

**Alternative
School
Handbook
2023-2024**

STUDENTS ATTENDING THE DISTRICT ALTERNATIVE SCHOOL ARE SUBJECT TO THE HANDBOOKS OF NEBRASKA CITY MIDDLE SCHOOL OR NEBRASKA CITY HIGH SCHOOL FIRST. THIS ALTERNATIVE SCHOOL HANDBOOK IS SPECIFICALLY DESIGNED FOR THE DISTRICT ALTERNATIVE SCHOOL AND IS AN EXTENSION OF THE BUILDING HANDBOOKS.

NEBRASKA CITY PUBLIC SCHOOLS

Alternative Education Program

MISSION STATEMENT: The mission of the NCPS Alternative Education Program is to empower all students with the knowledge, skills and attitudes to meet the challenges of our changing world. All educational planning will be facilitated with the support and cooperation of the student, family, community and educational staff. The Nebraska City Public School Alternative Education program will provide individualized alternative learning opportunities for students at risk of not completing school.

PHILOSOPHY: The philosophy is based upon the belief that students have a right to a free, appropriate, public education; and students, when offered the appropriate environment, can experience educational success. The traditional educational model, effective as it may be for the majority of our students, does not provide the right environment for all students.

COURSE OF STUDY: The academic program offers online credit recovery and course replacement in core subject areas and electives. The program is structured in a manner that promotes course completion and credit acceleration. For High School students, credits are earned when passing a class.

TARGET POPULATION: Below are characteristics of at-risk students whose needs may be met through the Nebraska City Public School Alternative Education Program. Students who:

- Are at risk of dropping out of school
- Have a demonstrated need for consistency in curriculum and/or scheduling
- Have demonstrated a need for instructional pacing that is different from a traditional classroom
- Have needs outside the classroom that require more flexible scheduling
- Are entering the district from a similar setting in another district
- Whose behavior disrupts the regular education setting
- Have frequent absenteeism that has resulted in loss of credits

EXPECTED OUTCOMES:

- Increase in acquired student knowledge
- Increased student productive behavior
- Increased student attendance
- Daily completed course work

BUILDING RULES:

- I will respect school property
- I will arrive at school no earlier than ten minutes before my session begins
- Upon arrival at school, I will enter the building immediately
- I will turn over my cell phone upon entering the building
- I will not loiter around other school facilities
- If I drive to school, I will not loiter in the parking lot. I will not return to my car until school is dismissed unless I have permission to do so

STUDENT BEHAVIOR:

- I will attend school everyday, unless I am ill or am out of town
- If I am going to be absent or tardy for any reason, a parent or myself will call or text the Alternative School cell phone number (402-209-0253) to explain the absence
- I will behave in an appropriate manner at all times. I will remember that aggressiveness and inappropriate gesturing are unacceptable
- I will use appropriate language. I will remember that profanity and inappropriate innuendoes are not acceptable
- I will treat staff members, fellow students and visitors with respect
- I will respect others' privacy
- I will respect my own and other's personal space
- I will not interrupt others when they are speaking
- I will dress appropriately
- I will not use, or have in my possession, tobacco, alcohol, weapons, ecigerattes, or any illegal substances while on the premises of the NCPS Alternative Education Program or any other Nebraska City Public Schools facility.

CLASSROOM EXPECTATIONS:

- I will show up on time and be prepared
- I will complete daily assignments to the best of my ability and I understand that any grade below 70% will need to be redone.
- I will contribute creatively and productively to any independent or group activity.

INDIVIDUALIZED EXPECTATIONS:

- Students admitted to the NCPS Alternative Education Program will have an Individualized Student Contract developed for them. The Contracts will be individualized with specific student expectations that reflect each student's abilities and specific needs. A careful analysis of each students' transcripts or team meetings will determine which courses will be assigned.

COURSE WORK:

- Students are expected to complete at least, 5 lessons a day
- A score of 70% or lower is not considered passing and needs to be redone
- Students earning a score of 70% or higher will pass the lesson
- A score of 70% or better for an entire class will mean that class has been passed. High School students earn 5 credits for each class passed

PERSONAL BELONGINGS:

- Students are responsible for the safekeeping of all their personal belongings. Any valuable items should not be brought to school or kept in the teacher's office.

CELL PHONES:

- Student cell phones must be turned into the teacher upon entering the building. (Cell phone usage may be earned if a student passes 5 lessons a day for two consecutive weeks)

PARENT/TEACHER CONFERENCES:

- Parent/teacher conferences will follow the school calendar and occur on the designated dates using the scheduled dismissal times. Parents are encouraged to contact NCPS Alternative Education staff for an appointment anytime they have a question or concern regarding their student.

EMERGENCY OPERATIONS:

- Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.
- Threat Assessment: The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.

Safety Training: Provide information and training to students and staff including, but not limited to:

- Evacuate and Bus Drills - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

- Lockdown Procedures - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.
- Secure Procedures – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.
- Shelter Drill- The alarm for an adverse weather drill will be an announcement. Students will proceed to the designated area. At all times during the drill, THERE WILL BE SILENCE so as to hear approaching danger and to be able to hear instructions. Once in the designated area, students must remain quiet until the “ALL CLEAR” is sounded. A verbal announcement will send students back to classes.

ATTENDANCE POLICY/SICK LEAVE:

- Students are expected to attend school everyday class is in session. If a student is going to be absent, he/she or student parent will call or text the Alternative School Cell phone number to inform school personnel.
- Communication is the key to our success with attendance. When in doubt, talk to school personnel.

CLASS TIMES:

- Alternative School will offer two different sessions where students may take classes. Session one is 8:30-11:00 AM. Session two is 12:00-2:30 PM. Students are only enrolled for one session unless two sessions are approved by administration.

CURRICULUM DELIVERY SYSTEM:

- The Apex online courseware offers over 100 NCAA approved online courses. Flexible course scheduling and 24/7 access. Ability to work at your own pace each week. Engaging, interactive curriculum.
- Class sessions may be canceled for the day in the event the internet is not working.

CONDITIONS FOR SUCCESS:

- **ABILITY TO WORK INDEPENDENTLY:** In order to accomplish the goals of our program, the NCPS Alternative Education Program students need to demonstrate the ability to work independently in the program. This includes being able to set daily, weekly and long term goals and being able to achieve these goals.

RETURN TO BUILDING PLANS WILL BE DETERMINED ON AN INDIVIDUAL BASIS FOR EACH STUDENT.