

# SMPAC: PASS Handbook



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Rising from the ashes,  
I will spread my wings and soar!



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The Phoenix is a bird from ancient mythology. It has a life-span of 500 to 1000 years. Near the end of its life, it finds a perfect palm tree and builds a nest in the top of the tree. At the end of its life, it is ignited by the sun and fans the flames with its own wings. The nest and bird burn fiercely and are reduced to ashes, from which the new, young phoenix or phoenix egg arises, filled with a renewed spirit and life.

The Phoenix represents the Alternative Campus students who persevere through difficulties and find strength in themselves and others. It represents the spark, the support, the motivation to succeed. The Phoenix has powers, whether hurt or wounded, to be invincible. Our students can overcome any obstacle and will not be discouraged by temporary setbacks. Our students put the past behind them, get a second chance to look forward to an optimistic future, and arise from the ashes of their mistakes, poor choices, or difficult lives!

From the ashes of the past, spread your wings and soar!  
Ignite your fire from within.  
As the new Phoenix as risen, so also can you!

*\*Ad posse ad esse – From possibility to reality*

**Philosophy**

Commitment and responsibility are the key words for success.

**Commitment**

By enrolling in a SMPAC alternative program, students make a commitment to successfully obtain an education by working to the best of their ability to meet their educational goals.

**Responsibility**

Our programs give each student control over his/her educational success. Each student is responsible for meeting minimum requirements for attendance and academic performance.

Rights Mean Responsibilities!	
You have the <b>Right</b> to:	You have the <b>Responsibility</b> to:
<ul style="list-style-type: none"> <li>• Work on classes at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask teacher for virtual help for assignments you don't understand</li> </ul>
<ul style="list-style-type: none"> <li>• Arrange your own schedule of which classes you work on daily at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact mentor once per week to discuss calendar and progress towards graduation.</li> </ul>
<ul style="list-style-type: none"> <li>• Work at your own speed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use all time available to you for task completion, working to earn the highest %</li> <li>• Complete at least 25% of a class per week</li> </ul>
<ul style="list-style-type: none"> <li>• Graduate with a KUSD Online Learning Academy diploma!</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all coursework carefully</li> </ul>
<ul style="list-style-type: none"> <li>• Be treated with respect by teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect teachers in your words and actions.</li> </ul>
<ul style="list-style-type: none"> <li>• A positive learning environment with individual attention and tutoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Make the commitment to graduate</li> <li>• Make Google Meet appointments or call to get tutoring help as you need it.</li> </ul>

**Orientation and Mentorship**

Students are assigned a mentor who will advise them on strategies for success in our programs.

**Mentor Role**

- Orientation for the alternative program will be provided during the 1<sup>st</sup> Mentor/Mentee Google Meet. Orientation will include information on communication, coursework, attendance, and policies and procedures.
- Weekly progress report and plan will be discussed with student
- Emails, phone calls, or Google Meet with student or parent will be used to motivate and inform all parties vested in the student's education.

## SMPAC: Program Enrollment and Agreement Requirements for PASS and Discipline Referred Students

### 1. Attendance

- Students are required to meet with their mentor by Google Meet one day per week Monday through Thursday by appointment; Attendance will be logged.
- Students are expected to attend instructional support sessions to receive assistance with courses; Attendance will be logged.
- Students are encouraged to attend individual tutoring sessions with teachers for additional help; Attendance will be logged.
- Students are urged to attend support groups for social emotional learning, career and postsecondary guidance, graduation information, etc.; Attendance will be logged.
- Students must self report their attendance for time spent per course; Self reporting time should reflect academic progress.
- Students must log into StudentVue on a daily basis to check attendance and access coursework; Access will be monitored.
- Students will be contacted daily/weekly if they are not meeting attendance expectations and submitting the time tracker.
- Students may request in person mentoring, instructional support, tutoring, support group, etc. by lab appointment only. Attendance will be logged.
- SMPAC is open from 7:00 to 4:00 PM Monday through Thursday.

### 2. Academics

- Students are required to earn a total of 32% per week (to stay on track for 6 classes equivalent to home school) as indicated on the Weekly Progress Report. Students who earn 25% per week will complete 4 classes equivalent to 25-hour enrollment.
- By enrolling in PASS, students are declaring their intention to complete 4 classes in a semester with the opportunity to complete additional classes. With this declaration, a student is considered full time.
- If students earn below 25%, but check in with their mentor daily, use time wisely to the best of their ability, and communicate with the mentor or admin assistant may be considered “excused” and not receive a negative for that particular week.

### 3. Behavior

- Students are expected to follow all SMPAC rules and to act in an adult manner. Poor behavior will result in a behavior negative, drop from enrollment, removal from campus, and/or board hearing referral.

#### Consequences of Nonperformance

Negative Reports	Consequence
1, 2, 3, 4	Conference with SMPAC Staff; Parents may be contacted
5	Must complete weekly plan; School Message sent home; Optional P/T Conference may be held.
6	Student is dropped from active enrollment

#### Attendance

- Students who do not attend their mentor conference for 2 consecutive weeks will be dropped from active enrollment.
- Students who initiate appointments, but have excessive absences in instructional support, tutoring sessions, support groups, and lab time will not be prioritized for future appointments.
- Students who do not self report and submit hours for consecutive weeks using the time tracker will receive a negative.
- Students who do not have attendance logged for 10 consecutive days will be dropped

#### Academic Progress

- The progress report will show a Negative for any week’s work that is below 25% of total classes completed.
- The progress report will show a Negative if attendance is not submitted using the Time Tracker.
- Negatives received for low academic progress may be removed by earning 40% any following week (each 8% over the minimum removes 1 Negative).

#### Following SMPAC: Rules of Behavior

- The progress report will show any behavior negatives earned for rule violations for the current week.
- Students with behavior rule violations will receive a negative, be required to immediately leave campus, be permanently dropped from SMPAC, and/or referred to the school board.

#### Additional Information

#### Computer/Phone/Internet Access

- Students must have the internet in order to access classes and for teacher/mentor communication.
- Students will be assigned a school email account to communicate for meetings, instruction, and weekly reports.
- Students access and turn in assignments through StudentVue.
- StudentVue will show student progress in each class.

**Lab Appointments**

- Students may request a lab appointment time to conduct school business including mentor conference, instructional support, tutoring, support group, etc.
- Students scheduling a lab appointment must contact their mentor or course instructor to select a day/time.
- Students will must check in and check out with staff; Mmust check in/out a Chromebook with staff.
- When exiting the lab for the day, students cannot return and must exit campus immediately.
- PASS students may use KUSD transportation, but disciplined referred students must make their own transportation arrangements. KART tickets are available for all students upon request.

**Conditions for Continued Enrollment for PASS students**

- All students must register for PASS each year. Students will be informed of the re-enrollment process and deadlines.

## SMPAC: Expectations

The following rules are in effect for all SMPAC students when working with staff and faculty:

### 1. Drug-free

- Students who are caught using or possessing alcohol, illegal drugs, or paraphernalia will be dropped from SMPAC
- Rule number 1 is considered violated if a staff member sees, hears, or suspects drug use due to student behavior.

### 2. Possession or use of tobacco or vaping products are prohibited

- Students using or possessing tobacco or vaping products while meeting with teachers will receive a negative. For a second offense, students will be dropped from SMPAC.

### 3. Academics

- Students caught cheating on coursework will have all work destroyed for the class for the first offense and permanently dropped from SMPAC for second offense.
- Students are required to complete all course work at 80% and will receive a “B” for all SMPAC Synergy classes on their transcript. IXL math course work may be completed at 60% and students will receive “CR,” meaning credit, on their transcript.

### 4. Respect for SMPAC staff and students to keep a positive learning atmosphere.

- Students are expected to be polite and act in an adult manner.
- Students who are disruptive or use profanity will receive a negative.
- Students are expected to be productively learning while working with the teacher.
- Students are expected to display video etiquette when virtually meeting with staff.
- Students are expected to be productive when working in the lab.

### 5. Dress Code

- Standardized school uniform and apparel is not required, although students are welcome to wear school t-shirts.
- Clothes may not depict drugs, alcohol or offensive images or language.
- No revealing attire, including NO spaghetti straps, tube tops, strapless shirts, low-cut shirts, etc.
- No bandanas or gang bandanas.
- Students with inappropriate attire will receive a negative. For a second offense, students will be dropped from SMPAC.

### 6. Respect for technology devices.

- Students receiving and/or using any KUSD technology must abide by the Technology Agreement regarding maintenance and must return all devices when requested.

### 7. School Business at Kingman/Lee Williams High School

- Students who are reported on the KHS/LWHS campus during school hours without a SMPAC pass will receive a Negative Report.
- Students breaking any KHS/LWHS rule on campus (wearing hats, smoking, cell phone usage or being rude to KHS/LWHS personnel) will receive a negative for each offense.
- Any student who is on KHS/LWHS campus for a senior prank will not be allowed to participate in graduation.

#### Discipline Referred Students Only

- Students are referred to a SMPAC program as an alternative to long-term suspension or expulsion.
- Students cannot return to KHS/LWHS until the start of a semester.
- Discipline referred students are NOT permitted to attend any games, dances or other KHS/LWHS extracurricular activities prior to the return date.

### Offenses which will result in referral to a Hearing Officer for Expulsion:

- Violating SMPAC Expectations