If a student is disrespectful, uncooperative, or destructive, he/she will be asked to leave and not return for the day. When students are not attending school, they must not be on campus.



Threatening, harassing, physically abusing, or endangering in any manner the physical or mental health and safety of any person shall be subject to disciplinary action.

Credit Completion

Credits may be started or completed at any time during the Alternative High School academic year. Any work that is not completed by the end of a term is carried forward to the next term. However, students must complete a credit within two months of registering for that course or by the end of the Alternative High School academic year.

If a credit is not completed within the specified time frame, the student will be issued an INCOMPLETE and will need to re-register. Whether a student may continue where he/she left off or whether he/she will need to redo work will be at the discretion of the Northwest Iowa Alternative High School staff. This decision will be based on the student's past performance and the amount of time elapsed since working on the course.

Book Deposit

Books may **NOT** be taken from the classroom until:

- regular attendance is established, and
- a \$25 book deposit is paid.

The book deposit covers all books the student will use during his/her attendance at Northwest Iowa Alternative High School and will be refunded when the student no longer attends the program and has returned all books without damage.

The refund check must be cashed within two (2) months of the date on the check or it will be voided. If someone other than the student returns the book, \$5 of the book deposit will be paid to that person with the balance being refunded to the student.

Students will be billed in full for the cost of replacing books not returned.



Grading

To earn a credit, students must achieve an average grade of 70% or higher. All tests have two forms, A and B. Students not earning 70% or above on Form A must review and take Form B of the test. Scores from the two test forms will then be averaged to determine that particular grade.

Students earning above a 70% may also take Form B if they wish to improve their score. Again, the two test scores will be averaged.

The grading scale is as follows:



94 - 100% A

86 - 93% B

78 - 85% C

70 - 77% D

Cheating Policy

If a student is found guilty of cheating in any form, the assignment or test in question will be given no credit and must be redone.

Examples of cheating include cheat sheets, answers on your hand, copied tests, copying from another student's test, giving away the answers, passing notes or answers during tests, copying homework or class assignments, and plagiarism. Instructors will determine whether or not cheating has occurred.

Policies on Tobacco, Food, Dress, & Cell Phones

Northwest Iowa Community College buildings have been smoke free for several years; however, the Iowa Smoke-free Air Act expands the coverage to include the grounds at NCC. Smoking will not be allowed on any college-owned property including residence halls, parking lots, grassy areas, and inside vehicles parked on campus. The smoking ban will affect students, visitors, faculty, and staff. Any violators may receive a citation and civil fine of \$50 from a law enforcement official.

Students may have pop in the classroom, but should limit snacks to the break times.

The manner of dress will conform to accepted standards of good taste determined by the Northwest Iowa Alternative High School staff.

Cell phones need to be on silent or turned off while a student is in the classroom. Cell phones that ring while a student is in class may be confiscated for the rest of the day.

Note: Parents, if you need to contact your student during class time, please call the Alternative High School number.

COMPUTER RULES

- No food or drink by computers.
- Internet use only for course work and research.
- Internet use only with permission from instructor.
- Violation of rules will result in suspension of computer privileges for the remainder of the term.



INCENTIVE PROGRAMS AND ELIGIBILITY

Northwest Iowa Alternative High School currently offers three attendance incentive programs: **Lunch**, **Gas Money**, and **Child Care**. A student becomes eligible for each of these programs when all the required paperwork has been completed and submitted.

A student who has three or more consecutive hours of attendance **AND** is on task during those hours will earn gas money, a meal ticket for that day and child care if applicable. Students receive gas money and child care reimbursement checks monthly; meal tickets are issued on the day after they are earned.

To be eligible for subsequent terms, a student must complete 1 **credit** during the previous term. If a student loses eligibility, that eligibility can be re-established by completing at least 2 credits in the subsequent term. For example, Sally completes 1 credit in the 1st term. She is eligible for 2nd term. During the 2nd term, she does not complete a credit. She is **NOT** eligible for 3rd term. During the 3rd term, she completes 2 credits. She would then again be eligible for the incentives during the 4th term.

Checks or coupons not cashed or used within one month are void. The college reserves the right to discontinue or modify the incentive programs.

LUNCH PROGRAM

Meal tickets are issued daily to students who have met attendance requirements on the preceding school day. The rules and amounts for these tickets vary by site. Each ticket:

- expires one month from the date it is issued.
- is non-transferable.
- must be signed when it is received.
- must be signed again when it is given to the cashier in the cafeteria/eating establishment.

A student who violates these rules will lose his/her lunch incentive for the remainder of the term.

GAS MONEY

The amount of gas money a student receives depends upon the distance the student lives from the closest Alternative High School site. The reimbursement amount will be figured on a sliding scale based on gas prices in the town where each school is located on the 1st of each month.

(See Appendix B)



Students must meet attendance requirements **AND** stay “on task” in order to be eligible for gas money. The instructor will decide whether a student has been “on task” or not. Gas money will be given to students after being processed at the beginning of each month. Since gas money is paid in cash, students must pick it up in person and sign for it. Money not picked up within one month will be forfeited.

CHILD CARE

Students who are not being reimbursed by another program may be reimbursed for childcare costs for the hours they are attending. In order to receive reimbursement, a student must provide the name, address, phone number, and social security number of his/her daycare provider to his/her Alternative High School instructor. If at any time a student changes daycare providers, the Northwest Iowa Alternative High School must have the new provider’s name, address, phone number, and social security number before reimbursement funds can be dispersed.

Reimbursement funds are set at a maximum rate of \$2.25/hour for one child and \$3.50 for two children. If a daycare provider charges less than these amounts, reimbursement will be made only up to the daycare rate being charged. For further details on the childcare program, please contact one of your instructors.



Attendance Policy



Individual student attendance is determined by the policy of the student's school district and is specified on the enrollment form. The student is responsible for determining a schedule to meet this requirement. Failure to maintain required attendance may result in the student's dismissal from the program. If lack of attendance becomes an issue, the following guidelines will be followed:

Daily:

A student who is not in attendance on a scheduled day and who has not informed the alternative high school of a reason for the absence will be contacted.

After 1 week of consecutive absences:

The student's school will be contacted and informed of the student's lack of attendance.

After 2 consecutive weeks of absences:

The student and high school will be sent a letter stating the student must set up a conference with his/her high school before being allowed to continue at the alternative high school. At this conference, the permission to return form will be completed.

If this procedure isn't completed within two weeks from the date the letter is sent, the student's name will be submitted to the Iowa Department of Transportation in accordance with the following section of the Iowa Code:

299.1B FAILURE TO ATTEND—LOSS OF DRIVER'S LICENSE

A person who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of chapter 299A, an alternative school, or adult education classes shall not receive an intermediate/full driver's license until age 18.

Leave Of Absence

Students who are unable to attend for an extended period of time must contact Northwest Iowa Alternative High School as soon as possible and request a leave of absence.

Legitimate reasons for absenteeism may include childbirth, extended illness, surgery, or sickness in the immediate family. (For example, if a student is very sick, he/she should call or have his/her parents call and explain the situation.) The student should keep the Alternative High School posted periodically as to his/her progress.



Progress Reports

Each student will receive a Progress and Attendance Report at the end of each term.

A copy of this report will be sent to the student's home and to his/her school. The original will be kept in the student's file.

Parents are encouraged to contact the alternative high school at any time if they have questions or concerns or if they wish to schedule a parent-teacher conference.

Diplomas/Permanent Records

All students attending Northwest Iowa Alternative High School work toward their local high school diploma. Requirements for diplomas vary by district.

The local school district will obtain and maintain the immunization record for each student. They will also maintain the permanent record of all high school credits received.



ALTERNATIVE HIGH SCHOOL DIRECTORY

SHELDON Site

Hours: M-Th 8:00 –2:00
F 8:00–12:00

Address:
NCC, Bldg. A, Room 128
603 West Park Street
Sheldon, IA 51201

Instructor
Amy
amyb@nwicc.edu
712-348-1118

Jodi
jsiebrecht@nwicc.edu

Phone:
712-324-5061, ext. 250

Fax:
712-324-4136

MARCUS Site

Hours: M-Th 8:00 –2:00
F As indicated in calendar

Address:
403 N. Main Street
Marcus, IA 51035

Instructor
Steve
sderocher@nwicc.edu

Phone:
712-376-2247
(incoming & local outgoing calls only)

Fax:
712-376-2251



**NORTHWEST IOWA
ALTERNATIVE HIGH SCHOOL
Sheldon Site Only
2018 – 2019 Calendar**

Aug. 22	Orientation
Aug. 23	1st Term begins – (26 days)
Sept. 3	NO SCHOOL – Labor Day
Sept. 28	End of 1st Term
Oct. 1	2nd Term begins – (29 days)
Oct. 8	NO SCHOOL – Junior Career Day
Nov. 9	End of 2nd Term
Nov. 12	3rd Term begins – (29 days)
Nov. 21-23	NO SCHOOL – Thanksgiving Break
Dec. 19-Jan. 2	NO SCHOOL – Winter Break
Jan. 3	School Resumes
Jan. 9	End of 3rd Term
Jan. 10	4th Term begins – (27 days)
Feb. 15	End of 4th Term
Feb. 18	NO SCHOOL – President’s Day
Feb. 19	5th Term begins – (29 days)
March 29	End of 5th Term
April 1	6th Term begins – (32 days)
April 12	NO SCHOOL – 8th Grade Career Day
April 19-22	NO SCHOOL – Spring Break
May 10	NCC Spring Commencement
May 17	End of 6th Term
May 20	7th Term begins – (15 days)
May 27	NO SCHOOL – Memorial Day
June 13	7th Term ends
July 19	NCC Summer Commencement

Appendix A



Referrals/Enrollment

A student must be referred to the Alternative High School by the counselor or administrator of his/her local high school and must complete an enrollment form. This enrollment form along with copies of the student's transcript and four-year career plan, a referral form, and any other necessary paperwork must be sent to Northwest Iowa Alternative High School before orientation can be scheduled.

Northwest Iowa Alternative High School has an open enrollment policy that allows students to enroll in the program from August 20 until May 1. Once enrolled, the student **MUST** participate in orientation before being allowed to begin coursework. A parent/guardian needs to attend orientation with the student. Orientation cannot be scheduled until all the above-mentioned paperwork has been received by the Alternative High School.

Re-enrollment

Continued attendance at Northwest Iowa Alternative High School in subsequent school years is the decision of the student's local school district. For a student to return to Northwest Iowa Alternative High School during the next school year, he/she must re-enroll through his/her local school. In addition, superintendents have recommended that a student complete a minimum of four credits per semester during his/her previous attendance.

Transfer Grades

A student who transfers directly to Northwest Iowa Alternative High School after completing 9 weeks of coursework from his/her high school may transfer grades of C or above if he/she completes the remainder of that same course.

Testing

If a student's local school district requires standardized testing (i.e., ITED's), the student will be required to complete that test. The local school district will decide where the testing will be done. A student who wishes to take the ACT should contact an instructor for information.

NCC College Credit Courses

NCC college courses may be available to a student who is maintaining his/her required attendance, who is making satisfactory progress, and who meets the criteria for taking college courses.*

The student will have the option to purchase the textbook(s). If the Northwest Iowa Alternative High School purchases the textbook(s), the student may use them but may not write in them. When the course is finished, the book must be returned to the Northwest Iowa Alternative High School.

* If a student does not earn at least a "C" letter grade in his/her course, he/she will not be allowed to take additional courses.



Graduation/Transcripts

Upon fulfilling the requirements for a high school diploma, a student must complete a check-out procedure to verify that all books are returned; that there are no bills/fines in the business office, Learning Center, library, or cafeteria; and that all requirements for graduation are met.

To obtain a transcript, students must send a written request to the Alternative High School or print the transcript release form from the NCC website (www.nwicc.edu) and mail the completed form to the Alternative High School (Sheldon site).

Parking and Fines

Students may park in any parking space not reserved for visitors or having another special designation (i.e., handicapped, fire lanes and sidewalks). Students violating this policy will be fined \$10.00 for each violation and may be towed at the owner's expense. Fines double if not paid within 5 college days. The road around the campus on the east side has a 20 M.P.H. speed limit which is enforced by the City of Sheldon. Therefore, tickets received for speeding on this road will become part of your permanent record. Persons causing damage to college property will be charged the cost of replacement or repairs. Violations may result in suspension from Northwest Iowa Alternative High School.



Fire Drill and Tornado Drill Procedures

Instructions for the procedures to follow in case of a fire or a tornado are posted in the classroom. Your instructors will review these procedures with you at the time of your enrollment.



Cancellation Procedures

In the event of cancellation due to weather conditions, the following procedure will be used: If a student's home school district or a district he/she must drive through to get to the alternative high school cancels school, that student does not need to attend. In addition, if NCC cancels, Northwest Iowa Alternative High School is also canceled. In the event of severe weather or road conditions, the student is responsible for making an independent decision about attending. No student is encouraged to travel when conditions make traveling dangerous. Local radio and television stations will carry announcements of postponements and cancellations. In addition, students/parents may register for the college notification system by signing up at: www.Getrave.com/login/nwicc.

APPENDIX B – Gas reimbursement



I. Gas is priced at **\$3.00 to 3.499** per gallon.

<u>MILES FROM SITE</u>	<u>MONEY PER ROUND TRIP</u>
1 - 4	\$2.00
5 - 9	\$2.50
10 - 14	\$3.00
15 - 19	\$3.50
20 - 24	\$4.00
25 – 30	\$4.50
Over 30	\$5.00

II. Gas is priced at **\$2.50 to \$2.999** per gallon.

<u>MILES FROM SITE</u>	<u>MONEY PER ROUND TRIP</u>
1 - 4	\$1.50
5 - 9	\$2.00
10 - 14	\$2.50
15 - 19	\$3.00
20 - 24	\$3.50
25 – 30	\$4.00
Over 30	\$4.50

III. Gas is priced at **\$2.00 to 2.499** per gallon.

<u>MILES FROM SITE</u>	<u>MONEY PER ROUND TRIP</u>
1 - 4	\$1.00
5 - 9	\$1.50
10 - 14	\$2.00
15 - 19	\$2.50
20 - 24	\$3.00
25 – 30	\$3.50
Over 30	\$4.00

COURSE LIST **2018-2019**

MA

100-101
102-103
110-111
112-113
114-115
120-121
130-131
132-133

MATH

Basic Math
Consumer Math
Pre-Algebra (e)
Algebra I
General Math
Geometry/Geometry (e)
Algebra II
Business Math

EN

211
216-217
218-219
221
222-225
226-227
230

231
238-239
240
241
242
246-247

ENGLISH

English 2200
Introduction to Literature
Reading Improvement
English 2600
Independent Reading
Intermediate Literature
Introduction to Communications
and Speech (e)

English 3200
American Writers
Basic Composition
Composition
Writing through Computer Applications
British Literature (e)

CA

012-013
014
840
841
842-843

CAREERS

World of Work
Work Experience
Nurse Aide
Medication Aide
EMT

SS **SOCIAL SCIENCES**

- 310 U.S. Geography
- 312 Intro. to Social Sciences
- 320-321 World History
- 322-323 World Geography
- 330-331 American History
- 332 Integrated Amer. Studies
- 340 Government (e)
- 341 Economics
- 343 Psychology
- 345 Sociology
- 347-348 Street Law

SC **SCIENCES**

- 401-402 Health
- 410-411 General Science
- 412-413 Physical Science (e)
- 414-415 Earth Science (e)
- 420-421 Biology
- 430-432 Environmental Science (e)
- 440-441 Chemistry (e)

CS **FAMILY & CONS.**
SCIENCE

- 640 Life Experiences
- 641 Life Experiences II
- 642 Community Service
- 643-644 Teen Parenting
- 645 Child Development
- 646-647 Family Living
- 648 Life Skills
- 649 Teen Dads
- 650 Nutrition & Wellness

TE **TECHNOLOGIES**

- 910 Welding

BU **BUSINESS**

- 511 Computer Applications (e)
- 520-521 Intro to Business
- 540 Personal Finance

FA **FINE ARTS**

- 710 Intro to Art (e)
- 720 Art History (e)

LIFE SKILLS*

- SC 401-402 Health
- BU 540 Personal Finance
- CS 640-641 Life Experience
- CS 643-644 Teen Parenting
- CS 645 Child Development
- CS 648 Life Skills
- CS 649 Teen Dads

**These courses fulfill the Life Skills requirement at selected schools.*

(e) These courses may be offered online.

Course descriptions are available on the NCC website on the Alternative High School page. <http://www.nwicc.edu/high-school/cps/alternative-high-school.aspx>

How We Run Our Classroom

*We will treat you with respect,
so you will know how to treat us.*

*Feel free to do anything that
doesn't cause a problem for anyone else.*

*If you cause a problem,
we will ask you to solve it.*

*If you can't solve the problem,
or choose not to, we will do something.*

*What we do will depend on the special person
and the special situation.*

*If you feel something is unfair,
whisper to one of us, "I'm not sure that's fair,"
and we will talk.*