

North Tonawanda
Alternative High School Program
Admission Criteria
2014-15



North Tonawanda City School District
Department of Educational Services
176 Walck Roadt
North Tonawanda, NY 14120

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Superintendent of Schools

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PROGRAM SPECIFICS:

Please note and follow the guidelines below regarding the Alternative High School Program:

- **A student can only be referred to the Placement Coordinator for consideration for the Alternative High School Program by the SST.**
- **The total number of available slots in the Alternative High School Program is 30.**
- **Students should be considered for the program by descending grade levels, making current or 5th year Seniors a priority for graduation.**
- **Visitation should be scheduled appropriately. TWO students maximum are to visit the program per week.**
- **DEADLINE FOR ANY VISITATIONS FOR THE ALTERNATIVE HIGH SCHOOL PROGRAM IS MARCH 31 OF EACH YEAR.**
- **NO students are to be considered for visitation or intake during the current school year after March 31.**

GUIDELINES FOR ADMISSION CONSIDERATION:

The following guidelines are intended to assist SST members and staff in selecting the most appropriate students for the Alternative High School Program. Utilization of these guidelines, along with the admission criteria, will help ensure that students referred to the program have the best possible opportunity to succeed in this alternate setting.

1. Students should have an average to above average academic ability.
2. Students should have the minimum of a 9th grade level reading ability.
3. Students determined to be at risk socially or emotionally should be considered for the program with supports.
4. Students in need of credit recovery should be considered for the program.
5. Students with an IEP should not be considered for the program.
6. Students with a history of physical violence in school or in the community should not be considered for the program.

ADMISSION CRITERIA:

The following are the minimum requirements for a student to begin the in-take process for the Alternative High School Program. These requirements are in accordance with the directives of the Department of Educational Services and the Superintendent of Schools. To ensure student success in the program:

1. Students must have attended 9th and 10th grade for one full year to be eligible for consideration.
2. High School academic and social work intervention programs must have been attempted before consideration for the program (Tier I interventions).
3. Foreign Language credit must be completed prior to entering the program as Foreign Language is not offered in the Alternative High School Program curriculum.

***Any request for an exception to the admission criteria, must be submitted to the Director of Student Services using the Request for Exception to the Admission Criteria form (see Appendix) for possible approval PRIOR to referral to SST.**

INTAKE PROCEDURES:

The following procedures **must** be followed to process a student into the Alternative High School Program **PRIOR** to sending a student to the program itself or contacting the Alternative High School Instructors.

1. Individual student cases are to be reviewed at the Student Support Team where a determination is made for an Intake Interview with the Placement Coordinator.
2. The Placement Coordinator completes the intake interview and then discusses the case with the Alternative High School Liaison to determine the recommendation to be made to the Director of Curriculum and Instruction regarding the student's viability as a candidate for the Alternative High School Program.
3. The Director of Student Services makes the final determination regarding the approval/denial of the student into the Alternative High School Program.
4. Once the student case is approved by the Director of Student Services, the student and parent(s)/guardian(s) visit the Alternative High School to review the program with the Alternative High School Instructors.
5. The student is then scheduled to visit the program for one week, generally beginning on Monday and ending on Friday. During the visit the student will engage in the required academic course work to determine if she/he has the motivation and ability to complete the program curriculum.
6. Student Medical records must be forwarded to the Nurse at NT Middle School on or before the first day of visitation.
7. Upon completion of the five-day visit, the student case will be reviewed by the Director of Student Services and the Alternative High School Instructors to make a determination of acceptance to or denial from the program.
8. If the student is approved for the program, the application found in the Alternative High School Program Handbook is then completed (see Appendix).
9. If the student is accepted into the program she/he will be on probation for the first month of participation in the program. During this probationary period, the student will review the handbook and Code of Conduct with the Alternative High School Instructors and sign the agreement (See Appendix).
10. Any changes in the student's program or recommendations to remove a student from the Alternative High School Program will go back to SST for review.

MONITORING PROCEDURES:

- The SST will review all students in the Alternative High School Program at least once per academic year to ensure that the student is appropriately progressing toward a high school diploma.
- The SST will review a student case if a situation arises that requires a different type of intervention to assist the student in successfully completing the program.
- The individual student's counselor will be notified regarding any student who is being recommended for removal from the program. If this situation does occur, all options will be pursued by the support staff to assist the student in finding an appropriate solution to his or her educational needs.

APPENDIX

ALTERNATIVE HIGH SCHOOL LEARNING CONTRACT

As a participant in the North Tonawanda Alternative High School Program, I understand that I am responsible for following the North Tonawanda High School Code of Conduct as well as the specific building and classroom rules listed below. I understand that failure to adhere to the rules may result in my removal from the Alternative High School Program.

- 1) **NO SMOKING** – New York State law prohibits smoking in all public buildings. Furthermore, it specifically prohibits smoking on school property including any building, structure and surrounding and outdoor grounds, and any vehicles used to transport pupils or school personnel.
- 2) **Insubordinate and/or Disrespectful** behavior, including the **use of Profanity**, is not acceptable.
- 3) Students may not leave the classroom area without permission from a staff member.
- 4) **Telephone use is not permitted.** Should circumstances arise that require the use of a telephone, a staff member must first give permission.
- 5) **Attendance Policy-** Minimum daily attendance is 80%. Any student who falls below this rate will be placed on probationary status. A letter will be sent to the student's parent or guardian indicating this status. Once placed on probation the student will have two (2) weeks to improve his or her attendance or they will be referred to the SST for possible removal from the program.
- 6) **Late-Tardy Policy-** Attending school on time is an important component of the Alternative High School Program. It is expected that a student will arrive on time for school at least **90%** of the scheduled days. If a student falls below this rate a letter will be sent home to the student's parent or guardian indicating that the student will be on probation. If the lateness is not rectified within two (2) weeks, a referral to SST will be made for possible removal from the program.
- 7) **Detention-** Should detention be assigned, it is the responsibility of the student and the parent to get the student to detention on time.
- 8) **Academic Progress Policy-** Minimum lesson rate per week is **SIX (6)** lessons. If a student falls below the minimum rate they will be placed on academic probation. A letter will be sent to the student's parent or guardian indicating this status. Once placed on probation the student will have two (2) weeks to improve his or her lesson rate or will be referred to the SST for possible removal from the program.
- 9) **Driving Policy-** Students are permitted to drive to the Alternative High School with parental permission. Driving privileges will be revoked for 30 days if a student does not maintain a 90% attendance rate each month or violates a school rule.
- 10) **Academic Dishonesty-** Students who perform any act that can be construed as cheating or illegal use of academic materials will be subject to suspension and review by the SST for further action.
- 11) **Access to Internet courses-** In order to ensure that these courses are properly utilized by students, the following rules will apply for a student to remain eligible for any program through the Alternative High School:
 - a) Any attempt to tamper with any course or student record will lead to immediate withdrawal from the courses offered on-line.
 - b) If any evidence is shown that a student has tampered with the courses or records, that student will no longer be eligible for any independent study program through the Alternative High School.

12) **NO CELL PHONES ALLOWED.**

EXPULSION GUIDELINES

The following behaviors will result in the **Immediate Expulsion** of any student from the Alternative High School Program:

- a) **Possession of illegal substances**- including any tobacco product, illegal substances, or weapons of any kind. The staff of the Alternative High School may search a student if probable cause exists. The local police authorities will be notified regarding any illegal substances found in a student's possession.
- b) **Vandalism**- of any kind to school property, building, material, or school buses. This also includes personal items of other students and staff members.
- c) **Physical violence**- including a threat, verbal or written, toward any staff member or student.

I understand that I have agreed in good faith to follow these rules and that any infraction of these rules may lead to my suspension, removal, or expulsion from the Alternative High School Program.

Student Signature

Parent Signature

Date