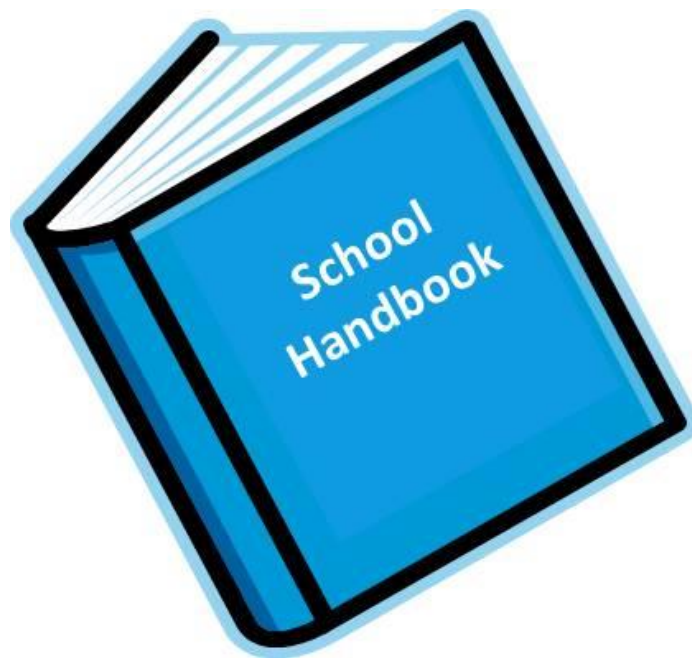


# *Jack Reque Alternative High School*



## *Student Handbook*

REVISED – 05/09/17

# School Information

Address: 401 North Maple Street  
Manistique, MI 49854

Phone number: (906) 286-4085

## School Staff

John Shiner – Director  
(906) 341-4302  
[jshiner@manistiqueschools.org](mailto:jshiner@manistiqueschools.org)

Trina Nedeau – Teacher  
[tnedeau@manistiqueschools.org](mailto:tnedeau@manistiqueschools.org)

## **Goal Statements**

The Jack Reque Alternative High School is committed to the development of the whole student. The statements below summarize the goals of the Alternative High School.

### ***WE WILL SEEK TO PROVIDE A PROGRAM IN WHICH ALL STUDENTS:***

- Have a secure and positive environment in which to learn and grow.
- Can learn to understand and accept the values of all people regardless of sex, race, religion and family background.
- Can learn in different ways.
- Have a sense of belonging and a feeling of security.
- Are encouraged to be personally responsible through participation in school government.
- Receive an equal chance and a new beginning.
- Develop, apply and advance in basic skills.
- Can learn to make decisions on their own.
- Have an opportunity for personal counseling.
- Can take part in all aspects of the school.
- Attend regularly.
- Think critically.

## **Code of Conduct**

Policies are developed to protect the individual rights of students and teachers, and promote the general welfare of the school. Individual rights are protected only to the extent that they do not unduly interfere with the rights of another or the good of the community.

The Alternative High School operates in accordance with federal and state laws, rules, regulations and those procedures developed by the Manistique Board of Education. The curriculum is designed specifically to enable students to earn a high school diploma and become productive citizens. Specific guidelines include:

1. You are not allowed to hurt yourself, others or the school.
2. You are not allowed to disrupt or interfere with the learning of any other student.
3. You are not allowed to invade the privacy of others.
4. The following are ABSOLUTELY forbidden:
  - Involvement in drug/alcohol related activities
  - Abuse, demeaning or hurtful language/behavior
  - Threatening anyone at any time
  - Destruction of property
  - Fighting

## Enrollment

To enroll, you must submit a completed application, copy of birth certificate, immunization forms, updated transcript, and school of choice forms (if applicable). Students must be 16 years of age at the start of the quarter in which they are enrolling. Students over the age of 20 will not be accepted into the Jack Reque Alternative School. Students outside of this age “window” may appeal this policy to the Alternative School Screening Committee or Advisory Board.

## Violations of Policies

Violation of school policies will be dealt with formally through write-up or suspensions. Contracts may be written if policies are violated. If a student suspects another student of violating a policy, they may take up their concern with a staff member. Should that staff member feel that the concern is valid, they may issue a write-up violation. The staff member will be sure to keep the accusing student’s name in confidence.

**1<sup>st</sup> violation** – The written violation form is submitted. A teacher/student conference will occur regarding the violation. Parental conference may also be necessary. Student will be required to write an apology letter in regards to their violation.

**2<sup>nd</sup> violation** – The written violation form is submitted including written and phone contact with the parent/guardian plus a one-day suspension.

**3<sup>rd</sup> violation** – The written violation form is submitted and parents/guardians will receive written notification of suspension for the balance of the quarter with automatic placement into the Manistique Middle/High School.

## One Day Suspensions

At times, it may be necessary to remove a student from the Alternative High School in order to maintain an appropriate learning environment for other students. This action will be defined as a one-day suspension. This action may be treated as a violation of policy and the student may receive a write-up.

## Attendance

Daily attendance is required. Students will not be allowed to miss more than 9 absences per quarter. If the student misses more than 9 days in a quarter, he/she will be dismissed from the program and required to immediately enroll into the Manistique Middle/High School per state law. Parents are required to sign an attendance acknowledgement form indicating that they are aware of this policy. Excessive absences due to extenuating circumstances will be evaluated on an individual basis. If a student becomes incarcerated for any reason and exceeds their 9 days, they will be dismissed from the program. Parents may monitor their child's attendance through phone calls or emails. Absences will affect grades and possibly credit.

- A student may be granted paternity/maternity leave up to 4 weeks. However, students must stay current with their schoolwork.
- If a student is dismissed during a quarter for violating the attendance or discipline policies, then that student must immediately enroll in the Manistique Middle/High School. Loss of credits and/or financial obligations as a result of this transfer will be the responsibility of the student and/or parents.
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<b>If you are dismissed during the...</b>	<b>...you may reapply for the...</b>
1 <sup>st</sup> marking period	3 <sup>rd</sup> marking period
2 <sup>nd</sup> marking period	4 <sup>th</sup> marking period
3 <sup>rd</sup> marking period	1 <sup>st</sup> marking period of the following school year
4 <sup>th</sup> marking period	1 <sup>st</sup> marking period of the following school year

If a student has an appointment (doctor, dentist, court, etc) during school hours, they will be permitted to leave for up to 90 minutes without getting charged with an unexcused absence. Upon returning, they must present a doctor's excuse to the teaching staff in order to be excused. If they do not have an excuse or exceed the time limit, they will receive an unexcused absence for the day. Also, if a student leaves the school grounds before the final dismissal (without prior approval), they will be given an unexcused absence for the day.

## **Personal Days**

If a student has 100% in school attendance per 10 consecutive calendar days, he/she is awarded one free personal day. No more than 5 personal days can be banked and must be used within a semester's time. Personal days must be requested ahead of time, not after the fact.

## **Tardiness**

If a student does not report to their classroom within 15 minutes of the start of class, they will receive a tardy for that hour. If they are MORE than 15 minutes late for the class, they will receive an unexcused absence. Three tardies will also equal an unexcused absence.

## **Make-up work/Daily assignments**

Students are responsible for make-up work missed during unexcused absences or the use of personal days. All related work must be turned in within 3 days from the last absence. Exceptions are made on individual basis.

## **Attitude**

Attitude is reflected by the way in which we interact with others. Cooperation, respect and responsibility are critical in order to build a positive school atmosphere. Respect will be demanded and received by the teachers and the students. School is a place to learn and share. Class time is a place to learn and share. It is not a time for harsh, vulgar language to or about others. It is a school code to respect other people's ideas and their belongings.

## **Academics**

Students **MUST PASS ALL CLASSES** within each 9-week marking period. If a student fails one or more classes, that student will be dismissed from the program and must immediately enroll in the Manistique Middle/High School.

## Graduation Requirements

A total of 21 credits are required for graduation from the Jack Reque Alternative High School.

### **Required Classes:**

- 4 credits of English
- 4 credits of Math (including through Algebra II)
- 3 credits of Science (including Biology and Chemistry)
- 3 credits of Social Studies (must include 1 credit of U.S. History and 1 credit of Government)
- 1 credit of Physical Education
- 1 credit of Foreign Language
- 1 credit of Online Experience
- 4 credits of elective classes

In addition, Alternative Education students will not be allowed to graduate AHEAD of the class they began high school with. This may require our students to attend vocational offerings at the high school at the discretion of the Alternative High School staff.

## Alternative School Graduation Ceremony

The Jack Reque Alternative High School generally holds its graduation ceremony a week before the main school's graduation. It is held on a Friday afternoon and if you have a graduating senior, more information will be made available to you throughout the year.

The Alternative School provides your graduating senior with a gown, however, **you are required to purchase the cap and tassel as well as your child's graduation picture for a fee of \$20.** Please submit your payment to the teaching staff at the school building or the program director at the main high school. The \$20 payment is **due by April 1<sup>st</sup>**. After the graduation ceremony, the school will collect the gowns and you can keep your cap and tassel.



## **Work Experience Credit**

The work experience component is designed to provide responsible students who are employed the opportunity to gain credit for work. Students must be enrolled in school full time to receive work experience credit. Up to two credits, in special circumstances and with the director's approval, will be allowed per year with a maximum of 4 total credits per school career. A minimum of 60 hours of work must be completed in order for  $\frac{1}{4}$  credit to be awarded. (120 hrs =  $\frac{1}{2}$  credit, 180 hrs =  $\frac{3}{4}$  credit, 240 hrs = 1 credit) It is the student's responsibility to request work/credit verification forms to be filled out by the student's employer and return it to the Alternative Education director.

Students may receive work experience credit for summer employment provided the following conditions are met:

- 1) The student completes the work/credit verification forms.
- 2) Employer must have structured payroll records to verify employment.
- 3) Student must receive prior approval from the Alternative Education director.
- 4) The student enrolls and attends the first marking period immediately following the summer of employment.

## **Independent Study**

Because of class sizes and limited teaching staff, you may have a class or two that are defined as "independent" classes. Many times, the teacher will give you an assignment for the week. Independent classes are held in the school's gymnasium area. There will be other student's working in this area as well. It is your RESPONSIBILITY to work on your class assignment at ALL times. Inappropriate behavior WILL result in a write-up violation.

## **Cell Phone Usage**

The use of cell phones during class time is strictly **FORBIDDEN**. You may use them during lunch hour or in between classes. You **MUST** turn off your cell phone while in the classroom. If the teacher sees or hears your phone, you **MUST** give it to the teacher until the end of the day. If you do not turn over your phone to the teacher, you will receive a write-up violation or be asked to take a one-day suspension.

## **Extra-curricular Activities**

Students may participate in extra-curricular activities at the regular high school as long as their class has not yet graduated and provided the student meets local academic/athletic standards. Students are also eligible to receive  $\frac{1}{4}$  credit upon completion of an athletic season.



## **Vocational Classes**

Students have the option of enrolling in vocational classes at the main high school. These classes include welding, building trades, automotive and HOSA. However, our rules and attendance policy still apply to our students taking part in these classes. If a student receives an infraction while under the supervision of a Voc-Ed teacher, that teacher will notify the Alt Ed staff. The staff will follow the violation guidelines as written in the Alt Ed handbook. They will NOT be allowed to miss more than nine days for any reason. And they must NOT be tardy. Any questions, please feel free to ask the Alt Ed staff.

## **Closed Campus**

The lunch hour at the Jack Reque Alternative School is a closed campus. This means that NO student can leave the school/property during lunch time. Students can eat hot lunch or bring their own lunch but CANNOT leave the school grounds.

## **Transfer**

A student wishing to transfer back to the Manistique High School must have completed one successful quarter at the Jack Reque Alternative High School. A successful quarter is defined as passing all classes and being free of any attendance or disciplinary problems.

A student wishing to transfer back to the Jack Reque Alternative High School must have completed one successful quarter at the Manistique Middle/High School. A successful quarter is defined as passing all classes and being free of any attendance or disciplinary problems.

## **Drug Free School**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or any school related event. Drugs include any alcoholic beverage, anabolic steroid, prescription drugs, drug paraphernalia, pipes, bongs, one hitters or substance that could be considered a “look-alike” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, which could include expulsion from school. When required by state, the district will also notify law enforcement officials.

If suspected of drug use, a student will be asked to leave school, receive an unexcused absence and submit to a drug test before returning to school. If the test is positive, the student must follow the recommendation of the substance abuse counselor until the program has been completed.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school instructors or the counseling office whenever such help is needed.

## **CIVIL RIGHTS STATEMENT**

In compliance with Title VI of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Manistique Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight sexual orientation (LGBT) or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service or employment. For information contact Maryann Boddy (Civil Rights Coordinator) at (906) 341-4330, or Manistique Area Schools, 100 N. Cedar Street, Manistique, MI 49854.

## **CIVIL RIGHTS PUBLIC NOTIFICATION**

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990.

### Section I

Any person believing that the Manistique Area Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Maryann Boddy, Civil Rights Coordinator  
Manistique Area Schools  
100 N. Cedar Street  
Manistique, MI 49854

### Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance in not satisfactorily resolved, they may initiate formal procedures according to the following steps.

#### Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216/522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

**RETURN THIS PAGE TO YOUR TEACHER**

By affixing our signature, we acknowledge that we have read the Jack Reque Alternative High School Student Handbook. We understand the terms and conditions of the handbook and have noted the changes of some policies (such as the attendance policy).

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

