

LEARNING CONNECTIONS

KEOKUK HIGH SCHOOL

STUDENT HANDBOOK

2008-2009

Mr. Patterson – Principal
Mr. Jerome- Teacher
Mr. Jones-Teacher
Ms. Rooney – Dean of Students

520 North 20th
Keokuk, Iowa 52632
524-0222

KEOKUK SCHOOL LEARNING CONNECTIONS GUIDELINES 2008-2009

MISSION STATEMENT:

Believing that all students can learn, the KCSD High School Learning Connections program provides the opportunity for students to achieve their educational goals in an alternative setting. The Learning Connection strives to develop a positive self-concept that enables individuals to function as productive citizens.

PURPOSE:

The Learning Connection is an alternative education program at Keokuk Senior High School. It consists of an alternative environment apart from the regular school with policies and rules designed to accommodate students' individual educational needs consistent with the goals established by the school district. We serve At-Risk students who are credit deficient, academically "in trouble", have social problems, and students who need a second chance in order to complete course credits towards graduation. What the L. C. is not is a "holding" tank. Students who attend must make a firm commitment to be at school everyday and complete their work in a timely manner. Failure to cooperate will result in being withdrawn from the program, so others on the waiting list will have the opportunity to attend.

Students with a history of serious assault and aggressive behavior are not appropriate for the Learning Connection's program. Students who are unwilling to comply with the rules will NOT be admitted or allowed to remain in the program.

It is the intent of the Learning Connection to prepare students to become productive citizens and help them take responsibility for themselves and their education. Individual programs are established to give each student the opportunity to complete the requirements for a high school diploma.

LEARNING CONNECTIONS ADMISSION PROCEDURES:

Learning Connections is open to any student living in the Keokuk Community School District who meets the criteria for enrollment. Students who are experiencing attendance problems, personal problems, or poor/failing grades in 9th-12th may be considered as candidates for the Learning Connection. Preference will be given to upper grade students who have shown themselves to be behind in credits and who need an alternative program. Students applying to the L.C. program will be considered after having completed all of the following steps:

1. A student/parent must complete an application form (see Attached), which can be obtained from the Keokuk High School Student Services Office or the L.C. Principal. The application must include all relevant personal information regarding family, health, and emergency contacts.
2. The application should also include a list of the student's current classes and grades in those classes, along with teachers' comments and interventions attempted.
3. Before a student is admitted into the Learning Connections program there must be a placement meeting with the student, parent/guardian and other staff as determined by the L.C. Principal.
4. The student and parent/guardian (if the student is a minor) must sign a contract stating they agree to abide by all Learning Connections rules and guidelines.

Students who are transferring to the Keokuk Community School District who have been in an alternative school program may be considered for placement directly into Learning Connections without having been enrolled at Keokuk Senior High School.

Students with an IEP are already placed properly. However, on occasion, the staffing team may feel a student might be appropriately served in the Learning Connections program. There are three conditions which must be met for this to occur:

1. The L.C. Principal must be contacted. A placement meeting will be held.
2. The Learning Connection program must become a large part of the IEP.
3. As the Learning Connection staff are not teachers of Special Education, the I.E.P. must be monitored by a certified Special Education teacher.

Students need not be removed from a Special Education placement in order to be admitted into the L.C. program. The L.C. Principal is responsible to reconvene a staffing if the program (IEP) is not working.

LEARNING CONNECTIONS STUDENT DAY:

A.M. Session is from 8:15 a.m. – 11:00 am

P.M. Session is from 12:00 noon to 2:45 p.m.

A student will be assigned to attend either the A.M. or P.M. session.

BACK ON TRACK (Credit Recovery Program)- 2:45p.m. - 4:45 p.m. M-F

Periodic review of student progress in the program will be conducted. On Parent-Teacher Conference days, each student and their parent (if a minor) are expected to attend a conference if requested to do so by the school. A student or parent may request a conference as deemed necessary. This request may be made to either the student's teacher or principal of the L.C.

Failure to attend conference meetings may result in a student being withdrawn from the program.

ACADEMIC PROGRESS:

A student is expected to show progress in their academic program as determined by L.C. staff and the educational plan of each student.

ALCOHOL / TOBACCO / DRUGS:

The possession and or use of drugs, alcohol, and or tobacco products on school property are forbidden. Students violating the rules are subject to state law, school board policy, and the school rules.

ATTENDANCE:

Students must maintain a high attendance rate. Failure to do so will result in being withdrawn from the program. Application to reenter the L.C. program must be completed before a student will be accepted back into the program the next school year. There is no guarantee that a student will be accepted back into the program. One expectation the staff at the H.S. Learning Connection has is that if a student is not able to attend, either the student or a responsible adult will contact the office and save us having to use valuable time to contact an absent student. The staff reserves the right to ask for verification of an absence from a doctor. Generally this is not done unless there is reason to believe the excuse is not legitimate.

BACK ON TRACK:

We also have the After School program for the 2008-2009 school year, which is called **BACK ON TRACK**. The purpose of the program is to give more L.C. students the opportunity to get caught up with their high school credits. It also allows some students who attend the high school program to recover credits as well. Students are admitted to this program with permission of the L.C. staff only.

CALENDAR:

The Learning Connection follows the same calendar as Keokuk High School.

COMMUNICATION:

Working as a team made up of the student, parent(s) / guardian(s) (If student is a minor), and the L.C. staff is not only important, but also **VITAL** to the success of the student and their program. Many of our students have unusual circumstances or challenges that others don't have. This might cause them to want to drop out or give up. Our Board of Directors and staff of our district are committed to seeing every student graduate and become successful productive citizens in life. We can't do that if we don't understand what our students are dealing with. It is our desire that the Learning Connection is a safe caring place where students come who want to work, be productive, and graduate from high school.

Please contact any of us, so we can work more effectively together.

DRESS CODE:

It is important that students at the L.C. take pride in their appearance. The program is designed to be a safe, comfortable, and inviting place for students to attend school. Appearances that interrupt the productive atmosphere of the center are not permitted. Students also need to dress with appropriate clothing. Pants need to be pulled up with no private clothing exposed. Messages on clothing needs to be positive and not reflecting an alcohol / smoking / drugs message.

EXITING THE PROGRAM:

If a student chooses to exit the program they may opt to do so. Prior to their leaving the program, a special transition meeting will be held.

The purpose of the exit meeting is to make sure the student and if a minor, their parent(s) / guardian(s), and the L.C. staff understand that the student desires to exit the program. Options for the student will be discussed at that meeting to help the student and their parent(s) / guardian(s) plan which direction the student will go after leaving the L.C.

The student / parents(s) / guardian(s) need to understand there is no guarantee if the student still chooses to exit the program that the student will be allowed back into the program at a later date. If the student desires, their name will be placed on the L.C. waiting list in case they change their mind and wish to reapply for the program.

A student who enters the program hopefully will remain in the program for as long as is determined by the placement team. The Learning Connection is **not** a "dumping ground" for students who fall behind in their credits to graduate at the H.S. and then once credits are made up at the L.C. the student returns to the regular high school program. This is disruptive to the operation of the L.C. and the high school and sends the wrong message to the student.

GRADUATION REQUIREMENTS:

ENGLISH	8
SOCIAL SCIENCE	6
MATHEMATICS	6
SCIENCE	6
TRANSITIONS	1/2
KEYBOARDING IA	1/2
UNRESTRICTIVE ELECTIVES	13
TOTAL CREDITS NEEDED TO GRADUATE	40

INAPPROPRIATE LANGUAGE / HARRASSMENT:

The use of inappropriate language will not be tolerated at school or on school property. Bullying and Harassing students and staff is also not permitted. The policy of the K.C.S.D. board of directors pertains to this area. If anyone would like a copy of the Harassment Policy of the K.C.S.D. may obtain one from the L.C. office. Physical violence directed toward any student, group of students, and or staff members will not be allowed.

INCLEMENT WEATHER:

In the event the school district has to announce a late start or early dismissal, parents/guardians need to listen to local radio KOKX-AM-1310 or to one of the T.V. stations – WGEM-TV(10) or KHQA-TV(7). If the school has a 2 hour late starts the A.M. session will not be meeting. If school has to be dismissed early, students who don't drive themselves to school need to have a plan, so they will know if they are to be picked up, ride the bus, or walk to a set location. The school district has a 24-hour phone number you can call for updates or to leave a message. Dial 524-1402 and listen to the menu. Announcements will be posted or if you want to leave a message for one of the L.C. staff the following are their numbers:

Mr. Patterson's extension is 6001 Torrence 524-2263

Mr. Jerome's extension is 2604

Mr. Jone's extension is 2603 and

Ms. Rooney's extension is 2601.

PHONES AND ELECTRONIC DEVICES:

All electronic devices are to be shut off and put away during the school day. Personal phone calls to school are discouraged. Students need to tell friends and family the use of the phone at school is for emergencies only. Students are allowed to use the school phone only with permission of a staff member. If you bring a device to school, be sure you shut it off as you enter the building and don't turn it on until leaving.

RE-ENTERING THE L.C. PROGRAM:

If a student has exited the L.C. program for any reason during any academic year, they will not be allowed back into the L.C. program during that school year. If they leave the L.C. program, there is no guarantee they will accepted back into the program. They will have to reapply to the program and will be placed on the waiting list at the center.

STUDENT BEHAVIOR:

If a student's behavior results in a suspension, the first offence will be out of school or In School suspension for one day. Second offense will result in a suspension of two days. And the third offense will be three days. A reinstatement conference with the principal or their designee will be held with student and parent (if student is a minor) prior to the student being allowed to return to classes. If a fourth offense occurs, the student will be withdrawn and placed on the waiting list and will be subject to re-enrollment. Suspension days are counted in the absence total.

Each student's success at the Learning Connections depends upon each student. Your positive attitude, behavior, and personal performance can really make a difference. Everyone is entitled to respect and dignity. It will be given and as it is expected as well.

The high school L.C. program is designed for students who can function in a school setting and for students who are taking responsibility for positive behavior and completion of their educational program. There are other programs available in the district and area for disruptive students. Students in the L.C. program are students who want to be here and they realize this is possibly a final opportunity for them to succeed and obtain a high school diploma.

Learning Connection students are expected to follow the handbook of the L.C. as well as the Keokuk High School.

TAKING CLASSES AT THE L.C. AND HIGH SCHOOL:

Guidelines for enrollment in regular classes at the high school:

1. Must be enrolled one semester at the center before being allowed to enroll.
2. Classes **may** be in addition to the ½ day session they are assigned to the L.C.
3. Failure to complete work in a timely manner or to attend school on a regular basis, will result in a student being dropped from the classes at the high school.

Students need to understand when they take classes at the L.C. and the regular high school, when they are in the high school program (whether full time or just one or two classes); students are expected to follow the rules and guidelines of the high school Handbook.

TARDIES:

The student is ultimately responsible for letting the school know if they are absent from school by calling 524-0222. This needs to be done early in the morning, so staff from the center won't have to spend valuable time contacting absent students. Leaving the building or grounds during the assigned hours of attendance is NOT allowed except by permission of the L.C. staff. Following the procedures of sign out is important.

Learning Connections Contract

I have been provided with a copy of the Learning Connections Student Handbook. I understand my rights and responsibilities. A staffing has been held to explain the program to me. The staffing was held at _____ on ____ / ____ / ____.

Present at this meeting were:

By signing this contract to attend Learning Connections, my parents (if a minor) and I agree to the following:

1. I will attend the program on a daily basis. **If I must miss, I will notify the school.**
2. I will agree to comply with **all behavioral expectations.**
3. I agree to **do my best on all academic tasks.**
4. **My parents/guardians and I will attend** all staffings / conferences held on my behalf. I have the right to ask for a staffing at any time I feel it would be helpful.
5. I will show respect to the L.C. staff and show positive attitude and behavior.
6. **I will show progress in earning credits toward graduation.**

I understand that our failure to comply with the above expectations may result in a staffing to review continued placement at Learning Connections.

Signature (Student)	Date
Signature (Parent/Guardian)	Date
Signature (L.C. Principal)	Date
Signature (L.C. Teacher)	Date
Signature (H.S. Representative	Date
Signature	Date
Signature	Date

**LEARNING CENTER
2001 FULTON STREET
KEOKUK HIGH SCHOOL**

NAME: [Last] [First] [Middle]	BIRTH DATE:	AGE:
ADDRESS: KEOKUK, IA 52632	PHONE:	
PARENT/GUARDIAN:	PHONE:	
ADDRESS: KEOKUK, IA 52632	WORK PHONE:	
EMERGENCY CONTACT:	PHONE:	
LAST SCHOOL ATTENDED:	DATE:	
ADDRESS:	GRADE LEVEL:	

Enrollment in the Learning Center is limited to available space and approval by the Learning Center staff and the principal.

ETHNIC HERITAGE: CIRCLE SELECTION(S)
 AI - AMERICAN INDIAN AS - ASIAN/PACIFIC ISLANDER BL - BLACK HI - HISPANIC WH - CAUCASIAN O - Other
 Note: The Federal Government and the State of Iowa require the maintenance of data by ethnic heritage. You are requested to make that determination.

PRIMARY HOME LANGUAGE:	SECONDARY HOME LANGUAGE:
STUDENT'S SIGNATURE: (required)	DATE:
PARENT'S SIGNATURE: (required)	DATE:

OFFICE USE

ENROLLMENT:	DATE APPROVED:	DATE DENIED:	DATE ADMITTED:
LEARNING CENTER STAFF:			DATE:
PRINCIPAL'S APPROVAL:		COUNSELOR'S APPROVAL:	
SESSION ASSIGNED: [] A.M. [] P.M.		GRADE LEVEL ASSIGNED:	

TRANSCRIPT EVALUATION (TO BE FILLED OUT BY COUNSELOR)

REQUIREMENTS	CREDITS REQUIRED			CREDITS EARNED	CREDITS NEEDED
	Class of 01,02	Class of 2003	Class of 2004 & After		
ENGLISH: LIT/COMP I	2	2	2		
LIT/COMP II	2	2	2		
LIT/COMP III	2	2	2		
ENG ELECTIVES	0	2	2		
MATHEMATICS:	4	6	6		
SOCIAL SCIENCE: AMERICAN HISTORY	2	2	2		
CIVICS	1	1	1		
WORLD GEOGRAPHY	2	2	2		
US GOVERNMENT	1	1	1		
SCIENCE:	4	6	6		
KEYBOARDING I:			1		
ELECTIVES:	20	14	13		
TOTAL	40	40	40		