

Student Standards  
and Information

**Riverside Academy  
2010-2011**



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# WELCOME TO THE RIVERSIDE ACADEMY



## Home of the RAVENS

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**ONE PROGRAM @ TWO LOCATIONS**

# WELCOME TO RIVERSIDE ACADEMY!

- Riverside Academy is a non-traditional high school, attended by students 14-19 years of age who have chosen to leave the traditional school setting. Riverside provides classes leading towards a high school diploma, career training and the opportunity to set a new course for life. RSA runs on 9-week terms with 1 hour classes and ½ hour groups.
- The Fresh Start Program is designed for student's ages 14-15 that have entered high school. Riverside Academy offers ongoing enrollment for the Fresh Start program. Before enrollment, each student must go through an orientation accompanied by their parent, and a formal interview with the Dean or Head Counselor of the Fresh Start program. A progressive discipline format will be used with the students who are attending Fresh Start. The standards set forth in the Student Handbook, as well as any individualized for the Fresh Start program, must be kept at all times.

Riverside Academy is fully accredited by North Central Association of Schools and Colleges (NCA).

Vision: Creating successful lifelong learners through a non-traditional approach.

Mission: Riverside Academy is a collaborative community focused on continuous improvement to ensure students achieve individual academic and social success.

## Belief Statements:

- We believe all students can learn.
- We believe in continuous improvement for all
- We believe that every individual member has value in an inclusive learning community.
- We believe society benefits from our investment in student lives.
- We believe in multiple paths to learning are critical to student success.
- We believe in the need to explore new methods that focus on motivating the learner.
- We believe achievement is inevitable when staff and students mutually work towards learning goals.
- We believe that perseverance is critical to success.

NOTE: The school reserves the right to make any policy changes throughout the school year. Any student or school policy changes will be provided to students in Discovery or Group Psychology class prior to implementation.

# REQUIREMENTS FOR GRADUATION

## General information and required courses

Students must successfully complete 20 core and elective credits. Transcripts from a student's school will be evaluated by a trained counselor to determine transferable credit. For specific course requirements, students must schedule an appointment to meet with one of our counselors. This is done through the counseling office.

Graduation requirements (freshman prior to class of 2007-2008)  
Good through the 2010-2011 school year.

English	3.0 credits
English Composition	0.5 credit
Social Studies	1.5 credits
Government	0.5 credit
US History I	0.5 credit
US History II	0.5 credit
Science	2.0 credits
Math	1.5 credits
Consumer math	0.5 credit
Vocational	2.0 credits
Health	1.0 credit
Computers	1.0 credit
Electives	5.5 credits

Starting with the class of 2007-2008, the graduation set is as follows:

English	4 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II	1 credit
Additional Math	1 credit
Biology	1 credit
Chemistry or Physics	1 credit
Additional Science	1 credit
Government	.5 credit
Economics	.5 credit
US History and Geography	1 credit
World History and Geography	1 credit
Health/PE	1 credit
Visual, Performing, Applied Arts	1 credit
Online Learning Experience	
Electives	4 credits

## Graduation

A formal graduation ceremony to honor our students will be conducted on June 16, 2011 at the John R. Armstrong Center for the Performing Arts. Staff will lead the graduates into the ceremony as an honored part of the processional. In addition, several scholarships and awards will be presented to a variety of students.

Riverside students earn a L'Anse Creuse diploma. These diplomas carry the same influence and prestige as those awarded through the traditional route. Those graduates wishing to participate in the graduation ceremony must attend the rehearsal immediately preceding the graduation ceremony.

**Michigan Merit Exam**

All pupils who fall within the MME testing requirements must take the MME test as a requirement for graduation. Students will earn .25 credits for taking the exam and .25 credits if they pass all subject areas of the exam with a 1, 2, or 3 score.

For students graduating this year, a composite score of 15 or higher will be used to determine if they have earned the .25 credit for passing the test. .25 credit will be awarded as an elective credit.

All pupils who qualify as Freshman at the beginning of the school year will be required to take the MEAP as a requirement for graduation.

**Students who qualify for testing must test or they will not graduate from L'Anse Creuse Public Schools. There are NO exceptions.**

## REGISTRATION PROCEDURES

**Tier One Students**

Students currently enrolled and who have not dropped or failed any classes register approximately two weeks prior to the beginning of a new term. Prior to registration, students review their transcripts with their counselors to make sure all requirements for graduation are met. Students will be placed in classes according to the student's academic need and seat availability.

**Tier Two Students**

Students that have passed or are attending more than 50% of their scheduled classes will be registered after the Tier One students. Classes that are offered may be limited at this point.

**Tier Three Students**

Students that have dropped or failed more than 50% of their scheduled classes will be registered after the Tier Two students. Classes will be limited and an alternate site may be required.

**Refusal of Students**

Students with excessive behavior issues may not be able to re-enroll. The Dean of Students will determine this based on a program-wide evaluation of an individual student's behavior.

**Academic Drops**

An academic drop is when a student is mathematically unable to achieve a passing grade by the end of the term (not due to lack of effort or excessive absenteeism). An academic drop may not be granted before the seventh week of the term. In order to qualify for an academic drop, both teacher and counselor must approve it. Students exercising an academic drop after the seventh week will not be put in Tier 2 or 3 based on this drop. Academic drops are not allowed in Group Psychology class.

**Students Who Repeatedly Drop**

Students who drop or fail all classes for two consecutive terms may be offered a limited schedule, an alternate site, or may be required to sit out a term.

**Transfer of Classes**

In order to register most efficiently, class transfers are discouraged. Transfers are accepted for the following reasons only:

- Scholastic- staff agrees in writing that the class is too hard, or too easy.
- Transportation-the student's driving arrangements have changed.
- Work- the student's employer must submit in writing a change of schedule.
- Registration error- the student was placed in the wrong class by error.

There will be no transfers after the second week of the term. Administration reserves the right to transfer classes on an individual needs basis.

# RIVERSIDE ACADEMY

## STUDENT STANDARDS

Riverside Academy is mandated to maintain an educational environment in which students and staff may attain program and classroom excellence. In order to achieve an appropriate educational environment, minimum standards of conduct are expected of program students and staff. The following standards apply to all students enrolled and attending the Riverside Academy.

### **Attitude & Behavior**

Students will conduct themselves in an adult manner at all times. Positive behavior examples include but are not limited to:

- Respect for all (students, staff, visitors, and facilities).
- Respectful language toward all students, staff, and visitors.
- Goal setting and follow-through on goals established.
- Accept responsibility for one's own actions.
- Accept the consequences of one's actions.

### **Building Cleanliness**

The building is to be kept clean. Report any problem areas to a staff member. Students are required to place chairs on the tables at the end of the last class/day. Special projects (such as having a picture hung or a shelf installed) should be approved by the administration.

Property adjacent to Riverside should be kept clean and litter free. Since Riverside is part of a community, students are expected to respect the property that borders our campus. An Incident Report may be filed if a student does not comply.

### **Cell Phones**

Cell phone may be used in the building, but only on designated breaks or free time. While in class, students must have their cell phones turned off and out of sight, unless they have the express consent of the teacher to use it on a school assignment. If a student fails to keep it off and out of sight, the phone will be confiscated and turned into the main office. The student can retrieve it at the end of the day. Phones confiscated excessively will be held until a parent or guardian can retrieve the phone on behalf of the student. Riverside and its' staff are not responsible for phones that are confiscated. Any student who leaves class for the purpose of using his/her cell phone will be marked tardy. Violators of this policy will be written up in a Progressive Discipline Process.

Repeat violations of any part of this policy will result in disciplinary action for defiance, which will result in progressive discipline.

Failure to turn in a phone being used inappropriately may result in a suspension. Phones are not to be used in the Media Room.

### **Cheating (1.3)**

Cheating is:

- Copying answers from someone else's work or test. (Students must do their own, original work.)
- Copying work from the Internet and not providing appropriate recognition.
- Copying answers from the answer key on daily work or a test.
- Reporting incorrect or false scores for work completed. Students must accurately, honestly and thoroughly grade work and report scores to instructors.
- Reporting exercises that were not completed as being completed. Skipping assigned exercises and reporting them as complete is another form of cheating. Students must

- complete all coursework outlined in the curriculum guide and any additional assigned work.

Consequences:

- First episode: A 1-3 day suspension, and the assignment redone for no credit.
- Second episode: A 4-6 day suspension.
- Cheating on a test results in a 0 (zero) on the test with no opportunity to retest.

Students cheating on an outside project (especially plagiarism) will be given one opportunity to redo/correct the mistakes. The project grade will be lowered by 2 grades. However, if the student opts to not correct the cheating/plagiarism, the result will be a grade of 0 (zero) on the project.

**Classroom Responsibility**

Students are responsible for awareness of their standing in class. Their individual instructors will help keep students apprised of their progress in class. Students who do not fulfill classroom requirements and/or do not meet time requirements will not receive credit in that class.

**Dress Code**

The program does not desire to have a rigid dress code, but students are expected to dress in a respectful, safe, modest, and clean fashion. Clothing should adequately cover cleavage and undergarments. Staff has the right to require additional coverage at their discretion.

Dress code limitations include:

- No halters.
- No bare mid-riffs.
- No tank tops or muscle shirts.
- Short and skirt hems must be mid-thigh.
- No inappropriate messages (those including or suggesting inappropriate messages about profanity, drugs, sex, religion, race, national origin, or violence).
- No bandanas or head-gear (caps, hats, scarves, etc.).
- Appropriate footwear must be worn at all times.
- All private body parts (including cleavage) and underwear are to be covered at all times.

*Students in violation of dress code will be required to adjust or cover the inappropriate clothing. If a student chooses to go home and change clothes, his/her time will be docked as unexcused time. Staff reserves the right to determine if any fashion is inappropriate for the classroom.*

**Defiance, Disrespect, Disruptive Conduct, Insubordination (1.4, 1.5, 1.6)**

Open treatment of contempt, conduct that interferes with the educational environment, and refusal to obey instructions of any staff member will not be tolerated. Up to a five day suspension is possible. Repeated acts can lead to removal from the program.

**Electronic Devices**

The use of radios, CD players, MP3's, or Ipods on campus and in the building is allowed only when headphones are used **and with instructor approval**. The volume of the programming must be non-disruptive to the classroom and the program. **Riverside is not responsible for these items.** *Students should be particularly concerned about protecting these items from theft.*

**Food and Beverages**

Students are expected to clean up after themselves, both in the commons and on school property. Students who are negligent of cleaning up after themselves will not be extended the privilege of eating in the Commons area. Food and beverages are not allowed in any class or on the second floor. Bottled water may be brought into non-computer classes. Students caught littering outside will be required to perform community service.

**Gambling (1.7)**

No games of chance or other methods of wagering cash, property or services will be tolerated on the program campus or district property. This includes, but is not limited to card games, unless as part of a classroom lesson. Up to a five-day suspension is possible for participating in gambling or gaming.

**Gang Activity (1.8)**

Any and all representatives of gang affiliation, activity or symbolism will not be tolerated. Up to a five-day suspension is possible for these activities.

**Harassment (1.9)**

Harassment (including bullying) is unacceptable. Administration will be the sole determiner if the behavior is considered harassment. Students are expected to advise the individual and an instructor, counselor, dean of students or director when they believe such harassment has occurred. Sexual harassment is unacceptable and is to be reported to a program administrator immediately.

**Jay-walking**

Students are not to cross Gratiot other than at the crosswalk at Pankow Blvd. and Gratiot. Students that walk across the street at any other place will be subject to the Progressive Discipline Policy.

**Obscenity (1.10)**

Obscenity is using profane, racial, or sexual comments, or engaging in obscene acts or gestures. Anyone using this language or engaging in this behavior (including Public Displays of Affection) is subject to the Progressive Discipline Process.

**Property Damage (2.5)**

Destruction of program property will not be tolerated. Any damage to school property is to be reported to an Administrator immediately. If the damage causes a dangerous situation, such as broken glass, keep the area clear to avoid injuries until the damaged area has been secured.

*Intentional damage to the building will result in severe penalties, up to and including expulsion and reimbursement of costs incurred*

**Skipping**

Students that are not attending a scheduled class should be off school grounds. Any student that is on school grounds while skipping is subject to losing time make-up privileges and removal from the campus. The progressive discipline policy will be implemented.

Any student who has signed into a class, and then leaves class without telling the teacher, will be seen as committing fraud and will lose make-up privileges in all classes for the term. Repeat offenses will be subject to the progressive discipline policy

**Student lockers**

Students entering the Pellerin Center with large coats or backpacks should store these items in lockers provided on the first or second floor. Bags or purses larger than a standard size shoe box are required to be placed in the lockers.

**Theft (2.3)**

The theft of student, staff, program, or district property will not be tolerated. Students are not allowed to remove school property, including textbooks. Removal of school property without permission will be considered theft.

Consequences:

- First offense: Restitution and minimum of three-day suspension.
- Second offense: Restitution and up to a six - day suspension.
- Third offense: Up to referral for expulsion.

**Transportation**

Students are responsible for providing their own transportation.

- All vehicles must be parked in the designated parking area.
- All vehicles must be operated in a safe manner while on the program campus and while arriving and departing program properties.
- All students are expected to be cooperative and respectful with parking lot personnel.
- *Any vehicle that enters the program campus or any district property does so acknowledging the right of program and/or district staff to thoroughly search the vehicle in accordance with District policies.*
- Students who drive to school must complete a vehicle registration form.
- In-district resident students may have their parents apply for bus tickets. Tickets will be mailed home. Students in Tier 3 will not be eligible for tickets as long as they are in Tier 3. Tickets will not be handed out at the front desk.

**Trespassing on Program Campus (2.6)**

Any student or non-student who is on the program campus without permission from the administration shall be deemed to be trespassing. No individual should be on campus unless they are attending their scheduled class or other official program business. Students who have dropped courses, thereby creating a non-scheduled break, may be asked to leave the campus. Students should leave the campus once their scheduled classes have ended, or they should be completing make-up work in designated areas. Students are not allowed to leave and return to campus once their scheduled classes are finished.

**Visitors on Campus**

Visitors to the program must make prior arrangements. Any person who has not pre-arranged his/her visit with an administrator, must report directly to the program office or be considered a trespasser and dealt with accordingly. Students who are dropped off and picked up during program hours should strongly discourage those persons assisting them from being on campus any longer than necessary. Students are accountable for the conduct and behavior of their guests and visitors.

## ZERO TOLERANCE POLICY

To provide a safe learning environment, the State of Michigan and the Board of Education has determined that certain behaviors and items will not be tolerated on school property or at school related events.

These behaviors/items include:

### **ALCOHOL/OTHER DRUGS**

Students who are in possession of other drugs (alcohol is a drug) are subject to both school sanctions and fines. We retain the right to confiscate these products and to contact law enforcement officials with names of offenders.

### **Drugs/Alcohol Possession, Use or Sale**

No student, visitor, or guest is to be in possession of, under the influence of, suspected of being under the influence of, or offer the sale or distribution of alcohol and/or a controlled substance on school or district property, or at any school related function. Suspicion includes odor, so beware of what your peers are doing near you.

The following consequences will apply.

Under, or suspicion of being under the influence:

- Will result in up to a 9-day suspension.
- Will result in a parent being notified. This includes parents of those over the age of 18 if the student is living at home and claimed as a dependent. If a parent is not available, the person listed on the emergency card will be called to pick up the student. (The student will be asked to stay in the ISS room until someone can pick him/her up).
- Will result in a referral to C.A.R.E. for an evaluation and referral.
- If the student follows through with the evaluation, three days of the suspension will be deferred.
- If the student follows through with the referral, three additional days of the suspension will be deferred.
- If the student misses any of the referred C.A.R.E. sessions, other than by a doctor verified illness, or a court-ordered absence, then all deferred days will be reinstated.
- If there is a second offense, there will be a nine-day suspension. No deferrals will be allowed on the second offense. A C.A.R.E. evaluation is required before readmission to the program.
- The student may be recommended for expulsion. For third offense, the student may not be allowed to re-enroll.

Possession:

Those in possession of drugs, paraphernalia, or anything meant to appear as a drug, will be issued a suspension from 10 days up to expulsion, and a C.A.R.E. evaluation is required prior to re-admission. There will be no deferrals. Law enforcement officials will be notified.

Sale/Distribution:

Students selling or distributing illegal or controlled substances will be recommended for suspension for up to 180 days. Law enforcement officials will be notified.

Prescription Drugs

All prescription medicine must be turned into the front office and all appropriate paperwork must be filled out. Failure to do so may result in the above mentioned consequences.

RSA does not distribute medicines such as pain relievers, cold medicines or other over the counter items without the appropriate paperwork being filed with the main office.

### **TOBACCO PRODUCTS**

In accordance with the laws of the State of Michigan, smoking is forbidden within 500 feet of school property at all times. Students found smoking on school grounds will be suspended for one day for the first infraction. For every subsequent infraction an additional day will be added. We retain the right to forward the names to law enforcement officials.

We may confiscate these products if seen on school property. A write-up consistent with the Progressive Discipline Process will take place. Further, the possession of tobacco by those under the age of 18 is against the law. Tobacco products will be confiscated and destroyed. We retain the right to forward the names of those in possession to law enforcement officials who may ticket and fine those individuals.

### **OTHER CRIMES**

Any time a student breaks a law, he or she is subject to arrest and trial. The crimes of Assault (the threatening of another) and Battery (the hitting of another) cannot be tolerated in a school community. Incidents of either assault or battery may result in police action, at the discretion of the administration.

#### **Fighting:**

Fighting is not allowed. Fighting may result in a recommendation for expulsion. While consequences may result in the maximum penalty, administration reserves the right to include additional, in-school measures to create a safe, secure and positive learning environment for all staff and students.

Riverside Academy offers our students a means of working through issues other than physical fighting. Riverside Academy expects students to take the support the program provides. Counselors and/or Group Psychology class can assist students in a conflict, address the issues and develop alternative approaches for a positive resolution of the conflict, prior to fighting.

The use of intimidation or threat to coerce students is forbidden. Consequences will follow district guidelines. Determination will be based on administrative investigation.

#### **Consequences:**

First Offense: From nine week suspension up to a referral for expulsion. Prior to re-enrollment, an evaluation at C.A.R.E. for a referral to Anger Management classes will be necessary for any student suspended for fighting.

Second Offense: Up to recommendation for expulsion.

Students who touch staff in any inappropriate manner will be removed from the program and at the discretion of the offended staff member, may be reported to law enforcement officials.

### **WEAPONS**

In accordance with the laws of the State of Michigan, no weapons are allowed on school property or buildings. Students found in possession of a weapon may be suspended for up to 180 days or expelled according to State law. A weapon is any object that is capable of inflicting bodily injuries. Some items in this list would include, but are not limited to a: firearm, knife, dagger, pocket knife opened by a mechanical device, box-cutter, butterfly knife, iron bar, bat, brick, explosive devices (including firecrackers), air gun, paint gun.

## POSITIVE BEHAVIOR SUPPORT

Riverside tries to reinforce positive behaviors through numerous intervention strategies such as: free lunch rewards, positive recognition, honors ceremony, food, incentive days, and participation in various extra-curriculum activities.

These positive behaviors can be summed up with the acrostic RAVEN: Respectful, Accountable, Visionary, Excellent, and Noble.

Students will be issued ID Badges which are recommended to be carried at all times. Students may receive, for positive behaviors, level discounts or points that can be used towards items in the café. The ID badge will be necessary to redeem the discounts or points.

## PROGRESSIVE DISCIPLINE REPORT

Students are expected to conduct themselves according to the Alternative Education Student Standards described in this handbook. However, if a student chooses not to follow the standards, they will be subject to a Progressive Discipline policy that is designed to correct behaviors and improve student achievement.

Consequences decided upon by administration will be based on a program-wide evaluation of an individual student's behavior.

Students are expected to comply with all reasonable instructions by *ALL* staff members.

Due Process: All students will be given the opportunity to tell their perception of the infraction. They will also have the ability to appeal disciplinary decisions to the appropriate administrator.

## STUDENT USE OF TECHNOLOGY

Students must adhere to the same guidelines as staff when using building technology. Additional regulations include:

- Students should NEVER download anything from the Internet.
- Students may not check personal e-mail accounts
- Students may not install or adjust software or hardware.
- Students may not visit websites containing inappropriate content including, but not limited to: violence, sex and drugs.
- Students may not participate in chat rooms, bulletin boards or live journaling.
- Music streaming is not allowed.

Students who violate district or school guidelines will be reported to the building administrator and computer coordinator. Disciplinary measures will be taken.

The Internet is to be used only when a teacher has given permission and only for class related activities and research. Using the Internet in any other way will result in a loss of privileges.

### **Log-Ins and Passwords:**

Students will be given log-ins and passwords once they are in Discovery classes. Students are responsible for memorizing or keeping their passwords once issued. If a password is lost or forgotten, the student must pay a \$1.00 fee to have it re-issued. Money collected will go to the Scholarship Fund. Students are not to share their log-ins.

# EMERGENCY PROCEDURES AND DRILLS

**NOTE: ALL PEOPLE IN THE BUILDING ARE REQUIRED TO PARTICIPATE IN EMERGENCY DRILLS.**

## **Fire Emergency:**

A description of the fire escape route for each room is posted near the door. On the first day of class, all instructors should inform their students of the fire emergency procedure as follow:

1. The office sounds the fire alarm. (Siren sound, flashing lights.)
2. Students should leave the class in an orderly manner. The first student who reaches the classroom door or an exit door should hold that door open for all other students.
3. The teacher should take the class attendance list with him/her.
4. Students should immediately proceed to the designated outside location with their class. Attendance is taken at this location.
5. Classes may not return to the building before clearance is given.

## **Tornado Emergency:**

1. Upon announcement of a tornado watch, designated individuals will remain up-to-date and alert regarding the severe weather conditions.
2. Upon public announcement of a tornado warning, the office will announce a tornado alarm.
3. Teachers should have class attendance sheet in hand. A staff member will direct each class to the designated secure location within the building.
4. Classes will remain in the secure location until clearance is given.

Failure to comply with staff directions during emergency situations or drills will result in disciplinary actions.

# STUDENT INJURY

In the event of serious illness or injury to a student, the administrator or designee will contact the parent or guardian to inform them of the nature of the illness or injury and the school recommendation for the follow-up. This could include:

- Parent follow-up when student returns home.
- Parent pick-up student for possible medical treatment.
- Possible transportation for the injured party by school personnel to hospital to meet parent for treatment.
- Transportation of a student to hospital by ambulance.

In case of serious injuries, including, but not limited to such conditions as extended unconsciousness, severe bleeding, obvious broken bones, back or neck injuries causing immobilization, a decision will be made by the building administrator as to whether to call the Emergency Medical Service for emergency transportation.

The administrator or designee may disclose personally identifiable information from the injured or ill student's education record to EMS or others only to the extent determined necessary to protect the health of the student or individual.

## PHONE USE

Students may not use the classroom or office phones for personal use. Students may get permission from the counseling staff to use a school phone. In the event of an emergency, outside callers may reach the student through the main office at 586-783-6420. Students answering parent calls on their cell phones are subject to the discipline consequences listed under cell phones.

## BUILDING CLOSURE

During weather or other emergencies, students are to tune to local television, WWJ, WXYZ, and WDIV, and/or radio stations WJR (760 AM) and WWHK (1430 AM). They may also go to the district website at [www.lc-ps.org](http://www.lc-ps.org) for information and/or updates. The listing "L'Anse Creuse Public Schools" will indicate a school closing for the entire day and evening, regardless of improved weather and road conditions. When bad weather begins during the day, decisions about evening classes are made at 3:00 p.m. and broadcast accordingly.

## COMMONS

Riverside Academy provides the Commons for students to sit in when they are waiting for their next class. Students in the Commons are expected to be quiet and respectful of the educational environment. Students who have left a scheduled class without permission are considered skipping and are subject to losing time make-up privileges and removal from the campus. The progressive discipline policy will be implemented.

Students who have dropped a class thereby creating a non-scheduled break may not be allowed to do make-up work or sit in the Commons, and may be asked to leave the building. Students who have an extended break in their schedule will be asked to leave the building or to sit quietly in the Commons.

Students should not stand in the foyers or block the doorway. Neither should they sit inside of the main office unless they are on official school business.

Vending machines will be available to students in the commons. Misuse of these items will be subject to the student code of conduct policies.

## FIELD TRIPS

There are several opportunities throughout the school year that students may be out of the building on a school-approved field trip. Prior to these trips, students will have to sign a permission slip (or their parent/guardian if under 18) and provide insurance information if applicable. Without the necessary forms filled out, students will be unable to attend the school function. Students must travel with staff or they will not be allowed to participate.

# PROGRAMMING

Riverside classes are offered in nearly one-hour blocks of time. Students have 4 minutes of passing time between classes. Riverside operates from 8:00 am - 3:28 pm, Monday, Tuesday, Thursday, and Friday and between 8:00 am - 2:52 pm on early release Wednesdays. Students are able to schedule classes to fit their individual needs. Group Psychology class is ½ hour with a ½ hour lunch period immediately preceding or following.

Students earn credit toward a high school diploma by successfully completing academic requirements and the specific courses required by Riverside Academy including the following:

## **Discovery**

A student who enrolls for the first time at Riverside Academy will take Discovery and a maximum of five additional classes of the student's choice. Discovery is an orientation to the program's policies and standards, and helps the student to adapt to the alternative learning environment. Topics covered in Discovery include: *study skills, self-esteem, emotions, stress management, conflict resolution, values, goals, decision-making, group norms, and beliefs.*

Students must pass Discovery before they may enroll full-time. A student that does not pass Discovery the first time may re-enroll.

## **Discovery Boot Camp**

Discovery Boot Camp is a class that is sometimes offered for students who have not earned credit in their Discovery class for two or more terms. If a student refuses to enroll in this class they will not be able to enroll in any Riverside Academy classes. The Discovery Boot Camp class is an outcome based class that is primarily computer and counseling based.

## **Group Psychology**

All students at Riverside are required to take and complete a group psychology class every term in which they enroll. Group psychology is a counseling environment in which students develop communication and relational skills. *Confidentiality* of group discussions and mutual respect are foundational principles that govern the groups. If a student breaks group confidentiality, it may result in a suspension or removal from the program. Students earn 1/4 (.25) elective credit for each 45 hours of completed class time.

## **Plato**

Riverside Academy utilizes a computer based instructional tool that aligns with state content standards called PLATO. The instructional staff utilize PLATO in lieu of textbooks to individualize instruction for each student, based on their academic needs. Small group tutoring and outside project activities supplement the PLATO curriculum. Riverside Academy has witnessed PLATO's effectiveness when used in conjunction with instructional guidance and support, with average success rates of two or more grade levels in either ELA, Math or both.

## **CAFE**

Students have a 30 minute break for lunch and are encouraged to purchase items from the Café. The Café will be open at posted times and will stock a variety of breakfast, lunch and snack items.

**ONLY** staff and Sales and Marketing Directed Study students are permitted to operate the Café. In the Sales and Marketing Directed Study classes, students will learn the concepts of operating all aspects of a retail store and develop the skills necessary to gain employment in the retail industry. Upon completion of the course, students will earn ¼ credit.

Sales and Marketing Directed Study Student Selection:

A student interested in becoming an employee must meet the following criteria:

- The student must complete an application and submit it (prior to registration) to the School Store Manager.
- The student must demonstrate appropriate mathematical skills and good attendance.

# GRADE REPORTING PROCEDURES

Students are to complete the requirements for each class in which they are enrolled.

## Grading Scale

Students must earn 70% or better to receive a passing grade. The grading ranges are as follows:

90%-100% = "A"

80%-89% = "B"

70%-79% = "C"

60%-69% = "D"

## Report Cards

Report Cards will be mailed home at the beginning of the next term. Attendance and grade reports will be available through the parent and student portals of Powerschool.

## Hold Grades

In order to keep students progressing towards completion, select classes have an option of receiving a hold grade. Students should check the class syllabus to see if a scheduled class is eligible.

To receive an "H" or hold grade the student must have completed the prescribed amount of classwork listed in the class syllabus at a passing level. To replace an "H" grade, the student must receive a grade of a "C" or better as a final grade.

These conditions also must be met for a hold grade to be used:

Student must re-enroll within 1 term. Individual appeals to this line item must be by teacher recommendation and administrator approval.

All non-completed "H" grades will be rolled over to "F"s at the end of the school year.

A hold grade can be for no more than 75% of the class work.

Teachers are NOT required to issue a hold grade. Reasons to refuse a hold grade may include:

- Excessive student discipline
- Excessive tardies or absences
- Lack of motivation
- Poor quality work

If a student drops Discovery or Group after 5 weeks, and the student was passing a non-group/discovery class with a "C" or better, then an "H" grade may be issued. If the student was failing the non-group/discovery class, the student will receive an "F" on his/her transcript.

## Testing Out Exams

Riverside Academy will use the L'Anse Creuse Board adopted policies and procedures for testing for course credit. Students should talk to their counselor for dates and fee schedules.

## Honors Assembly

Near the end of the second term we will host an invitation only-award ceremony for recognized students in academic achievement, participation, positive change, and other select categories.

## Attendance:

Students enrolled in the Alternative Education Program are expected to attend classes on a daily basis. Students should only miss for emergencies. Students sleeping in class will be marked absent.

The loss of credit in Group Psychology or Discovery class will result in loss of credit in ALL classes.

- This includes vocational classes regardless of the duration of the class.
- This includes credit that may have already been earned in PLATO.

**Tardy Time:**

Students are expected to be to class on time. If a student is late 1-5 minutes he/she will be marked tardy. The first three (3) tardies equal one (1) absence,  
 Six (6) tardies equal two (2) absences,  
 Nine (9) tardies equal three (3) absences,  
 Twelve (12) tardies equal four (4) absences,  
 Fifteen (15) tardies equal five (5) absences.

Students with excessive tardies may lose make-up privileges.

**Absences:**

**Students are expected to attend all classes; however, due to personal issues, emergency time may be necessary.**

5 hours of absences for a 1 hour course for illness, vehicle emergency, work, court, is excessive. Emergency Time ISN'T for vacation, sleeping in, skipping school, or sleeping in class! To Qualify for Make-Up Work you need to be in either the Green or Yellow Zones:

**You are in the Green Zone (1-5 absences):**

- If you have used your emergency time appropriately.
- If you have made up one unit of work in the Guided Study Hall within 5 days of one of the first five absences. (We encourage you to do the make-up work for one of the first two).

**Yellow Zone: Warning – You Might Be in Jeopardy of Losing Credit!****You are in the Yellow Zone if:**

- You have used your emergency time appropriately and
  - You have missed more than 5 absences but have made up one unit for one of the first 5 absences.
- If you have missed a sixth time and desire to earn credit:
- You MUST make up 2 units of work for absence #6 within 5 days of the absence.
  - If all conditions present have occurred, you *may* be allowed to make-up two units for absence #7 within 5 days of the absence.

**Red Zone: You have Lost Credit from the Class Because:**

- You have exceeded emergency time, used emergency time inappropriately, or the absences have not been made up in Green and Yellow Zones.
- Your absences have exceeded 5 hours/1 hour course of emergency time in the first three weeks of class.
- While you may have met the make-up work and absence requirements in Zones Green and Yellow, there are documented behavior problems in this class that make you ineligible for Make-Up Work.

**Warning: Exceptions are Rare, so Beware!**

All exceptions must be approved by administration and are for extreme cases such as documented hospitalization. Behavior may also be considered in the appeal process.

Make-up work is a privilege and is not guaranteed. Students with a pattern of misbehavior or poor attendance should not consider this as a student right.

**The student is responsible for knowing the amount of make-up work that is due.** The student should go to their teacher to determine the numbers of hours needed. Make-up packets were designed in order to increase mathematical skills in preparation for the MME test. Packets have been designed from MME prep assignments and assessment item analysis. In order to provide a positive quiet working environment during finals, all make-up time must be completed by the first day of finals of every term.

## MEDIA CENTER

Students may make-up work in the Media Center between 1:36-4:30 pm. Monday, Tuesday, Thursday, and Friday and 1:12-2:52 on Wednesdays. Students who attend later in the day may do work in the ISS room prior to their first class. Upon entering the Media Center, students must specify on the Media Center log-in form the class(es) they are making up work in. All students are expected to work productively. Students causing a disturbance will be asked to leave the building.

## ISS

In-School-Suspension room. Students who attend the ISS will not be marked absent from their regular class. Students who refuse the ISS option will have their attendance docked from their regular class time, possibly resulting in a loss of credit. They must leave the campus. Administration will determine who receives the option of attending the ISS.

## SUSPENSIONS

Suspensions are considered regular absences and will be treated as such. If a person has missed days 5, 6, and 7 due to a suspension, they will be required to do make-up work as stipulated in the attendance policy. An 8<sup>th</sup> absence which is a suspended day will not cause a loss of credit, however, another non-suspended absence will result in losing credit.

If a person is suspended for more than 3 days, the parents of the suspended student may request information as to how the student can do assignments at home.

## STUDENT GOVERNMENT

The Student Government at Riverside Academy organizes a variety of special events and projects for the entire student body throughout the school year. Participation with the Student Government gives students the opportunity to serve their classmates, develop the ability to work as a team and develop leadership skills.

### Getting Involved:

An initial interest meeting is held at the beginning of each term. Students must make a commitment to stay with the Student Government until the term is complete. To remain eligible for participation, students must maintain passing grades and appropriate attitude in all academic classes. Students are not allowed to neglect class work to participate in Student Government projects or meetings. All questions or concerns should be addressed to the Student Government sponsor.

### Student Government Projects:

The Student Government sponsors the following activities:

- Fund Raisers for Charities
- Helping at school functions
- School Improvement
- Community Projects
- Prom

## ALNET

Riverside Academy cooperates with other alternative education programs in the Metro area to provide additional experiences for students. The Alternative Network (ALNET) host the following activities during the school year.

- Student Leadership Conference
- Basketball
- Softball
- Girl's Volleyball
- Bowling
- Student Government Day
- Quiz Bowl
- ALNET Newspaper Competition
- Math/Science Olympiad
- Billiards

For up-to-date information about these dates and times of ALNET events, consult with the Dean of Students. Students who wish to get involved with ALNET activities also should talk to the Deans or the designated individual organizing a specific event. Students that drop two classes will not be eligible to participate.

**NOTICE OF NONDISCRIMINATION.** It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Personnel, L'Anse Creuse Public Schools Administration, 36727 Jefferson, Harrison Township, MI 48045, (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6500.