

BASICS & BEYOND HIGH SCHOOL

**2011-2012
STUDENT HANDBOOK**

**DMACC NEWTON CAMPUS
600 NORTH 2ND AVENUE WEST – SUITE B
NEWTON, IA 50208
641-791-1700**

**Basics & Beyond High School
600 North 2nd Avenue West – Suite B
Newton, IA 50208
641-791-1700**

Participating Educational Agencies

Newton Community School District
Baxter Community School District
Colfax-Mingo Community School District
Lynnville-Sully Community School District
Pella Community School District
PCM - Prairie City Monroe School District

Basics & Beyond Staff

Laura Selover	Principal
Phil Calvin	Careers, Social Studies
Charlet Daft	Special Education, Business
Robyn Naberhaus	Math, Psychology
Judy Nissly	Science, P.E.
Kathy Ventling	Language Arts
Ryan Comer	Social Studies
Darcy Spangenburg	Adm. Assistant Food Service

Basics and Beyond Belief Statements

We believe that...

Alternative education environments are essential for some students.

Behavior can be learned.

Multiple instructional strategies need to be utilized in order to meet the needs of diverse learners.

Positive personal relationships are essential to learning.

Setting personal goals that embrace high expectations are critical to a successful future.

The whole student is of concern, not just the academic endeavors.

Motivation is intrinsic.

Consistent attendance patterns linked with productivity in the classroom are vital for success in school as well as success in future employment.

We have high expectations for all students.

Course standards and benchmarks should be demonstrated in the classroom-learning environment.

Students choose their actions and consequences.

Newton Community Schools Mission Statement

The Newton Community School District will do whatever it takes to ensure all students learn to think, innovate and succeed.

Admission Policy

Basics and Beyond High School provides an alternative educational opportunity for high school students of the NCSD. Students who are not successful in the regular education program, who are behind in earning credits toward graduation at the end of eight semesters, who are at risk of dropping out, or who have dropped out may be considered for enrollment on a part or full time basis.

Students Currently Enrolled in the Newton School District:

- Students must have completed two semesters at the high school.
- Students must have the recommendation of their high school counselor and the high school administration.
- Consideration will be given to students with special circumstances who have not completed two semesters at the high school. These students will need the approval of the administration.
- Students receiving special education programming at the high school may be considered for enrollment at Basics if they have completed two semesters of high school and have the approval of the student's special education team.

Students Currently Not Enrolled in the Newton School District:

- Student will make contact with Basics & Beyond.
- Home school is contacted by Basics & Beyond and a transfer inquiry form is completed by the home school.
- Registration materials for Basics & Beyond are completed.
- Official records are sent from the home school.

In order to maintain a quality, alternative learning environment for each student, Basics and Beyond High School reserves the right to deny or delay enrollment to students, regardless of the recommendation of the Newton High School. When the enrollment limit at Basics & Beyond is reached, students will be placed on a waiting list.

Behavior Expectations

The Principal in cooperation with the Basics & Beyond Staff is responsible to ensure a safe and orderly learning environment for all students. At any time a student's behavior is disruptive to the learning environment and/or is not making adequate progress in this setting, the Principal reserves the right to terminate a student's enrollment at Basics & Beyond with a referral back to the student's home school or to a GED program.

Conduct

Students will...

Handle conflict appropriately

Represent all matters truthfully

Respect property of school and others

Work without disrupting others

Use appropriate language at all times

Remain in designated areas of DMACC at all times (1st floor only)

Follow instructions of all Basics & Beyond and DMACC staff

Demonstrate good citizenship

Review of Instructional Materials

As a way of participating in the education of their children, parents/guardians may review instructional materials used by their students. The instructional materials must be viewed on school district premises during regular school hours and will be made available by the building principal upon receipt of a written request identifying the materials to be reviewed.

If a parent/guardian objects to the use of assigned material by his/her child, that child may be given an alternate assignment which meets the course requirements and is acceptable to the parent/guardian. A written request for an alternate assignment must be submitted by the parent/guardian to their child's instructor or to the building principal.

Members of the school district community may object to the instructional materials utilized in the school district and request that such materials be limited in their use with students or removed from the curriculum. In order for the district to respond to such a request, the concerned person must return to their building principal or to the Office of the Superintendent a completed Reconsideration Request Form.

Cellular Phones, Beepers and other Electronic Devices

Students shall not use cellular phones or other electronic devices while in the school building at anytime. This includes during class, between classes, or in the hallways. If a student is using a cell phone or other electronic device, the phone or device will be taken and turned into the office. The student cannot pick it up during lunch, only at the end of the student's school day.

Sexual or Racial Harassment

All members of the Newton Community School District, including, but not necessarily limited to, the Board, the Administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from racial or sexual harassment. Any person who engages in sexual or racial harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary action. Student violators may be given an out-of-school suspension for up to five days.

Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. (Board Policy 408.2)

If a person feels that he/she is being harassed, it should be reported to parents, a teacher, counselor, administrator, school equity official, or any school official who the person trusts.

Physical/Verbal/Bullying Harassment

Bullying and harassment of students and employees is against federal, state, and local policy. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Policies, procedures, and practices designed to reduce and eliminate bullying and harassment are currently in place as well as processes and procedures to deal with such incidents. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

Any harassment, such as verbal put-downs, trash-canning, bodily contact, physical threats, bullying, harassment based upon sexual orientation, or profanity (but not limited to these examples) will not be tolerated and an out-of-school suspension of up to five (5) days may be issued as a result of such harassment. Violations may result in a disciplinary removal from school through action recommended to the Newton School Board of Education.

Intimidating Behavior

No manner of dress, speech, actions, drawings, or any other behavior will be tolerated if it is perceived by administration to be intimidating or threatening.

Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. Random searches of student lockers, desks, and storage units are allowed under Iowa law.

Alcohol and Illegal Substances

Possession and/or use of any illegal substance or alcohol on school property or at a school event will result in a suspension and a possible board hearing that may lead to expulsion. A possession is defined as the use or transmission of drugs and/or drug paraphernalia. It is also prohibited to be under the influence of any chemical compound, narcotic, hallucinogen, amphetamine, or other central nervous system stimulant, barbiturate, or other sedative, hypnotic, mind-altering drug, marijuana, cocaine, alcoholic beverage, or intoxicant of any kind. This will result in the same consequence as outlined above. The use of over-the-counter and legal products in an effort to create an altered state of mind will receive the same consequences as above.

Tobacco

The use of any tobacco products on school grounds or at school activities will result in an out of school suspension, a verbal warning, a written warning, and possibly a \$100 ticket. The DMACC Newton Campus complies with the Smokefree Air Act which went into effect on July 1, 2008. Smoking is not allowed anywhere on school grounds which includes the following: the DMACC parking lot, in a car in the parking lot, between the sidewalk and the street, across the street in the neighbor's yard, the Newton City parking lot, and the Iowa Telecom parking lot.

Dress Code

Students are to wear appropriate dress that is not disruptive to the learning environment. Footwear is to be worn at all times. Any clothing that displays obscene materials, inappropriate language or gestures, sexual suggestions or nudity is prohibited. In addition, clothing that promotes violence, advertises alcohol, drugs, or tobacco is prohibited. Tank tops must have one-inch wide straps. No spaghetti straps are permitted; no undergarments or midriffs may show. It will be the judgment of the principal or staff as to whether the clothing is appropriate for the school setting.

Suspensions and Expulsion

Suspension means the temporary loss of the right to attend a class or all classes as well as the right to attend or participate in school activities and to be on school grounds. Suspensions may be assigned for, but are not limited to, serious disrespect to staff members, harassment, vandalism and theft. Students who receive a suspension will be required to stay until 3:00 pm on the next Friday to make up the class time and the class work the student missed due to the suspension. Failure to stay until 3:00 pm on the designated Friday will result in an absence for that day.

Zero Tolerance For Fighting

Students at Basics & Beyond who are involved in a physical fight will be sent home immediately and may be expelled from Basics for the remainder of the school year. To be considered for re-admission for the next school year, the student and parent/guardian must arrange a conference with the principal. Each incident will be dealt with on an individual basis. Areas which may be considered include: the circumstances relating to the fight, the intensity of the fight, the past record of the student, the attitude of the student toward resolving the problem and the willingness of the student to meet the conditions for re-admission. The student will be placed on probation for the rest of the student's time at Basics with a written agreement outlining the terms of the probation. If the fighting reoccurs, the student will be expelled permanently.

Dangerous Weapons

School district facilities are not the place for dangerous weapons or look-a-likes of any kind. The School Board believes dangerous weapons and other dangerous objects on school district grounds cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Confiscation of weapons or dangerous objects or look-a-like weapons shall be reported to law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion. Weapons under the control of law enforcement employees shall be exempt from this policy.

Due Process

It shall be the policy of the Board of Education to provide for students due process rights. Board policies provide legitimate and reasonable channels through which policy interpretation may be quickly and equitably resolved at the lowest possible level. Student due process policies and regulations are available at any school office.

Attendance

Regular and consistent attendance is expected for students to succeed at Basics. Students should schedule personal appointments outside of the school day whenever possible. Absenteeism inhibits the effectiveness of the Basics & Beyond experience for students. While assignments may be made up there is no substitute for classroom participation. For this reason students are expected to attend classes on a daily basis and to be on time in order to receive maximum benefit from the instructional program.

Sometimes absences are unavoidable. Serious illness, bereavement, care of a child, or court ordered mandatory meetings are examples of absences that might be unavoidable. For this reason Basics & Beyond has developed an attendance policy which promotes responsibility, supports the learning process, and provides for the needs of students.

Absence: A student who is not present at school when school attendance is required, or who misses more than 1/2 of a class period, shall be considered absent.

Tardy: A student who arrives late to school or class without a reason approved by the school shall be considered tardy. For purposes of this policy, three tardies or any tardy of 10 or more minutes shall be considered one absence.

If a student accumulates 3 absences in a class during the trimester, the student will be placed on probation. If the student accumulates 7 absences in any class during the trimester, the student will be laid off and will not receive credit in that class. Consideration will be given to special circumstances such as hospitalization, accidents, etc.

Students or parents are expected to call Basics & Beyond when the student is going to be absent from school. The school's number is 641-791-1700.

Computer Usage

The school computer network is provided for students to conduct educational research and to complete classroom projects and is a vital part of their learning process. Students must use the school accounts appropriately and may not access personal e-mail, chat rooms, blogs, or any other sites (My Space, Facebook, etc.) that would interfere or disrupt the learning environment. Printing will be for school purposes only.

INTERNET AND WIDE AREA NETWORK ACCEPTABLE USE (BOARD POLICY 604.5R1)

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. All use of the network must be in support of education and research and consistent with the purposes of the Newton Community School District. Parent/guardian permission is required. Access is a privilege -- not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Restricted Material -- Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which:

- is obscene, libelous, indecent, vulgar, profane, or lewd;
- advertises any product or service not permitted to minors by law;
- constitutes insulting or fighting words, the very expression of which injures or harasses others;
- presents a clear and present likelihood that, either because of its content or the manner of distribution will cause a material or substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- will cause the commission of unlawful acts or the violation of lawful school regulations.

Students will abide by this *Acceptable Use Policy* (AUP 604.5). Any violation of the regulations above is unethical and may constitute a criminal offense. Should the user commit any violation, the user's access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

AUP Consequences will be as follows:

Elementary:

- 1st Infraction: 1 week removal from Internet access**
- 2nd Infraction: 4 weeks removal from Internet access**
- 3rd Infraction: 8 weeks removal from Internet access**
- 4th Infraction: 16 weeks removal from Internet access**

Secondary:

1st Infraction: Consequences may range from a warning to a loss of user privileges.

2nd and Future Infractions: Consequences may range from a loss of user privileges to an out-of-school suspension with parental notification.

Any loss of privileges will be for a period between two weeks and one semester.

A serious infraction may result in the suspension or expulsion of the student from school and legal action.

The Newton Community School District reserves the right to:

- log Internet use and to monitor file server space utilization by users.
- remove a user account on the network to prevent unauthorized activity.

Registering for Classes

Students will register for classes each trimester. Students who fail to earn credits in all of their classes could be limited to registering for three classes per trimester.

Homeroom

Students are required to attend homeroom everyday and will receive a full credit for homeroom once they have accumulated 60 hours or have attended for the entire year.

Parent-Teacher Conferences

Parent-teacher conferences are held once a trimester at midterm. Each conference will last 15 minutes per teacher. All students and parents/guardians are expected to attend. Before a student can register for the next trimester, a parent/guardian conference must be held.

School Closings/Early Dismissals

During inclement weather if Newton Community Schools cancels school then Basics & Beyond will also cancel classes. This will be announced on the radio station KCOB 1280 AM, 95.9 FM, or on the district website, www.newton.k12.ia.us. School will dismiss every Wednesday at 2 PM for staff development.

Diplomas

Basics & Beyond offers three diploma options. Students may receive a diploma from Newton High School or Basics & Beyond. All high school diplomas offered are state accredited. Basics & Beyond does not have a GED program.

Diploma Requirements:

Basics & Beyond	40 credits
Newton	52 credits
DMACC	32 credits (DMACC is an adult high school diploma for 5 th year seniors or 19 yr old students with 21 credits)

Basics & Beyond Graduation Requirements:

<u>Class of 2011</u>	
English	8 (Includes 1 credit of speech)
Mathematics	6
Science	6
Social Studies	6
P.E.	4
Basics' Requirements:	5 (Health, Computer Skills, Careers, Community Living, Possible Selves)
Electives	<u>5</u>
Total:	40

Each diploma has different specific course requirements.

Newton Senior High School (NHS) Diploma: To receive a Newton Senior High School diploma, students must have met the credit requirements of NHS and have met one of the following enrollment conditions:

- Be enrolled in and attend classes at Newton High School carrying at least five credits during the student's last semester prior to graduation.
- Be enrolled in and attend classes at Basics and Beyond during the student's last semester prior to graduation and use no more than 26 credits earned at Basics & Beyond to meet the Newton Senior High School graduation requirements.

Basics & Beyond High School Diploma: To receive a Basics & Beyond High School diploma, students must meet the credit requirements of Basics & Beyond and have earned at least two credits from Basics & Beyond High School during the student's last semester prior to graduation.

Early Graduation

Basics & Beyond students must attend two trimesters of school during their senior year. If a student plans to graduate early, the student must meet with the Director prior to the decision. If the student's class has graduated, the student may graduate after the first trimester.

Credits

Credits are earned in one credit increments per trimester.

P.E. Credit

P.E. credits may be earned by independent contract or by registering for a P.E. class. The P.E. contract requires that a student engage in three hours of physical activity per week for one trimester to earn a P. E. credit. This activity must be documented by someone other than the student, (such as a person at the YMCA). P. E. contracts will be monitored through each student's homeroom advisor. Students can earn one independent P.E. contract credit. Accommodations can be made for special circumstances.

Work Credit

For every 120 hours students work, they can earn one credit per trimester.

CHEMICAL INFORMATION

Pursuant to the requirements of the Community Right to Know Law and Worker's Right to Know Law, a reference manual on the chemical used in the Newton Community School District is available for review in each respective facility. A complete set is available for review in the district administration building.

ASBESTOS INFORMATION

As required in the Asbestos Hazard Emergency Response Act, a copy of the Asbestos Management Plan for our school building is available for you to read in the front office.

SCHOOL AUTHORITY

All school employees (administrators, teachers, secretaries, bus drivers, custodians, cooks, paraprofessionals, etc.) are expected to enforce the rules and regulations of the district, buses, and school buildings. Inappropriate behaviors of students in all classrooms, corridors, buildings and grounds, buses and at all school functions will be corrected and/or reported to the administrative office.

GRIEVANCE PROCEDURES

A grievance is a claim by a student who feels an administrative rule or board policy of the school has been applied to the student unfairly, unjustly, or in error. The grievance must be filed within three school days of the occurrence. Refer to Board Policy 502.8 for procedural advice. The Board Policies may be found in the main office.

NONDISCRIMINATION

It is the policy of the Newton Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator, Laura Selover, Associate Director, 807 S 6th Ave W Newton, IA 50208, 641-792-5809, seloverl@newton.k12.ia.us.

PROCEDURES FOR REPORTING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

The Newton Community School District (NCSD) will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and by doing so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. The Newton Community School District has appointed Jim Gilbert or Wendy Parker, 807 S. Sixth Ave. West, Newton, IA 641-792-5809, as level-one investigator and Steve McDermott (same address) as alternate.

STUDENT DIRECTORY/PHOTOGRAPH INFORMATION

The administration may release the following types of directory information: photographs to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstance: name, address, telephone listing, date of birth, participation in officially recognized teams and activities. Photographs or likenesses may be released without written consent. Parents not wanting their child's directory information/photograph to be given out and/or published must notify the Director in writing no later than September 15th of the school year.

A provision in Federal Public Law 107-110 (more commonly known as No Child Left Behind) does require public schools to release that information regarding secondary students to military or college recruiters upon their request. A provision in the law allows any secondary student or the parent of the student to request that such directory information not be released. If you choose not to have directory information released, please have your parent put that request in writing and send it to the Basics and Beyond Director.

Basics & Beyond Graduation

The graduation ceremony will be May 25, 2012 at 11:00 am in the DMACC auditorium. Cake and punch will be served in the downstairs foyer directly following the ceremony for students and guests.

Schedules for 2011-2012

Regular Schedule (M, T, Th)

1st	8:15 – 9:13
2nd	9:13 – 10:11
HR	10:11 – 10:33
3rd	10:33 – 11:31
Lunch	11:31 – 12:11
4th	12:11 – 1:09
5th	1:09 – 2:07
6th	2:07 – 3:06

58 minute class periods
22 minute Homeroom

Wednesday Schedule

1st	8:15 – 9:05
2nd	9:05 – 9:55
HR	9:55 – 10:08
3rd	10:08 – 10:58
Lunch	10:58 – 11:38
4th	11:38 – 12:28
5th	12:28 – 1:18
6th	1:18 – 2:08

50 minute class periods
13 minute Homeroom

Friday Schedule

1st	8:15 – 8:46
2nd	8:46 – 9:17
3rd	9:17 – 9:48
HR	9:48 – 10:03
4th	10:03 – 10:34
5th	10:34 – 11:05
6th	11:05 – 11:36
HR Checkout	11:36 – 11:43
Lunch	11:43 – 12:23
Student Work Time	12:23 – 3:00

31 minute class periods
15 minute Homeroom midmorning
plus 7 minute Homeroom checkout time before lunch

