

EMINENCE INDEPENDENT SCHOOLS



Eminence Independent Alternative School

Student/Parent Handbook 2019-2020

How will YOU make a Difference?

The mission of Eminence Independent Schools is to develop world-class students in all aspects of life through the cooperation of students, staff, parents, and community members.

Welcome to Eminence Independent Alternative School!

Eminence Independent Alternative School provides an educational opportunity for students who have needs that cannot be addressed in a traditional classroom setting. Our goal is to create a school experience that affords each student the opportunity to achieve academic success. EIAS serves students in grades 6-12. This student/parent handbook is designed to communicate program goals, expectations, procedures, and consequences to the students and families of EIAS participants. Please note that EIAS functions under the leadership of Eminence Middle/High School and Eminence Independent School District. All policies that apply to EMS, EHS, and EIS are applicable to EIAS.

- The school day begins promptly at 8:00 AM and ends at 3:00 PM. The building opens no later than 7:45 AM and closes no earlier than 3:05 PM. In the event of severe weather, EIAS will follow the schedule of Eminence Independent Schools. Students arriving prior to 7:45 AM may wait in the gymnasium lobby until the alternative school classroom opens. Students are not permitted to wait in the main gymnasium or the cafeteria.

- Transportation services are available to all students. It is the responsibility of the student to behave appropriately on the bus and in a manner that maintains safety for all. Students are required to follow all transportation requirements in order to maintain eligibility to receive district transportation as established in EIS Board Policy 06.34. Students with a valid Kentucky driver's license are offered the opportunity to drive to school. Students will be required to follow procedures established by Eminence High School regarding parking permit, fees, and regulations. Students must follow regulations established in EIS board policy 09.223 as well as the school level requirements below.

Attendance

Daily attendance is critical to student success. The attendance expectations for absences, tardies, and early dismissals can be found in detail in the EHS Student/Parent Handbook as well as in EIS Board Policy 09.123.

Behavior

Students assigned to EIAS are expected to exhibit behavior conducive to an online learning environment. As a result, the following expectations have been established to help guide students to conducting themselves in a manner that enhances each student's educational experience.

Behavior Contract

All students placed at the Alternative School for behavior purposes will be placed on a behavior contract. Students placed in alternative school voluntarily, or those assigned for credit recovery, may be placed on a behavior contract as deemed necessary by an administrator and/or the classroom teacher.

Behavior contracts will be unique to individual student needs. In the event that a student is been assigned to EIAS for behavior purposes, the contract will outline stipulations that must be met in order to transition back into the regular classroom setting. The behavior contract will also include a timeline for reviewing student progress regarding the previously described stipulations.

Expectations and Consequences

During work time, students are expected to remain silent unless working with an instructor or instructional assistant. Because all students enrolled at EIAS are assigned to online courses, collaborative learning with peers is not necessary. Students are expected to remain in their cubicles during work times unless working with a teacher or when taking a teacher-approved bathroom or drink break. Access to personal telecommunications devices is not permitted during instructional time. All cell phones, I-Watches and personal telecommunication devices are to be turned in to the teacher at the start of the school as students arrive to the room. In collaboration with the EIAS teacher, a series of individual goals should be established to identify a plan for completing coursework. Progress throughout the year shall be tracked by the EIAS teacher in collaboration with the student. When completing coursework, students are expected to exhibit active course participation through the form of notetaking. Students are expected to watch the videos with examples and direct instruction. While watching these videos students should take notes to aide in their completion of quizzes and tests. Only will be one check may be provided for quizzes and tests after students show evidence of adequate note taking on the lesson.

During break time, students may talk with peers provided the conversation tone and topic is appropriate. Students may access their phones provided they follow guidelines established in the section entitled "Personal Telecommunications Device". Students may participate in any teacher-approved break activity provided it does not violate other guidelines established in this document or in EIS policy or procedure.

At all times, students are expected to follow district guidelines regarding appropriate behavior. Due to the nature of the alternative school program, different disciplinary measures will be implemented at EIAS than those implemented at the middle or high school level. The table below serves as an outline of possible consequences resulting from engaging in prohibited behaviors; it is not an exhaustive list and all disciplinary action is assigned at the discretion of the Principal or his/her designee. To learn more about each policy, please refer to the Eminence Independent Schools Code of Acceptable Behavior and Discipline or the Eminence Policy Manual, both available at the Eminence Board of Education or on the district website (www.eminence.kyschools.us).

Behaviors and Policies	Possible Consequences
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Behavior	Related Policy	No Privileges	Behavior Contract	Out-of-School Suspension * (09.434)	Expulsion Process Initiated (09.435)
Assault/Threats of Physical Violence	09.425	X		X	X
Drugs/Controlled Substances	09.2241; 09.423	X		X	X
Tobacco/Vape	09.4232	X		X	
Profanity/Vulgarity		X	X	X	
Weapons		X	X	X	X
Bullying	09.422	X	X	X	X
Technology Violation	08.2323	X	X	X	
Personal Tele-communications Device	09.4261	X	X		
Harassment	09.42811	X	X	X	X
Horseplay	09.4261 AP 1	X	X	X	
Destruction of Property	09.421	X	X	X	X
Disruptive Behavior	09.4261 AP 1	X	X	X	X

*All long-term out of school suspensions require a parent conference prior to returning to school

Campus Access

Students enrolled in EIAS have been assigned to this placement for various reasons. As a result, each student's campus access will be determined on an individual basis by the Superintendent, Principal, and/or the Principal's designee. Campus access for EIAS students may range from prohibited access on all other campus grounds to limited access on all other campus grounds as directed by the Superintendent/designee. Each individual's campus access regulations apply before, during, and after the school day and pertain to all athletic, extracurricular, and co-curricular events.

Cheating/Plagiarism

Eminence students are expected to hold themselves with high integrity and cheating will not be tolerated by any student. Cheating/plagiarism is defined in the Merriam-Webster dictionary as "taking someone else's work or ideas and passing them off as one's own". This can take the form of requesting or receiving answers from a person, digital source, or print source. Possible consequences for cheating/plagiarism are described in the EHS Student/Parent Handbook.

Curriculum/Instruction

As stated in EIS policy 09.4341, any student assigned to EIAS shall receive access to services provided to students enrolled in EIS as outlined by district policy. Services including guidance and counseling (08.14), assessment and service opportunities for gifted and talented services (08.132), English as a Second Language services (08.134252), services for students with disabilities (08.131), health services (09.22), and emergency medical treatment services (09.224).

Dress Code

Students enrolled in EIAS are expected to follow the dress code expectations established by Eminence Middle/High School. Please refer to the EMS/EHS Student/Parent Handbook for details regarding the dress code.

Duty to Report

As outlined in EIS Board Policy 09.2211, employees are required by state law to make reports in a timely manner regarding acts occurring on school property or at school sponsored functions involving: assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a

controlled substance in violation of the law, or damage to the property. These acts will be immediately reported to the appropriate local law enforcement agency.

Extracurricular Participation

Students assigned to EIAS for behavior reasons shall be permitted to participate in extracurricular activities as established in EIS board policy 09.4341. Participants are required to abide by other EIS board policies, SBDM policies, Kentucky High School Athletics Association (KHSAA) policies, and the EIS code of acceptable behavior and discipline regarding participation in extracurricular activities.

Graduation

A student enrolled in EIAS *may* be permitted to participate in graduation ceremonies provided they meet the following graduation requirements.

- Attain 22 credits, including specific courses as outlined in district course requirements and state of Kentucky graduate requirements.
- Participate in all state mandated assessment programs with an honest good faith effort.
- Complete an Individualized Learning Plan
- Maintain good standing in regards to attendance and behavior. Please note that placement on the No Privileges List or prohibition to access the main EIS campus will disallow a student from participation in graduation ceremonies.
- Pay all fees in full.

Graduate Profile

Students assigned to EIAS full-time will be exempted from completion of the Graduate Profile.

Nutrition

Lunch Procedures

The following meal procedures shall be followed by teachers and students assigned to EIAS.

- Each school day, the lunch order form should be filled out the day before to order meals and emailed to the food service director by 2:00 PM. The menus are posted on the school website for the day's choices.
- The order is to be filled out completely with each student's first and last name, lunch number, and order for the next day. **Any add-ons or absences must be called into the café**

at ext. 2471 by 10 AM. Confirmation of any changes by a food services staff member is necessary to ensure the appropriate food is prepared and delivered.

- In the event that a student is assigned to in-school suspension after 10 AM, a phone call must be placed with the student's order. A voicemail or email is not acceptable confirmation- the order must be placed with a food services staff member to ensure the appropriate food is prepared and delivered.
- Meals are to be passed out by the teacher, with the roster used for food verification purposes. Each meal recipient must be listed on the roster and checked off that the teacher has personally delivered the meal to each child. The teacher then signs the roster and sends it back to the café in the cooler the meals were delivered in, every afternoon.
- Any incorrect food deliveries **MUST** be returned to the cafeteria and documented on the roster. Teachers and students are not permitted to consume another student's food.
- Discipline issues during the day can result in silent lunch time spent in the student's cubicle.

Personal Telecommunications Device

In accordance with district policy 09.4261, students are permitted to bring personal telecommunications devices as defined in KRS 158.165. Personal telecommunications devices are not permitted during instructional time; these devices must be powered off and placed in a secure location at the start of each school day. All cell phones, I-Watches and personal devices are to be turned in to the teacher at the start of the school as they arrive to the room. Students may access their personal device during designated reward times as specified in the "rewards" section of this document and during lunch. Personal device use during reward and lunch times must be in compliance with all EIS district policies and procedures regarding appropriate device use. Personal property is the responsibility of the student. EIS shall not be responsible for a student's personal property.

Placement

Per EIS district policy 09.4341, placement in EIAS may be voluntary or involuntary. Placement criteria for involuntary assignment includes one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
- Confirmation that the student has significant and ongoing truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.

- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 704 KAR 019:002.

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

At minimum, a review of each student's placement at EIAS will be conducted each summer. Additional placement reviews will be outlined in each individual's behavior contract (see "behavior contract").

Prohibited Items

The following items are regulated while a student is in the alternative school classroom.

- Backpacks/purses are not permitted in the students cubicles. They must be left in the front of the room or designated area.
- All cell phones, I-Watches and personal devices are to be turned in to the teacher at the start of the school as they arrive to the room. Items will be stored in a secure box.
- Any other prohibited item as established in the Eminence Independent Schools Code of Acceptable Behavior and Discipline or in board policy.

Prom

EIAS students shall be held to the same standard for prom attendance as those students assigned to Eminence High School. Students assigned to EIAS for behavior reasons shall not be permitted to attend prom. Students assigned to EIAS for credit recovery shall be permitted to attend prom provided they have met all requirements established by EIS.

Reward Structure

EIAS students shall be permitted the opportunity to earn daily rewards for their academic and behavior efforts. The following reward structure shall apply.

AM 15 Minute Break

Students who complete 10 or more lessons/activities/assessments prior to the AM break check period established in the daily schedule shall be permitted a 15 minute break. See the “behavior” section of this document for a list of approved activities during this break.

PM 30 Minute Break

Students who complete 30 or more lessons/activities/assessments prior to the PM break check period established in the daily schedule shall be permitted a 30 minute break. See the “behavior” section of this document for a list of approved activities during this break.

Students can earn snacks/treats at the second break if they have earned one or both other breaks for activity completion during the work day.

Students who fail to meet the reward requirements established shall remain in the classroom/cubicle to continue completing course work. In the event that this is not possible, students ineligible to participate in rewards shall go to the approved location with their class.

School Electronic Device

EIAS students are expected to follow all guidelines established in the Acceptable Use Policy (AUP) and Apple Computers for Eminence Students (ACES) documents included in the Code of Acceptable Behavior and Discipline. Specific school electronic device requirements for EIAS students are described in detail below.

The EIAS teacher shall be responsible for ensuring that each student is assigned to a specific computer. EIAS students shall be assigned as day users. Exceptions require approval from the Principal or his/her designee. In order to take home a device, the teacher and student must complete the device check-in/checkout sheet.

Security Checks

All students will be required to submit to a daily security check upon entering the alternative school classroom. The alternative school teacher will use a security wand to detect any possible safety hazards in the student’s possession, including on their persons and any personal items, including bags, backpacks, purses, etc.. Should the wand detect anything, the student will be asked to remove the items. Failure to comply will result in request for school administration to conduct a more thorough search. All searches will be conducted in accordance with board policy 09.436.

Schedule

A daily schedule for EIAS will be established by the Principal or his/her designee in collaboration with EIAS teacher(s). Teachers and students are expected to adhere to this

schedule to the full extent capable. Variances in schedule must be approved by the Principal and/or designee.

**Eminence Independent Alternative School
Signature Page**

PLEASE READ CAREFULLY AND SIGN

Please sign this form and return to your child's teacher.

It is both the parent and student's responsibility to read the Student Handbook each year, and know the policies and procedures for Middle and High School. Below you will find a signature line that needs to be signed, dated and returned to the school administrative assistant as soon as possible. This will be kept on file in each student's cumulative folder.

I have read and understood to the best of my ability the Eminence Independent Alternative School Handbook.

Printed Student Name: _____

Student Signature: _____ Date: _____

Printed Parent Name: _____

Parent Signature: _____ Date: _____