

East Prairie R-2 Schools

Alternative
Education Program
Handbook

2023/2024

East Prairie R-2 Alternative Education Program

VISION

East Prairie R-2 Alternative Program provides an environment where expectations are high and teachers and instructors are committed to prepare students to be successful, lifelong learners in an ever changing society. All students will be provided the opportunity and motivation to develop academically, mentally, emotionally, socially, culturally, and physically to their fullest extent. Furthermore, we believe the program should foster honesty, citizenship, self esteem, and respect for the rights of others.

Along with developing academic skills, the Alternative Education Program will maintain firm discipline in order to encourage appropriate behaviors. Preparing the student to develop appropriate skills in good behavior is beneficial for the student as well as the school environment.

Mission

Our mission is to address the educational needs of each student on a personal level. All students are unique and learn in different ways, but we believe that all students are capable of learning. We are committed to ensuring that all graduates are equipped with the skills necessary to make it in the post-high school world with a clear view and plan for the future.

Philosophy

There are two basic purposes of the East Prairie Alternative Program. The first is to help a student get back into the regular school program by earning missed or lost credits. The second is to provide an additional path for students to complete a high school diploma by successfully meeting graduation standards. The East Prairie Alternative Educational Program has implemented Edgenuity/Odysseyware to aid in this process. Odysseyware is a computer based program that provides an effective curriculum with classes that can be chosen by students' individual interest and skill set for the future. The program motivates the student through classes needed for graduation and an individual learning plan for each student.

Goals

To help a student earn credits, and to get the student back on a timely path to graduation.
To help students catch up on credits and re-enter the regular educational program. To provide rigorous, alternative instructional strategies that best fit the student's individual learning process.

To provide a complete education that addresses a student's curricular needs, future career needs, emotional needs, attendance/discipline needs, and additional student service needs.

3 Tiered System for Alternative Education

The East Prairie R-2 Alternative Education Program is designed on a three tiered system.

Tier 1- Elementary and Junior High School Alternative education. (Grades 5-8) Students must be referred by an Administrator and evaluated each semester for return to the regular classroom. Tier 1 students are expected to follow all rules of the student handbook for EPJHS/Martin Elementary.

Tier 2- (Grades 9-12) This program is designed to provide an environment for students who may have issues that prohibit the student from being in the regular classroom setting (medical issues, anxiety, pregnancy, work, credit recovery, attendance, etc.). Decisions to place students in Alternative Education are evaluated and decided on an individual, case by case situation. Tier 2 students must apply and be approved by the Alternative Education committee before admittance. Tier 2 students must maintain 90% attendance, complete 7 lessons per day minimum, with a competency score of 70% or higher to obtain credits. Tier 2 students who meet this criteria are eligible to attend extra-curricular activities on campus. Tier 2 students may attend and participate in graduation ceremonies if they have completed all the requirements of Tier 2. Attendance/Participation of graduation ceremonies and extra curricular activities may be revoked at the Principal's discretion. **Tier 2 students are expected to follow all rules of the EPHS student handbook.** Students that are disciplined and suspended from Alternative school will have the number of OSS days counted against their days of absence.

Tier 3- (Grades 9-12) (Behavioral Placement) Students that are placed in Tier 3 are removed from the regular classroom setting and are admitted into the Tier 3 Alternative Education setting for Behavioral issues in the classroom. Tier 3 students are not allowed to attend extra-curricular activities and events. Tier 3 students can move into Tier 2 if they progress with attendance, no behavioral issues, and complete their work at a Tier 2 Level. Evaluations will be by semester. Tier 3 students who have been in the Alternative setting for 2 semesters are not allowed to walk in graduation ceremonies unless approved by administration. Students that are disciplined and suspended from Alternative school will have the number of OSS days counted against their days of absence. Tier 3 students are also expected to follow all rules of the EPHS student handbook. 60% Cumulative percentage in courses for credit.

TIER 2 HIGH EXPECTATIONS

Participation in the Alternative Educational Program is a privilege bestowed upon only those students demonstrating a commitment to the high standards of the program which include:

- Grade expectations of 70% or higher
- Students will continually work on lessons throughout the entire daily class.
- Students are expected to work on all courses assigned throughout the day.
- Positive attitude as reflected by demeanor, attention in class, and respect to others
- Consistent verbal and non-verbal communication skills demonstrated by proper greetings and approaching issues with other students and staff politely and respectfully.
- Following the dress code as stated in the student handbook.
- Following and abiding by all of the student rules as stated in the EPHS student handbook.
- Excellent attendance and punctuality and taking responsibility for keeping absences at a minimum (no more than 8 absences per semester).
- Attendance must be maintained above 90% in order to attend extra curricular events.
- Allowance for students to attend extra curricular events and ceremonies is at Principal's discretion and will be decided on a case by case scenario.
- Treating instructors and visitors with respect and courtesy.
- Behavioral and discipline referrals kept at a minimum in the program. Discipline will be administered by the Principal.
- All cellular devices must be turned in to the instructor upon entering the learning center
- Notes must be taken on each lesson, and turned into the instructor for student records.
- No cellular phones or other devices are allowed in alternative schools.
- Students are not allowed to use GoogleMath, or Google while in Alternative School.
- Students are not allowed to take their chrome book home at night, or work on Odysseyware past school hours at home.

Admittance

Students wishing to enroll in the Alternative school program must complete an application. The application can be found in the high school counselor's office where it should be returned upon completion. Students will be admitted on the basis of probable success at the Alternative school and current enrollment in the program (a ratio of 10 students to 1 teacher is suggested in Alternative school). Special consideration will be given to students who are not succeeding and will likely not graduate if they remain at East Prairie High School due to work, pregnancy, attendance, lack of credits, or documented medical issues.

The Alternative school committee will review the student's application after obtaining additional information from the counselor. If the application is approved, an interview will be conducted with the student, director of the Alternative school, principal, counselor and student's choice of staff advocate. After the interview, a placement meeting will be scheduled. The student will then be notified of the decision and if accepted into the Alternative program, a meeting will be scheduled with the student and parent/guardian. Admittance into the program is on a case by case situation. If a student is not admitted, other interventions may be put into place.

Enrollment Procedures

Students wishing to enroll at EPHS Alternative Program are encouraged to do so early in the semester. Students who apply for admission more than four weeks into each semester may not be allowed to begin until the following semester. Completion of at least one full semester at EPHS will be required before a student is allowed to enroll or re-enroll at East Prairie High School.

1. An application shall be completed by the appropriate East Prairie High School student, submitted to the counselor and approved by the Alternative Education Committee.
2. Once approved, the application is sent to the EPHS Principal and Counselor for review. The student is either accepted or rejected for placement in the Alternative Educational Program.
3. The student, parent, staff advocate, counselor and/or principal must meet and review expectations prior to enrollment.
4. A contract will be signed by all parties.

Alternative Education Student Information

Students who arrive at school early are to immediately report to the Alternative Educational room. Students are only allowed in the area designated for Alternative Educational classes unless accompanied by a teacher or principal. Students are not allowed to be in any classroom other than their own without the express written consent of the principal.

Responsibilities of the Student

- Each student has the responsibility to develop good work and study habits.
- The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- The student should take home any materials and information needed to complete assignments.
- It is the student's responsibility to return all work completed to the teacher by the date requested.
- Students should take responsibility to make up work missed during an excused absence.
- Students should work continuously on their assignments throughout the day. ● 70% must be made in order to receive credit for the lesson to earn tier 2 status..
- 90% attendance should be maintained in order to attend extra-curricular events and ceremonies.
- Students that are in Tier 2, have above 90% attendance, fulfilled all of their lessons and credits, and have no discipline referrals are eligible to attend extra curricular events, games and graduation ceremonies. Permission to attend must be granted by the Principal before the student is allowed to attend.
- Students over attendance days will make up the days before graduation and completion of the program. (16 days or 8 a semester)
- Students cheating on assignments may lose their technology privileges and have to complete work by hand while in alternative school.

Parking

Students may arrive on campus by vehicle or may be dropped off at the Alternative Education Center. Students that drive vehicles must have the vehicle registered in the High School Office and have proper registration and insurance. Students are allowed to park on the gravel parking lots in front of the football field. Students are not allowed to go to their vehicles during the school day. Parking permits must be displayed in the vehicle.

Schedule

Alternative School students should not arrive on campus before 7:45 AM and should report immediately to the Alternative Education Center. Students will be served breakfast at the cafeteria after the 8:04 bell. Alternative and ISS students will eat lunch in the cafeteria at 11:00-11:25. Students should not leave the cafeteria without the alternative instructor.. Students will be released from Alternative school at 2:50 daily, and are expected to leave campus immediately. Students are not to stay on campus after release. Students are not allowed back on the property or at events unless permission has been granted by the Principal.

Tardies

Students who arrive after the 8:04 bell are counted Tardy. Students who are tardy repeatedly may be assigned after school detention. Student tardies are calculated toward overall student absences and could result in extra days of summer school assigned to the student.

Class Work

Enrollment in the Alternative Education program is a privilege. Students in attendance are expected to maintain a high work ethic. Those students who fail to complete (7) course assignments during the school day will jeopardize their ability to successfully earn credits. Remember in order to be granted academic credit for any course, a student must earn a passing grade of at least 60% cumulative in the course. Students who continually refuse to fully participate in course work will be in violation of the Alternative school contract and will be in jeopardy of dismissal from the program.

Grading Scale

The grading scale below is used for all regular Alternative Education courses. Odysseyware classes will be graded on a Mastery/Non-Mastery scale and students mastering the objectives will earn the appropriate credit in the course.

96-100 A	90-95-A-	87-89 B+	83-86 B
82-80 B-	79-77 C+	76-74 C	73-70 C-
69-67 D+	66-64 D	63-60 D-	
59 or below F			

Grading Guidelines

Grade Report Forms will be provided to parents at the end of each quarter. Student's mid semester (1st and 3rd quarter) and semester grades will be based upon an accumulation of all evaluative methods. Parents will be notified of unsatisfactory work. A record of parental contact should be kept in the alternative education program office.

Students with a disability will be graded according to the grading guidelines for all students. Any exception will be outlined in the Individual Education Plan for the individual student. Teachers will develop alternative final exam tests for students who have excused absences on finals days. (grades 9-12 only)

Credits

Students may earn a portion of the credits required for graduation through the Odysseyware program. The program allows students to progress at their own pace. However, students who are not demonstrating effort and making progress toward mastering their course objectives may be removed from the program. The program is intended to help students who are behind in credits to do credit recovery and “catch up” to their cohort class. Odysseyware is not intended to be used as a means for early graduation. Therefore, students will not be awarded more than four (4.0) credits for Odysseyware courses per semester. The principal has the discretion to waive this requirement for extenuating circumstances. Waiver requests must be made in writing before the start of an additional course in Odysseyware.

Honor Roll

The student must be enrolled in a minimum of four classes to be eligible for the honor roll. If a student's letter grades for any quarter average “B” or better, he/she will make the honor roll for the quarter. A “B” average is defined as an average of (3.0) points on a four point scale. An “A” is worth 4 points. An A- is worth 3.67 points. A B+ is worth 3.33 points. A “B” is worth 3.00 points. A “B-” is worth 2.67 points. A (C+) is worth 2.33 points A (C) is worth 2.00 points. An “F” is worth 0 points.

Graduation Requirements

Communication Arts 4 Units

Social Studies 3 Units

Mathematics 3 Units

Science 3 Units

Fine Arts 1 Unit

Practical Arts 1 Unit

Physical Education 1 Unit

Health Education 0.5 Unit

Personal Finance 0.5 Unit

Electives 7 Units

Total 24Units

All students must take state required End of Course exams in order to graduate. All graduates must complete CPR and heimlich training in order to graduate.

Standards of Alternative Education Program

1. For purposes of classification, students with 0-6 credits will be classified as **freshmen**; students must have earned 7 credits to be classified as a **sophomore**, twelve (12) credits to be a **junior**, and (18) eighteen credits to be a **senior**. A total of (24) twenty-four credits are required for graduation.
2. Alternative Education Program students may graduate with a minimum of seven (7) semesters of high school provided all requirements for graduation have been met. If a student's cohort class has already graduated, then the seven semester minimum may be waived by the principal.
3. No student shall enroll in any advanced course with a given subject field until he/she has successfully completed the preceding course in that subject. As an example, a student is not allowed to enroll in English 2 until he/she passes English I. This requirement may be waived at the principal's discretion.
4. All schedule changes will take place during the first two (2) weeks of the semester. The requirement may be waived at the principal's discretion.
5. A student who has received an "incomplete" grade in a course shall be required to remove the deficiency within a two week period from the time that the grade is given. After this period of time has passed, "incomplete" grades shall automatically be recorded as "F". The teacher shall be responsible for notifying the class counselor, in writing, when such deficiency has been removed so that the permanent record can be corrected.
6. No student shall be excused from a regular class period to prepare for an activity not directly connected with that class work, unless excused by the principal.

Graduation Ceremony

East Prairie R-2 Alternative Education Program students that have earned the required number of credits, passed the required Constitution tests, taken the required EOC exams, paid all fines, turned in all books and technology devices, and are in the **Tier 2 Program** may participate in the East Prairie graduation exercises and ceremony. Student participation in the graduation ceremony will be voluntary.

Students that wish to participate in the graduation ceremony will be expected to follow the following guidelines concerning dress code and behavior:

- A graduate's cap will be worn flat on your head with the tassel on the right side until you receive your diploma.
- Caps will be worn at all times.
- No corsages or other types of decoration should be placed on the cap or gown.
- Men will wear a collared white dress shirt, a tie, dark dress slacks, and black dress shoes.
- Ladies will wear white dresses/or slacks, dress shirts or blouses, white or nude colored dress shoes.
- No tennis shoes or flip flops will be allowed.
- Students that do not wish to comply with these guidelines may not be allowed to participate in the graduation ceremony.
- Graduates may pick up their diplomas at the high school office the day after graduation.

In order to take part in the graduation ceremony, a student must have an attendance rate of 90% or better for the year. This is based upon calculations in student attendance one week prior to the event. Exceptions can only be made if the parent petitions the school administration for a review of the circumstances that resulted in having an attendance rate of less than 90%. The administration can use discretion in waiving the attendance requirement for instances of extended illness that are properly verified by doctor excuses or other medical documentation. Such parental requests for a review of the attendance requirement must be at least one week before the graduation ceremony. The decision to allow students to walk in graduation ceremonies can be revoked at the Principal's discretion.

Athletic Games, Events and Attendance

Only students that are in TIER 2, have above 90% attendance and satisfactory work completed are eligible to attend extra curricular events, games, and dances. Discipline referrals, behavioral issues, tardies etc., could result in the privileges being revoked. Participation at the events can be waived at the discretion of the principal at any time. All school policies should be followed while in attendance at events. All school dance guidelines and rules are to be followed as instructed in the EPHS student handbook.

TIER 3- BEHAVIORAL

Vision

Tier 3- Behavior Placement in Alternative Educational Program.

Tier 3 is a last chance effort for the student to succeed and pursue an education at East Prairie R-2. Tier 3 will provide an opportunity and environment where expectations are high and are committed to prepare students to be successful, lifelong learners in an ever changing society.

Along with developing academic skills, Tier 3 staff will maintain firm discipline in order to encourage appropriate behaviors. Preparing the student to develop appropriate skills in good behavior is beneficial for the student as well as the home school.

At the end of each semester, the student will be evaluated by the teacher and principal. At that time, the student may be recommended to stay in the Tier 3 program for the next semester, or he/she may be recommended to return to their home school. It is hoped that the student will eventually return to the regular school after developing socially while maintaining a normal academic curriculum.

Goals of the Program

1. To provide an educational environment for students who are unable to function in an acceptable manner in the regular classroom school program.
2. To meet the core academic needs of the students who have not been successfully progressing academically.
3. To provide an alternative educational setting for students who have been habitually disruptive in the regular school program.
4. To provide educational services for students who have been suspended from the regular educational program in accordance with the district disciplinary policy.

Student Expectations

1. Display a positive attitude toward learning and the school environment.
2. Acquire values and attitudes necessary for responsible citizenship. Respect and accept all individuals whether they are students or adults.
3. Be accountable for their actions and realize that with privileges come responsibilities.
4. Respect and obey all persons in authority.
5. Meet all classroom standards of behavior and performance of 60% for credit.
6. Know and obey all rules and regulations.
7. Practice academic honesty.
8. Dress appropriately in a manner which does not cause disruption to the learning environment and which does not pose a safety or health hazard.

The School Day

Students assigned to the program will attend the entire day in the Alternative Education Program. Classes will start at 8:00 for attendance. Students are to report to the Alternative Education room immediately upon arrival. Students are not allowed on the high school campus, other than the Alternative Classroom. Breakfast and Lunch will be served to all students in the cafeteria.. Students are required to abide by all rules in the EPHS handbook and Alternative Educational Program. Students in Tier 3 are not allowed to participate in extracurricular events, games, dances, or ceremonies. A student who is in the Alternative Educational program for 2 semesters will not be allowed to walk in graduation ceremonies (Tier 2 students that fulfill all requirements will be allowed to participate). Privileges for attendance and participation in any event can be revoked anytime by the principal or administration.

Students are not allowed to leave campus after arrival. Students wishing to park on campus must purchase parking permits through the school office.

Daily Schedule

Alternative School students are not allowed on campus until 7:45 am, and should report to the Alternative Education classroom with the instructor.

8:00-8:04 1st Hour (Breakfast (7:30---8:04))

8:59-10:01 2nd Hour class (10:01-10:06 Break Time)

10:06-10:56 3rd Hour class

11:00-11:25 Lunch Break with Vo-Tech

11:25-11:51 4th Hour class upon return

11:56-1:10 5th Hour (1:00-1:15 Break Time)

1:15-2:05 6th Hour class

2:05-2:50 7th Hour--- class and dismissal

Tardiness and Attendance

Students assigned to Tier 3 should not be late to school. The amount of time that is missed is accumulated and will go into daily attendance. Students missing more than 8 days a semester, or 16 school days for the school year may be mandated to attend Summer school in order to receive credits. If a student is going to be absent, a parent/guardian should call the high school office and notify the staff at 573-649-3564.

Graduation Requirements

All graduation requirements and credits are the same as the Tier 2 Program.

Tier 3 students moving to Tier 2

Tier 3 students are eligible to move into the Tier 2 level. Students must have attendance at or above 90%, complete at least 7 lessons a day with a proficiency score of 70%, and have no behavioral issues or referrals while in the Alternative Education Program. Students will be evaluated by semester.

Visitors

All visitors must report directly to the high school office before going to any classroom. Every visitor, including volunteers, will be given a visitor's pass to wear while on campus. This will make their identity known to students and staff as they walk through the building and or school grounds. Safety is a top priority and visitor passes are one way to ensure the safety of our students and staff. Visitors or parents needing to speak with students in any Alternative educational program need to contact the office before arrival.

Parents are encouraged to stay in close contact with the school. Parents are asked not to confer with the teacher during class time. Parents may confer with the teacher during their planning time, prior to, or after school. Under special circumstances, parents may be allowed to confer with a teacher who is in class but only with the permission of the principal. Visitors on campus are asked to refrain from parking in the bus lane immediately in front of the school.

Guidance Services

Students will be allowed to choose a staff member as an advocate before entering any alternative educational program. The East Prairie R-2 school district feels it is important for all students to have successful relationships within the school. The chosen staff member will be able to confer with the student and communicate if there are problems that the student would like to discuss. Students will have opportunities to meet with the school counselor by appointment. Students who wish to see the counselor should ask the Alternative Educational instructors to contact the counselor's office for communication.

Referral Process

When a teacher observes that a student has a problem that is interfering with his/her education, the teacher may consult with the counselor to discuss alternative intervention strategies that may help the child in the classroom. If the student is found to be a threat to themselves or others, a referral is made to an outside resource for threat assessment. This referral is made by a school's administrator using the district's threat assessment procedure.

Food

Students are not allowed to have food or drink in the Alternative Educational building unless it is for break or snack time. Students in Alternative/ISS may have food delivered to the cafeteria for their lunch. Lunch Time for alternative and ISS is at 11:00-11:25.

Attendance of Athletic and Social Events (extra-curricular)

Tier 3 Students **DO NOT** participate in other school events within the school district outside of the Alternative Educational Center building. This includes athletic events (games), dances and social events from any campus. Students (Tier 3) are not allowed to participate in graduation ceremonies if they have been in the Alternative educational program for two semesters unless approved by administration. Diplomas are available for pick up the day after graduation in the high school office.

Other Information

- Students are to be dismissed at 2:50 and leave campus immediately.
- Students are not allowed to remain on campus waiting for other students.
- Students are not to be in any area of the campus except their assigned classroom and the designated entrance/exit areas at any time unless accompanied by a teacher or school official.
- No phone calls will be allowed once classes begin. With the principal's permission, a student may be allowed to use the phone for extreme circumstances only (illness, emergency, etc.). Cellular devices must be turned in daily to the instructor.
- Students needing to leave school early must sign out through the Alternative program office. Instructors must contact the attendance secretary to report when a student signs out.
- Never leave money or valuables unattended. Students, not the school, are responsible for their own property. Cell phones must be turned in upon arrival at the Alternative Educational Center daily.
- Off-Campus misconduct will also be subject to student discipline policies, rules and regulations.
- Charges may be filed on students for peace disturbance with city police if necessary.

- Students that are assigned OSS while in Alternative school will have the days of Out of School suspension count toward the total days of absence. Students who miss over 8 days a semester, or 16 days for the school year, may be mandated to attend Summer School in order to receive credits.
- Students who go over the 8 days per semester, or 16 days for the school year attendance policy may be offered the choice of home school due to not being able to receive credits due to absence. Students may choose to come back the following semester to continue their education and get back on track.
- Students who continually disturb the educational environment, receive behavioral referrals, or lack making progress in the program will receive disciplinary measures assigned by the principal. Students may also be suspended from Alternative school and presented to the East Prairie R-2 School Board for expulsion.