

FOCUS Alternative HS

Chimacum School District Alternative
Options Program

Student handbook

Program Eligibility

Students in grades 10 through 12 are eligible to attend FOCUS. The program is open to all students (from any district), with inclusion based on the following criteria: (listed in priority order). The applicants must realize that they would be a FOCUS High School student and will be getting an Alternative H.S. Diploma.

1. Pregnancy/Parenting
2. Credit deficient
3. Drop out—absent from school for 60 days (comparable to one trimester).
4. Highly at risk—potential drop out, grade point below 2.0, erratic attendance record.
5. Mid-trimester entry into the CHS system with no suitable offerings at CHS.
6. Returning from drug rehabilitation or other extenuating circumstances.
7. Students that are under jurisdiction of juvenile authorities.

Priority consideration is given to seniors in descending order to sophomores.

*If a student is dropped from FOCUS, they would have to reapply and would be admitted only if they have been successful in the regular program for one trimester and according to the wait list for the program.

Admission

Focus Alternative is an optional way for students to earn a high school diploma. Based on the state minimum graduation requirements, students work on a contract-based, individualized educational program to complete credits. Students may take some classes through the regular high school program. Enrollment is limited to maximize personalization and teacher contract time. Students are eligible to apply for admission beginning in their sophomore year. Upon successful completion of all credit requirements, students will be issued a Focus High School Diploma. Students must have successfully completed a minimum of one trimester in Focus to be eligible for the Focus Diploma. Informational packets and applications are available in the Focus Classroom and counseling office.

Students or their parents who desire placement into the FOCUS Alternative program must complete the following:

1. Initiate interview with the school counselor.
2. Complete application package.
3. Current transcripts and immunization records.
4. Interview with the FOCUS Alternative School Instructor.

Out of district students must follow choice procedures for FOCUS application. FOCUS application forms are available at the HS/District office or School Counselors Office.

FOCUS Alternative HS Program

FOCUS works in a diverse setting to deliver individualized, competency-based instruction using technology and modified curriculum. This program covers academics ranging from Science, Humanities, Social Studies, Math, Art and English, as well as several Electives.

FOCUS seeks to deliver all the ingredients of an effective education through the following:

Individualized Learning Plans: Each student has their own Learning Plan designed to work towards graduation within an appropriate period of time.

Instructional Options: There are different materials and media easily accessible to address a comprehensive number of instructional objectives so each learner's needs and learning style can be accommodated.

Self-Directed Learning: Learners are given responsibility, choice and substantial degree of control, enhancing their feelings of efficiency and their commitment.

Positive Reinforcement: The organization of the instruction will follow easily mastered steps, frequent conferences to document progress and to provide recognition and reinforcement for learning achievements.

Accountability: There are monthly reviews on the status of each learner so problems can be identified and addressed with student accountable for learning, effort and mastery.

Maximum Time-On-Task: Applied learning time or "time on task" is maximized since each learner works individually on appropriate materials, with little time lost to group disruptions or explanations.

One-On-One Attention: Teachers and aides have the time and tools to provide one-on-one attention and assistance when needed.

Supportive Environment: With individualized instruction, attention, accountability, a participant's learning or outside problems can be addressed without disrupting other learners to provide a structured yet supportive learning environment.

Working & Training Linkages: With flexible scheduling of instruction & competency-based approach, learning can be more easily linked with work, training and educational activities.

School Entry

When **FOCUS Alternative** is full, student names will be placed on an enrollment entry/waiting list. Students enter Focus school when openings become available. The CHS counselor is responsible for transcript review and program recommendations.

New Student Information

FOCUS Alternative school is designed to help you, the student, graduate with a alternative high school diploma. Before you decide to enter FOCUS, you need to know a little about the school so you can make the right choice. The following are some facts about FOCUS:

Students attending FOCUS will graduate with a FOCUS Alternative Diploma. If you desire to have a Chimacum H.S. Diploma you must attend the regular high school full time but through FOCUS we do have several credits that a student can take after school or online for a fee of \$100 per credit.

Credits can be earned by a variety of options including independent study, online, community college, home study, and work credit in accordance with applicable WAC. Each student's schedule is modified according to his/her individual circumstances and needs.

Students must attend at least four periods in the FOCUS school or be in a special situation that allows them to attend the minimum of five hours per week. Within either program the student must be working on several credits to meet graduation requirements.

Academic goal: One of the goals of Focus is to enable students to become productive lifelong learners. It is important that students not only attend school, but also that they make satisfactory monthly progress in school.

Credits: A credit is earned toward graduation by successfully completing 150 hours of planned instructional activities or a Carnegie unit (60 - 50 minute hours) or more of course work. Students can earn several credits for trimester if they apply themselves. Some of the credits are Pass/Fail and some are A to C, all credits must be met with a 70% passing score or better.

Tardiness: Any student will be considered tardy if he/she is not present at the designated starting time. Students arriving 10 minutes late will be marked absent. **Students are also required to clock in on a time card**, this is very important for auditing purposes. When a student is on an adjusted minimum time schedule, they must keep a log of time spent on credits and have this signed off by their parent/guardian.

Grading: It is the student's responsibility to keep and submit documentation of all preparatory work when completed. Portfolios for record keeping will be provided within the school structure. Students who do not complete required tasks and testing at the levels

of competency (70% or better) required will not receive credit and may be asked to leave the Focus program and re-enroll in regular high school classes.

Attendance/Productivity/Progress: Absences are considered excessive once they begin to have an adverse impact on the student's academic progress. Progress will be discussed with students monthly. If progress is not shown, the school will communicate with the parents by written notification and possibly phone. Then a conference with parent-student-teacher-administrator will be held in order to arrive at a satisfactory solution. Students identified as habitual absentees will be subject to the provisions of the "Becca Bill" RCW 28A.225.010.

RCW 28A.225.010 states that attendance is mandatory for students enrolled in public schools. RCW28A.225.030 requires that; "Not later than the seventh unexcused absence during the current school year the school district shall file a petition and supporting affidavit for civil action with the juvenile court alleging a violation of 28A.225.010."

Cheating: Cheating on preparatory work or tests may result in loss of credit for that course and possibly dismissal from the FOCUS Alternative High School.

Carry-over work: Incomplete work in a given term may be carried over to the next term, or following year. Some time restraints may be imposed. Students must obtain a minimum of six credits per trimester unless a special waiver is obtained from instructor.

School rules within FOCUS

1. Students must treat others and their property with respect—respect for self, respect the situation, and respect for instructors.
2. Dress appropriately: Any form of dress that may present a health or safety hazard will not be permitted within FOCUS. This may include dressing to intimidate other students. In addition, we reserve the right to disallow any form of dress that is inappropriate or revealing in nature. Any shirt or blouse with pictures, references, or innuendo to drugs, alcohol or sex are unacceptable. Students coming to school in such clothing will be required to change clothing before continuing in the program.
3. Tobacco/alcohol/drugs/weapons are not allowed on School District grounds.
4. We believe that individuals who habitually use drugs and alcohol cannot be effective students in school. As a result, we have taken a determined stand against drugs and alcohol at Chimacum School District. It is the policy of FOCUS as well as state law, that our school is a drug free environment. It is the intent of the law and policy that no use of drugs or alcohol is permitted on the school grounds at any time, including after school, evening & weekend activities. Any student suspected of being under the influence of or in possession of drugs/alcohol will be confronted and asked to reveal the contents of anything on their person. Students coming to school intoxicated, “under the influence of drugs,” or in possession of drugs/alcohol will be immediately suspended.
5. Classroom rules: will be posted within the facility and provided upon admittance to FOCUS.
6. Students are responsible for all books and materials checked out or loaned to them.
7. It is everyone’s responsibility to keep the campus and our facility looking good. Participate in your own environment and make it good for everyone.
8. Guests are welcome with the prearranged permission (one day in advance) of the FOCUS instructor.
9. When on the CHS main campus you are subject to the rules which govern all students.

FOCUS: Non-productive student policy

When a student fails at FOCUS Alternative HS, it indicates a very serious problem. First, the student's graduation may be in jeopardy. A student must earn 57 trimester credits for a FOCUS Alternative HS Diploma. Second, the student could be placed on academic probation, which may result in long-term suspension. We believe that a failing student and his or her parents need to be informed of his or her status as soon as it is determined. Whenever a student is in danger of failing, a referral will be mailed home and parents will be encouraged to meet with the teacher and student to identify the problem and determine what must happen for the student to pass.

A student who fails one or more classes at the trimester will be placed on academic probation for the next grading period. If productivity is failing at six-weeks of the following grading period he/she will be assumed in violation of WAC 18040-210, which states that, "it is the responsibility and duty of each student to pursue his/her course of studies..." and he or she may be subject to a long term suspension and /or referred for the "Becca Bill."

It is the intent of the District to administer the Non-productive student policy in accord with all applicable procedures, rules and regulations of the individual with Disabilities Education Act & Section 504 of the Civil Rights Act of 1973.

Teachers: Teachers will contact the students and parents when evidence is available about class productivity concerns.

FOCUS Alternative HS Graduation requirements:

Trimester requirements:

9 English
6 Science
6 Math
7.5 History/Social Studies
3 Vocational
3 Occupational
6 PE
16.5 Electives

57.0 Trimester Credits, completion of Senior Project, Senior Portfolio and community service hours.

Discipline Policy

Students shall be subject to the same levels of Discipline Policies stated in the regular CHS Student Handbook available in the main office of the high school which may be obtained from the Dean of Students.

1. A counselor referral will be made as a part of every discipline intervention completed.
2. A “real justice” conference may be required at the instructor’s preference or discretion, if a parent conference is completed and/or the student is cooperative.
3. A drug or alcohol infraction requires a 60 day suspension as per District policy. However this may be impacted by enrollment in drug intervention & counseling programs.
4. Students, who are suspended, must serve their suspension before they can return to class.
5. Weapons offenses are 1-year expulsion from school.

FOCUS Alternative: Contract Based Education (reduced time program)

The CBE program is a high school completion program for the students who cannot attend school during the normal school day. Students attend class for 5 hours per week or one on one for 1 hour per week (there are limits to the number of students that can use this type of schedule), according to a schedule determined by the instructor and the student. Time at FOCUS will be spent on conference, testing and materials preparation. The program requires that the majority of homework be completed at home between scheduled appointments. A log of time spent on work is kept and signed off by parent/guardian.

A student may miss an appointment time, but will be required to make that appointment time up the following week, or at a time prearranged between instructor and student. A missed appointment is equal to 5 days absences from school. The student must call on scheduled day and inform the teacher that they will be missing that appointment and will arrange a make-up day and time.

Students will complete one to three course studies at a time. Each course is one credit and a total of 4 to 6 credits should be completed per trimester depending on the shortage of credits for each individual.

Students who do not meet CBE attendance policy or monthly productivity standards will be suspended from FOCUS Alternative H.S.. For example; missed two appointments and did not make up the time during required arranged appointment—student will be suspended from CBE. The student may reapply to the program after 30 days.

FOCUS Alternative HS Program
Handbook Agreement

I have read the FOCUS Alternative Handbook with my parents or guardian. I agree to abide by the rules set forth in this handbook.

****Sign and date this page and return it to the FOCUS Alternative Instructor/Director.**

Student: _____

Parent/Guardian: _____

Date: _____