

2023-2024 Bridges High School Program

Winterset Community Schools



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District Mission

As a caring and committed learning community, we will empower all within our learning organization towards continuous learning, personal excellence and lifelong success.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. This handbook and school district policies, rules, and regulations are in effect while students are on school grounds; school district property; school-owned or school-operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district, or involves students or staff. School district policies, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate extracurricular activities whether the violation occurred while school was in session or while school was not in session. Contents pertaining to this handbook may be construed to supersede board and district policies as set forth in board policy manual and the school reserves the right to modify, eliminate or establish school policies, rules and regulations as circumstances warrant, including those in this handbook.

Equal Educational Opportunity Policy of Winterset Community School District

Winterset Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status or familial status in its educational programs, activities, or employment policies as required by Title IV and Title XIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment, Federal Rehabilitation Act of 1973, and the Iowa Code #216.9. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.

Students who feel they have been discriminated against may direct inquiries to the administration building, Winterset Community School District, 303 Wambold Dr., P.O. Box 30, Winterset, IA 50273-0030, telephone (515) 462-2718, or the Director of the Office for Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 3027, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

Staff

Chance Eckles..... Bridges Coordinator
Cari Davis..... Student Assistance Coordinator and Resource Teacher
Cam Smith..... Principal
Chad Sussex..... Associate Principal
Kathryn Erickson..... Guidance Counselor

Bridges High School Program Mission Statement

It is the mission of Bridges High School Program to meet the academic, social, and individual needs of student at risk of dropping out, not graduating, or falling behind in credits, to prepare the student for post graduation experiences and to be a productive citizen of his/her community and country.

Program Description

The Bridges High School Program is an extended program of the Winterset Community School District. This program is for secondary students who have not been successful in the traditional setting. In addition to academics, the program focuses on life skills, career readiness, and social emotional learning skills. A grant from the Winterset Education Foundation allows students to participate in monthly activities and/or field trips to promote healthy hobbies and lifelong learning.

Iowa Code and Iowa Administrative Code define alternative education language in the following ways:
281--Iowa Administrative Code 12.2(256)

"Alternative program" means a class or environment established within the regular educational program and designed to accommodate specific student educational needs such as, but not limited to, work-related training; reading, mathematics or science skills; communication skills; social skills; physical skills; employability skills; study skills; or life skills.

Bridges High School Program Objectives

- To help the students, who has been unsuccessful in the traditional high school setting to obtain a quality high school education
- To provide individualized instruction for each student
- To build a positive attitude towards education
- To guide the student to become a self-monitoring, self-teaching individual
- To help the student earn a high school diploma
- To prepare the student for career readiness and/or post high school education

Admission Requirements

Bridges High School Program is a secondary program. A student should have completed one year in high school before being admitted into the program, unless assigned by administration under extenuating circumstances. Those who do not meet these guidelines may be admitted under special circumstances. Students who live outside the Winterset School District must receive approval from their local district and the Winterset School District prior to admission.

Students that are interested in attending Bridges High School Program must attend an intake meeting with the Bridges Staff and a parent/guardian. This intake meeting is mandatory prior to admission. The intake meeting will be conducted to review transcripts and appropriate placement for the student. Upon acceptance, guidelines and a personal education plan will be created. This plan will be individually designed to meet the needs of the student.

Criteria for Enrollment

- Resident of the Winterset Community School District or a resident of a school district that is in a 28E Agreement with Winterset Community School District
- Referral from the student's home district
- Registration completed via the WCSD On-Line Registration
- An intake meeting has taken place with student, parent/guardian and Bridges staff
- IEP review if necessary
- An official transcript on file
- An up-to-date record of immunizations on file
- All necessary forms have been signed
- Student has completed necessary classes prior to admittance

Bridges Intake Process

1. Students are referred to the Bridges program by administration, student assistance coordinator or school counselor; or students may request information from administration or the Bridges coordinator concerning admission into the program.
2. Students and parents/guardians will complete a pre-enrollment form to begin the process of data collection by Bridges staff. See form in the Handbook addendum.
3. Bridges staff will collect the student's transcripts, current grades, attendance history, behavior history, prior intervention history, IEP and goal progress, 504, information from the Juvenile Court Liaison Officer, school nurse, and any other appropriate sources.
4. The Intake staff will meet with the student and a parent/guardian to determine appropriateness of the Bridges program for the student. Acceptance or denial into the program will be determined at the Intake meeting. Other high school completion programs or processes may be offered.
5. The Intake staff will consist of the Bridges coordinator, Bridges special education teacher, school administrator, school counselor, and student assistance coordinator.
6. At the Intake meeting, the following information will be reviewed:
 - a. Academic history, including transcript, grades, IEP, 504, prior interventions, credit recovery, component recovery
 - b. Attendance and behavioral history
 - c. Health history
 - d. Work history
7. Upon acceptance into Bridges, the expectations of the program will be reviewed and the student and parent/guardian will sign the Bridges contract.
8. The student and parent/guardian will sign an attendance contract, if applicable.
9. The Personal Education Plan (PEP) will be completed within one week of acceptance into the program and a copy will be reviewed at conferences.
10. The PEP will include a program of study review and long-term plan.

General Information

Schedule Bridges follows the same school calendar and daily schedule as the Winterset High School.

Depending upon individual need, students may be assigned a unique schedule that helps them to better meet their goals. Individual student schedules will be discussed at Intake and can be modified as needed with Parent/Coordinator approval.

Goals

Daily: Each student will complete their daily goal of getting “into the green” before leaving. If they are behind, “in the red”, they will be expected to stay until they are in the green. Students may attend learning seminar or come in before school until they are caught up.

Term: Each student is expected to complete a minimum of 3 credits per term.

Incentives: Students that are on target to graduate on time and are “in the green” can earn an early dismissal (one block). With parent permission, the student may earn days off each term if they complete 5 or more classes in a term and are on track for the year.

Parents will be e-mailed weekly progress reports upon request.

Attendance

Students enrolled in Bridges High School Program have an added responsibility of taking their educational role into their own hands. Part of the responsibility is having the discipline to attend class and to complete their work in a timely manner. If a student has a doctor’s appointment, he/she must return with a doctor’s note that includes the date and time of the appointment and the time the student is excused from school. The student must turn the note in no later than two days after that appointment. After that time, no notes will be accepted. Students must report no more than 8 absences per term to be eligible to remain active in the Bridges Program. Students exceeding 8 days will require an attendance review meeting to create an attendance contract. Students that fail to meet attendance expectations will not be allowed to return until the following term.

Tardies: Tardies count as $\frac{1}{3}$ of a day absence. 3 tardies = 1 absence

Beverages/Food

Water is allowed at all times. Students may consume approved drinks (no energy drinks) and food during designated break times. Snacks should be reasonable in nature (fit in pockets).

Breakfast and Lunch

The Bridges Coordinator and Administration reserve the right to require students to eat their lunch within the classroom at any time throughout the year. This could include behavior violations, harassment OF and/or TO the student to in any way that would affect the educational environment either within Bridges or the Winterset High School classrooms. Breakfast and lunch will be provided but must be ordered through the teacher, during kitchen hours.

Computer Usage

Students need to adhere to the Winterset Community School District policies regarding use of computers. Many classes in the Bridges program are offered online and it is imperative that students are responsible in using the school computer. Googling answers on quizzes and test is considered cheating and will not be tolerated. If the student jeopardizes this responsibility, they cannot be successful in the Bridges program. Students misusing their laptop may lose the privilege of using a district computer at the Bridge’s staff discretion.

Dress Code

Students are to wear appropriate clothes that reflect good taste and are not disruptive to the educational environment. Clothing shall not display obscene materials, profanity or advertise products that are in conflict with the policies of the Winterset Community School District.

Extra-curricular Events

Bridges High School Program students may participate in extra-curricular activities. These activities include school dances, athletic events, fine arts events, homecoming festivities, clubs and sport teams. To participate, the student must meet the academic and good conduct eligibility requirements and rules of their home district and the Iowa High School Athletic Union. This is all subject to the discretion of the student's home district.

Field Trips

The Winterset Education Foundation provides a grant that allows the Bridges program to attend field trips that fall under the category of "Healthy Hobbies". These field trips are taken roughly each month. Other field trips may be available as well throughout the year which may include, but are not limited to, college visits, job site visits, IowaWorkforce Development and/or other career exploration opportunities. All field trips fall under Iowa Standards for Social, Emotional Learning and/or College and Career Readiness. Field Trips are part of the educational program and students are expected to attend and participate in them.

Maternity and Paternity

Students will be allowed a maternity or paternity option immediately following the birth of a baby. Maternity will be 6 weeks or doctor approval to return, paternity will be 2 weeks. Students will be allowed to check out a computer and work from home during this time with the approval of the instructor.

Parking

Students are to park in the east parking lot. Students need to register their vehicle and drive responsibly at all times.

Sexual Harassment

Sexual harassment is any sexual behavior that is unwanted and unwelcome. Sexual harassment includes offensive language, offensive gestures and unwanted sexual advances. Sexual harassment will not be tolerated. Students are expected to report such incidents to a staff member.

Silver Cord

Each year, starting the summer of their 8th grade year, students may do 40 hours of pre-approved community service for a total of 160 by May 1st of their senior year. The hours can come from a list of pre-approved activities or by filling out a pre-approval form and gaining confirmation. These hours cannot be requirements, court-ordered community service, compensated work, or jobs performed for relatives. They can be hours spent working with other student groups to help non-profit organizations; more information about this is available in the handbook. Upon successful completion of the 160 hours (or prorated hours), senior students will be recognized at the awards banquet, presented with a certificate and given a silver cord to be worn at graduation. These students will also be recognized at graduation for their community efforts and leadership.

Smoking, Tobacco, Alcohol & Drugs Possession Policy

Students in possession of tobacco or smoking, (including e-cigarettes, vapes) alcohol and/or drugs on school grounds will be referred to the Winterset Police Department.

Special Education

Students are being served on an Individual Education Plan may attend The Bridges Program so long as the program shows success by evidence of (1) credits earned and (2) regular attendance. Students that are dropped due to attendance for two consecutive terms are subject to an IEP team review to determine appropriate location of services.

Telephone Usage

Cell phones are to be turned over to the instructor upon entering the classroom. Cell phones are only to be used during designated break times. Parents that need to contact their student may call the school at (515) 462-3320 and the call will be transferred. A student may be permitted to use the school phone to contact parents during the school day

Visitors

Visitors to the school grounds must enter via the main entrance. All visitors must check in through Lobby Guard and wear a Visitor/Guest badge at all times. Visitation time may be set at the discretion of the Bridges staff. All other visitors need to call and make an appointment.

Bridges Program Guidelines

Course Requirements

English 8 credits (including Speech), Math 6 credits (including Algebra 1, Geometry, Algebra 2A) Science 6 credits (including Physical Science and Biology) Social Studies 6 credits (including US History, Government, World History), Financial Literacy 1 credit, Health 1 credit, Husky Ready 1 credit, PE 3 credits and electives for a total of 40 credits.

Grading

- All material that needs to be graded must be turned in at the teacher's request. The teacher will instruct the student on each subject when the material needs to be graded to ensure progress is being monitored.
- Items need to be turned into the teacher or instructional aide.
- Parents/Guardians will receive a progress report and conference time every term. Progress reports may also be requested at any time.

Expectations

Behavior Expectations

The staff at Bridges Program requires that all students respect other students, teachers, and all involved with the Bridges Program/Winterset Community Schools. It is also important that students respect the property of the Bridges Program and surrounding areas. A student may be dropped from the Bridges Program for inappropriate behavior. The Bridges Program staff will make this determination.

Student behavior and expectations are outlined in both the Winterset Community School Handbook and the Bridges Program Handbook. The students of Bridges Program are expected to abide by the guidelines of appropriate behavior as follows:

- Show respect for all people and property involved with the Bridges Program, including people associated with Winterset Community Schools.
- Possession, distribution, and consumption or under the influence of alcoholic beverages, or drugs in the school buildings, on school property, and at school activities are not allowed.
- Possessing dangerous weapons on school grounds or at school-sponsored activities is not allowed.
- Observe the rules established by the Transportation Department when riding in school buses and walking in bus lanes.
- Displays of affection are not appropriate school behavior.
- Profanity during the school day and while attending school activities is not allowed.
- If a student is asked to leave because of inappropriate behavior, their attendance will be marked absent for the day. Parents/guardian will be notified, and a conference will be held before they may return.

Winterset Community School District Bridges High School Program Student Contract

I, _____, have read and agree to this contract regarding my actions and behavior at the Bridges Program.

I, _____, have received the Bridges handbook.

Student: _____ Date: _____

Parent: _____ Date: _____

Coordinator: _____ Date: _____

Winterset Community School District Bridges High School Program

Student Name: _____

Address: _____

Birth Date: _____ Student Cell #: _____

Parent/Guardian: _____ Phone: _____

The following documentation has been provided:

_____ Current transcript & schedule _____ Proof of residence (or 28E agreement)

_____ Current IEP (as applicable) _____ Health & Immunization records

_____ Current 504 plan (as applicable) _____ Proof of guardianship (as applicable)

Summary of Academic Progress

Grade: _____ Total Earned Credits: _____

English: _____ Math: _____ Science: _____ Social Studies: _____

Health: _____ Career/Voc: _____ Electives: _____

Attendance Review

Absences: _____ Tardies: _____

Eligibility Criteria

_____ High Rate of absences/tardiness as defined by the district attendance policy

_____ Low connectivity to school

_____ Poor grades in one of more core subjects

_____ Low achievement (behind in credits to graduate or below grade level)

_____ Personal family circumstances

_____ Social/emotional circumstances

Goals

_____ Improve academic performance

_____ Improve CTE performance

_____ Improve school behavior/attitude

_____ Improve attendance

_____ Attend post-secondary education visit

_____ Meet IEP goals

_____ Develop job skills

_____ Graduate with peers

Post Secondary Goals: _____

Misc. Comments:

Decision: _____ Accepted Denied: _____ Date: _____ Initials: _____