

## **Program Hours**

Monday – Friday: 8:00am – 2:30pm

## **Schedule**

### **MONDAY-FRIDAY**

Period 1	8:00 – 9:00
Period 2	9:00 – 10:00
Period 3	10:00 – 11:00
Period 4	11:00 – 12:00
LUNCH	12:00 – 12:30
Period 5	12:30 – 1:30
Period 6	1:30 – 2:30

## **Extended Advisory Schedule**

(Advisory is 30 minutes)

Period 1	8:00 – 8:45
Advisory	8:45 – 9:15
Period 2	9:15 - 10:00
Period 3	10:00 – 11:00
Period 4	11:00 – 12:00
LUNCH	12:00 – 12:30
Period 5	12:30 – 1:30
Period 6	1:30 – 2:30

All students must enroll full-time in the program.

## **School Calendar**

### **2018**

**October 18-19**

**November 21**

**November 22-23**

**December 19 – January 1**

**MEA Convention**

**Teacher Workshop Day**

**Thanksgiving Break**

**Winter Break**

### **2019**

**January 21**

**February 18**

**March 25 – March 29**

**May 27**

**June 7**

**Martin Luther King, Jr. Day**

**Presidents' Day**

**Spring Break**

**Memorial Day**

**Teachers Workshop Day**

**Trimester 1: September 4 – November 29**

**Trimester 2: November 30 - March 6**

**Trimester 3: March 7 - June 6**

**Tentative Summer School Dates:**

**June 10 – July 18**

**Monday – Thursday TBD**

## **Transportation**

Choice AHS does not provide transportation. Students need to find their own reliable source of transportation. City bus routes can be found on MTC's website, [www.metrotransit.org](http://www.metrotransit.org) or by calling 612-373-3333.

## **Books and Materials**

Books are provided for you. These materials are for use in the classroom only and cannot be written in. In some cases the teachers will let you check material out for overnight use. **\*\*\*If you still have materials from the high school that you are transferring from, you must return them or pay a penalty before starting at Choice. Not returning materials could hold up receiving your diploma on time.\*\*\***

Students must supply their own pens, pencils, notebooks/paper and calculators.

## **Parking**

Parking for students is available in the General Dynamics parking lot. Please park only in the marked parking stalls or you can be towed.

## **Visitors**

All visitors must check in at the Program Secretary's desk. Visitors are not allowed to accompany students to the program without the written permission of the program principal.

## **Breaks**

Students are not allowed to leave the third floor in between classes. If a student leaves the third floor and tries to re-enter, they will be sent home for the day. Students are allowed off campus for lunch from 12:00 – 12:30pm.

## **Telephones**

Students must get teacher permission to use any telephone. Cell phone use is not allowed in the classroom. If a student is asked to put their cell phone away and does not comply, the student may be sent home for the remainder of the day.

Phone privileges are directly tied to academic progress. Students will be able to continue their phone privileges each month if they have reached the expected academic goals set by their classroom instructors. This will be evaluated during progress reviews each month. Students who fail to reach their expected academic goals will not be able to continue their phone privileges until they reach an academic goal that is decided on by each classroom instructor.

## **Field Trips**

Various field trips are planned throughout the school year. Some may have credits attached to them. Participation in these field trips is mandatory. If you do not attend the field trip, it will be counted as an absence.

## **Plagiarism**

Students will learn the importance of academic honesty during Orientation, where they will acknowledge understanding before starting their courses. If students fail to respect the academic honesty policy of the district and Choice Alternative High School, the following will happen:

1. Conference with teacher and incident logged on Academic Dishonesty & Behavior Logs
2. Meeting with Principal
3. Meeting with Principal; possible suspension for up to five days
4. Possible dismissal from program

# **PROGRAM REQUIREMENTS**

## **Graduation Requirements**

All Choice Alternative High School students need to fulfill the credit requirements of the Bloomington School District or their home district. Students will have a Student Learning Plan outlining what they need to complete in order to graduate as they enter the program. Students will review their learning plan with their advisor.

## **Orientation**

The Choice Alternative High School requires all students to complete two days of orientation and attend the first day of class to continue on in the program. Orientation is intended to strengthen students commitment and create a foundation of skills needed to transition successfully into adulthood after graduation.

## **Credits/Classes**

In classes you will work individually on coursework determined by your learning plan and the teacher. Materials are available for a variety of skill levels.

The more effectively you use your class time each day, the faster you will earn credits and graduate. You, your advisor and the principal will monitor your work and attendance.

## **Credit Pacing**

Each student may work at a different rate depending on his or her skill, motivation, attendance and the class. If you want to stay on track:

### **Traditional Bloomington Schools:**

#### **2017 & later graduates**

3.0 credits every 6 weeks

**Traditional Richfield:** 3.5 (3.5 semester classes) every 9 weeks; 7 credits (7 semester courses) every 18 weeks

***This is to stay on pace – it does not include making up lost ground.***



## **WORK BASED LEARNING PROGRAM**

The Work Based Learning Program was developed to provide students with the opportunity to build career awareness and explore career options. This program allows the student to participate in on-the-job training and earn credit. To qualify for this program, you must fill out a training agreement and work 15 hours a week. If you are driving yourself to work you will need to provide a copy of your drivers' license and insurance information. Students also participate in a WBL Seminar and are monitored by our WBL Coordinator.

## **Bloomington Career and College Academy (BCCA)**

As a student at CHOICE Alternative High School, it is very convenient for you to earn credits by taking BCCA classes right within the same building! BCCA offers classes that fall within one of seven pathways:

1. Advanced Engineering and Manufacturing
2. Automotive Technology
3. Building and Trades
4. Cosmetology
5. Criminal Justice/Law Enforcement
6. Health Sciences
7. Information Technology (IT)

For some basic information and to find out which classes BCCA offers within each pathway, visit this link: <https://tinyurl.com/bccainfo>

To read a description of each class and/or to sign-up for a BCCA class, please refer to the BCCA folder in the CHOICE Counseling Office. You can also ask to speak to Katie Johnson, the BCCA Counselor, on the second floor or email her at [kjohnson4@isd271.org](mailto:kjohnson4@isd271.org)

## **Personal Growth Planning (PGP)**

All CHOICE students will be required to complete their assigned Personal Growth Planning (PGP) tasks in order to graduate. This is a district requirement that all BPS graduates must fulfill. The goal of PGP is to ensure that all students leave Bloomington Public Schools ready for college/post-secondary education, career, and life. PGP activities at CHOICE will be designed with student needs in mind. PGP activities are NOT all focused around traditional "college," but instead help students explore many career areas and occupations that involve a diverse range of post-high school preparation.

## **STUDENT ATTENDANCE, ACADEMIC PROGRESS, & BEHAVIOR REQUIREMENTS**

**At the beginning of each month, students will review attendance and academic progress with their advisor. Gary will review any behavior incidents that would factor into a student's placement on a STEP. See below for details on the STEP PROCESS.**

### **Attendance**

80% average attendance is **required** for students to stay in the Choice program. **Students are expected to track their absences in their planner to stay within the required attendance percentages. Absences are neither "excused" nor "unexcused". All absences (including doctor/dentist appointments, court dates, illness) will bring down the attendance percentage.** For special circumstances, see "Hold Status" and "Voluntary Inactive Status" below.

If a student has below a 65% attendance in any given month, they will be moved up 2 steps automatically. *For example, a student could go from not being on a STEP to being on STEP 2 in one month.*

If a student has an average attendance in a Progress Review period of 90% or more, has made progress and has had no behavior issues or tardies, they earn a "free" day. This "free" day can be used by the student to take a day off without penalty. To redeem their "free" day, students need to turn in their coupon to Nancy with the date they want to be excused.

### **Hold Status**

You may request a Hold Status of 3-5 days for special circumstances up to two times per school year. The Hold Status form should be filled out and given to Nancy.

### **Voluntary Inactive Status**

You may request permission to be away from the Choice program for a specified length of time for a minimum of 4 weeks. When you are ready to return, you may call for a new start date without re-applying. Please discuss this with a counselor.

### **Academic Progress**

Each course a student takes is divided into units. Teachers will review academic progress by looking at the amount of units a student has completed each month. Students will work with their teachers to develop a pacing chart in each class.

### **Behavior Incidents**

If a student has been dismissed from school or a class more than once in the past month, they will be placed on a STEP. If a student was already going to be placed on a STEP for attendance or progress, they will be given an additional STEP for the behavior incidents. *For example, a student could go from not being on a STEP to being on STEP 2 in one month.*



## **New Students**

For their first month in classes at Choice, if a student receives NO PROGRESS or BELOW 65% attendance, they will immediately be placed on STEP 2.

## **STEP PROCESS**

**Once a student is placed on a STEP, they will remain in the STEP process for the remainder of the school year. If a student does not meet any one of the following: the attendance requirement, academic progress, or behavior requirement, the following steps will be enforced:**

### **1<sup>st</sup> Violation: Step 1**

Student meets with their advisor.

### **2<sup>nd</sup> Violation: Step 2**

Student will meet with their advisor and Gary to develop an improvement plan.

### **3<sup>rd</sup> Violation: Step 3**

Student will have an individual conference with the principal.

If a student fails to have a conference with the principal after being put on Step 3, the student will be dismissed from the program for 5 weeks and must make an appointment to re-enter the program. Only then during the re-entry appointment will it be determined if the student will be able to continue in the program.

***\*\* If a student is allowed back into the program and is not meeting the attendance, academic progress & behavior requirements again, the following steps will take place:***

### **1<sup>st</sup> Violation: Student will be put on Step 2**

Student will have an individual conference with the program principal.

### **2<sup>nd</sup> Violation: Student will be dismissed from the program.**

## **STUDENT DISCIPLINE POLICY**

**If students do not follow the Choice AHS rules and Bloomington Student Conduct Policies and Regulations, they are subject to consequences that include the following:**

- 1. Dismissal from a class**
- 2. Dismissal from the program for the remainder of the day**
- 3. Conference with the Principal**
- 4. Suspension**
- 5. Police referral**
- 6. Dismissal from the program**

## **Choice Alternative High School Staff**

Gary Kressin, Principal

Carianne Anderson, Social Studies

Nancy Comstock, Program Secretary

Melissa Judd, Counselor

Michelle Klin, Language Arts

Erik Loewen, Electives, WBL Coordinator

Angela Piram, Math

Annie Stroup, Counselor

TBD, Science

