

Learning Opportunity Center (LOC) Handbook 2019-2020

District Mission Statement

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

Staff

Michelle Winther, At-Risk Specialist

Derek Wrage, At-Risk Specialist

Tara Zehr, Principal, WEST Academy High School

Table of Contents

| | |
|--|-----------|
| Procedures | 2 |
| Entry Into Building | 2 |
| Extracurriculars | 2 |
| Medication | 2 |
| Parking/Driving/Drop off | 2 |
| Presence on school grounds | 3 |
| School Closings/Late Starts | 3 |
| Search and Seizure | 3 |
| Visitors | 3 |
| Expectations | 3 |
| Attendance and Absences | 3 |
| Behavior Expectations | 4 |
| Cellular Phones and other Electronic Devices | 5 |
| Dress code | 5 |
| Learning Opportunity Center Procedures | 5 |
| Breakfast/Lunch | 5 |
| Behavior Plan/Points System | 5 |
| Intake Process | 6 |
| Reintegration Plans | 6 |
| Exit from Program | 6 |
| Curriculum | 6 |
| Career Academy | 6 |
| Computers/iPads | 6 |
| Counselor's Office | 7 |
| Coursework | 7 |
| Expectations for E2020/Edgenuity coursework | 7 |
| Length of Stay | 7 |
| Students with Special Needs | 8 |
| Schedules | 9 |
| Daily Schedule | 9 |
| Monday Schedule | 10 |
| Learning Opportunity Center Point Sheet | 11 |
| Handbook Signature Page | 12 |

All handbook policies currently in place at the home building are continued in this program. A copy of the building's handbook will be available upon request, in addition to this Program's procedures. These are additional procedures and practices specific to the Learning Opportunity Center.

Procedures

Entry Into Building

All students assigned to the LOC will enter the WEST Academy High School building through the East doors. The doors will be unlocked from 7:35 to 7:45 AM. Students should not arrive until 7:30 AM. Students will be expected to wait between the double doors until a staff member lets them in for breakfast. After 7:45 AM, students will need to obtain permission to enter by going to the main doors of WEST Academy High School that are located on the North side of the building. Students may enter by buzzing and receiving permission from the secretary, who will confirm with the staff of the LOC. At the end of the day, students will be expected to depart the building and the school grounds by 1:35 on Mondays and 2:50 PM on Tuesdays through Fridays. **At no time, should students attempt to re-enter through the WEST Academy door(s).**

Extracurriculars

Students assigned to the LOC will not be permitted to participate in, nor attend extracurricular events throughout the district.

Medication

If students need medication during the school day, a LOC staff member, or building secretary, will be able to distribute this medication. The school will not dispense medication without informed consent from parent/guardian. Medication forms will be transferred from the home school, if there is one on file. As with any other building, medications must be in a pharmacy container, with the name of the medication, dosage, and student's name clearly marked.

Parking/Driving/Drop off

If parents are dropping students off for the LOC, they should do so by pulling up in the lot on the East side of the WEST Academy/Administration complex. The student will then enter the East doors. **At no time should parents/guardians or students drive into the lot on the south side of the complex.** If students drive themselves, they should park on the east side of the building.

Presence on school grounds

Students assigned to the Learning Opportunity Center will not be permitted on any school property (except WEST Academy Complex). Even at WEST Academy, student access will be limited to the LOC room, unless accompanied by staff.

School Closings/Late Starts

During inclement weather, if Newton Community Schools cancel school, then the Program will also cancel classes. This will be announced on the radio stations KCOB 1280 AM, 95.9 FM, or on the district website, www.newton.k12.ia.us.

Students assigned to the Learning Opportunity Center will attend school on the same schedule as the rest of the district.

Search and Seizure

Upon entry to the LOC each morning, students will empty their pockets, (jeans, shorts, athletic shorts, compression shorts, etc.) turning them inside out for staff to verify. Students will remove any sweatshirt/hoodie that they are wearing and lift their shirts for visual inspection of the waistline. Students will pull their pants up, above the sock line for visual inspection. At no time during this search will staff place hands on students, unless in immediate danger.

Any materials removed from pockets will be placed in an individual container for each student. Those containers will then be locked up, unavailable to student access until the student checks out at the end of the day. If the student chooses to leave the building (elopes) or is suspended for disciplinary purposes, a parent or guardian will need to pick up the student's belongings at the end of the day.

Visitors

Visitors to the LOC will **NOT** be permitted. Parents will be invited in to meet with staff on an as-needed basis or by appointment.

Expectations

Attendance and Absences

Regular and consistent attendance is expected for students in the Learning Opportunity Center. Students will be placed at the Learning Opportunity Center for a specific number of days. ***Those days will be counted in student attendance days, not calendar days.***

Elopement, or suspension, at any point during the day, will result in a full day absence and a parent meeting will be required before students will be allowed to return to the LOC.

If a student accumulates three (3) absences at the LOC during any term, there will be a parent meeting to discuss the issue. Once a student has reached six (6) absences during the semester, the teams from the LOC and the home building will meet to discuss the next step. This could include removal from school, continuation of the disciplinary plan determined prior to placement or a continuation at the LOC.

Just as attendance is important, punctuality is equally important. Tardies will not be tolerated. For every three (3) tardies, students will accumulate one (1) absence, and the above policy will be enacted.

Parents or legal guardians are expected to call the Learning Opportunity Center when the student is going to be absent from school. The school's number is 641-792-0335.

Behavior Expectations

Students are expected to demonstrate personal responsibility while meeting their academic targets. Personal responsibility includes working independently, respecting all other persons in attendance, and following established expectations. The staff reserves the right to remove a student should the behavior become a detriment to the learning of others. Students are placed at the LOC for disciplinary purposes. Should those incidents continue (or escalate), students MAY be taken to the Board of Education for a potential expulsion hearing.

The handbook is not an exhaustive list of program rules and expectations. Students are always required to follow staff directives and comply with program expectations.

Should students not meet behavioral expectations, the following sequence of events will take place:

- Discussion during daily checkout
- Discussion at weekly team meetings
- A parent is contacted anytime a referral takes place.
- If a student reaches three (3) referrals, a meeting will be held with the home building principal, the parent and the LOC staff to determine future placement.
- If a student earns zero (0) points for two days, parents will be contacted about these concerns
- If a student earns zero (0) points for four days, a meeting will be held with the home principal, parent and the LOC staff to determine future placement.
 - Consequences will be determined as a result of the parent/team meeting

Cellular Phones and other Electronic Devices

Students will place cellular phones and/or other electronic devices in their individual container, to be locked up until the student is dismissed for the day.

Dress code

Dress code will follow the NCSD dress code, as expressed in the Berg Middle School handbook, the WEST Academy handbook and the Newton High School handbook. It is solely the discretion of the LOC staff to determine appropriateness of dress. There will be clothing to change into or students will be asked to leave for the day, thus extending their placement at the LOC.

At the LOC, ***there will be no need for a backpack or drawstring bag.*** Homework will stay in the building. Please do not bring a backpack or drawstring bag. If students bring it, parents will be called to come pick it up immediately.

In brief: students are to wear clean clothing, with no references to drugs, alcohol, or explicit material, nor profanity or implied profanity. Clothing should cover undergarments at all times. No strapless shirts, no spaghetti strap shirts. Shorts must be to at least mid-thigh. Footwear must be worn at all times. No pajamas/pajama pants.

Learning Opportunity Center Procedures

Breakfast/Lunch

Breakfast and lunch will be served daily to students attending the LOC. The menu will follow the district plan. All students will qualify for free breakfast and lunch while attending the LOC. Students will have the opportunity to bring their own cold lunch. No refrigerator or microwave will be available. Students will not be allowed to bring snacks or soda to the LOC. Students may bring a clear water bottle to be filled at the LOC if they so choose.

Behavior Plan/Points System

Students will be on a positive, reinforced point system, similar to the BoysTown Model. A summary of the day will be sent home with the student as long as he/she is on the daily points level. This can be done electronically or hard copy.

Should there be issues, and students are not earning the expected positive points, the following situations will apply:

- After the third referral, there will be a parent meeting
- Elopement is an automatic referral, usually coupled with the referral they were earning at the time, therefore a parent meeting would be required

Intake Process

- There will be an intake meeting conducted by Learning Opportunity Center staff/administration. This will be prior to the student starting at the LOC.
- During a suspension, students are not allowed on any campus, with the exception of the current placement (Learning Opportunity Center)

Reintegration Plans

Students will have the opportunity to demonstrate behavioral skill acquisition. Students will demonstrate this acquisition by meeting all expectations placed on them during their time at the LOC. Once the student has demonstrated the necessary skills at the LOC, he/she will start to return to the home school to demonstrate those skills in the home school setting.

Exit from Program

During the reintegration process, staff from both buildings will meet to discuss the student's progress during reintegration. A plan will be put in place to support the student once he/she returns to his/her home building.

Curriculum

Career Academy

(High School students only) If the student is enrolled in the Career Academy at DMACC, he/she will NOT be able to attend classes at the Academy for the duration of placement in the LOC. This is the same policy that Newton High School uses.

Computers/iPads

The school technology is provided for students to conduct educational research, to complete classroom projects and is a vital part of their learning process. All electronic technologies must be used in support of the educational program of the district.

Students are to leave their school issued technology at the home school. The LOC staff will provide a chromebook as needed.

Students will have their screens visible to staff at all times. Students will only be allowed on approved sites. Should students violate this privilege, the following consequences could apply:

- warning/possible loss of points
- Loss of computer privileges for the day
- Loss of computer privileges for extended time
- Return to home school for the next level of discipline

Counselor's Office

There is no counselor specifically assigned to the Learning Opportunity Center. However, each student has had a counselor assigned to him/her in home building. That counselor will continue to serve his/her student at the LOC, as though he/she were in the home building. Additionally, there is a counselor at WEST Academy who will make herself available as needed for emergency situations.

Coursework

When a student is placed at the LOC, students will continue with his/her academic programming as if he/she were on an extended absence. ALL core area coursework expected of students in the home building will be supplied to the staff at the LOC, who will return all completed assignments via interoffice mail or personal delivery. The home school is responsible for assigning grades during temporary placements. The home building will ensure that materials are in hand before the start of placement. Should an answer key be necessary to support student completion of work, staff will contact the classroom teacher.

If at all possible, there will also be a teacher's manual available for the staff.

The focus of the coursework will be on CORE courses, with academic electives provided if at all possible (example: personal finance). CORE courses are English/Language Arts, Math, Science, and Social Studies. Physical Education will be provided to students Tuesday through Friday for 50 minutes a day. This may result in the student earning a PE credit through a PE contract.

Because of the schedule and focus of the LOC, there should be no homework.

If students are enrolled in online courses, they are strongly encouraged to bring personal headphones to the LOC.

Expectations for E2020/Edgenuity coursework

- Listen to instructor
- Listen to instruction provided on the computer
- Keep your head up and sit in the chair properly
- Students must have earbuds/headphones for the instruction and not be a distraction to others during this class

Length of Stay

Students will be placed in the Program for a minimum of five (5) days, and a maximum of one (1) year. Weekly, as part of the reintegration process, the staff will meet to discuss student

progress. As much as possible, the student will be included in those discussions. These meetings are a critical component of the reintegration process, regardless of the length of stay. Staff will be able to provide valuable information about student behavior, progress and needed accommodations upon returning to the home school.

Students with Special Needs

For students with disabilities placed at the LOC for more than ten (10) days, the home school will complete and submit the paperwork for the amendment for a change in placement. Any student with a disability will be provided the specially designed instruction described in his/her IEP while assigned to the LOC by a highly qualified special education teacher.

Schedules

| Daily Schedule | |
|---|------------------------------------|
| 7:45 - 8:00 | Breakfast |
| 8:00 - 8:15 | Check-In/Point Sheets/Goal Setting |
| 8:15 - 8:35 | Social Skills |
| 8:35 - 8:40 | Break |
| 8:40 - 9:30 | Math |
| 9:30 - 9:35 | Break |
| 9:35 - 10:25 | English/Language Arts |
| 10:25 - 10:30 | Break |
| 10:30 - 11:20 | Science |
| 11:20 - 11:25 | Break |
| 11:25 - 11:55 | Lunch |
| 11:55 - 12:00 | Break |
| 12:00 - 12:30 | Group |
| 12:30 - 12:35 | Break |
| 12:35 - 1:25 | PE |
| 1:25 - 1:30 | Break |
| 1:30 - 2:20 | Social Studies |
| 2:20 - 2:25 | Break |
| 2:25 - 2:45 | Check-Out |
| *Schedule is subject to change per teacher discretion | |

Monday Schedule

| | |
|---------------|------------------------------------|
| 7:45 - 8:00 | Breakfast |
| 8:00 - 8:15 | Check-In/Point Sheets/Goal Setting |
| 8:15 - 8:35 | Social Skills |
| 8:35 - 8:40 | Break |
| 8:40 - 9:25 | Math |
| 9:25 - 9:30 | Break |
| 9:30 - 10:15 | English/Language Arts |
| 10:15 - 10:20 | Break |
| 10:20 - 11:05 | Science |
| 11:05 - 11:10 | Break |
| 11:10 - 11:40 | Lunch |
| 11:40 - 11:45 | Break |
| 11:45 - 12:15 | Group |
| 12:15 - 12:20 | Break |
| 12:20 - 1:05 | Social Studies |
| 1:05 - 1:10 | Break |
| 1:10 - 1:30 | Check-Out |

*Schedule is subject to change per teacher discretion

Learning Opportunity Center Point Sheet

Learning Opportunity Center Point Sheet

Name _____ Date _____

| | Breakfast | Check-Ins | Social Skills | Break | Math | Break | ELA | Break | Science |
|-------------------------------|--------------|--------------|---------------|-------|--------------|-------|--------------|-------|--------------|
| On Task | 4 3 2 1 0 | 4 3 2 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 |
| Following Directions | 4 3 2 1 0 | 4 3 2 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 |
| Working With Adults | 4 3 2 1 0 | 4 3 2 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 |
| Appropriate Peer Interactions | 4 3 2 1 0 | 4 3 2 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 |
| Teacher Initials | | | | | | | | | |

| | Break | Lunch | Break | Group | Break | PE | Break | Social Studies | Break |
|-------------------------------|-------|--------------|-------|--------------|-------|--------------|-------|----------------|-------|
| On Task | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 |
| Following Directions | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 |
| Working With Adults | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 |
| Appropriate Peer Interactions | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 | 4 3 2 1 0 | 1 0 |
| Teacher Initials | | | | | | | | | |

| Targets | Looks like: |
|-------------------------------|---|
| On Task | <ul style="list-style-type: none"> Arrived on time Was prepared Focused on task at hand Always giving best effort |
| Following Directions | <ul style="list-style-type: none"> Acknowledge request Follow redirection promptly Completed quality work, on time |
| Working With Adults | <ul style="list-style-type: none"> Responsible for own learning Proactive- asking for assistance as needed Followed suggestions Communicates respectfully |
| Appropriate Peer Interactions | <ul style="list-style-type: none"> Effectively communicates with other students Interacts with peers at appropriate time and manner (ex. language, topic, time and volume) A positive leader for peers Accepts others points of view and embraces diversity |

| Score | Looks Like | Frequency |
|-------|----------------|-----------|
| 4 | Always | 90-100% |
| 3 | Most | 60-89% |
| 2 | Inconsistently | 40-59% |
| 1 | Rarely | 20-39% |
| 0 | Did Not | 0-19% |

$$\frac{\text{Total Points Earned}}{\text{Total Points Possible}} = \text{Daily Percentage}$$

Total Points Possible 192
Goal is at least 90% (173 points)

Handbook Signature Page

PARENT/GUARDIAN

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to WEST Academy.

We, the parent(s)/guardians of _____
(print first and last name), agree to follow the policies outlined in the student handbook for the current school year. We recognize we have the right and responsibility to discuss the rules and policies with our child. We recognize it is the right and responsibility of the staff and teachers to make the rules and enforce them.

Signature of Parent/Guardian _____

Date _____

STUDENT

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to WEST Academy.

I, _____(print first and last name),
agree to follow the policies outlined in the student handbook for the current school year. I recognize it is my responsibility to know and understand the rules and policies outlined in this handbook. I recognize it is the right and responsibility of the staff and teachers to make the rules and enforce them.

Signature of Student _____

Date _____