

2023-2024



# MARSHFIELD ALTERNATIVE HIGH SCHOOL

ADDENDUM TO THE MARSHFIELD HIGH SCHOOL STUDENT HANDBOOK

410 WEST MCMILLAN STREET | MARSHFIELD, WI | 54449  
715.384.6510

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## CONTACT INFORMATION

### ALTERNATIVE HIGH SCHOOL STAFF

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## STAFF AND ADMINISTRATION

Alternative High School Administrator: Jamie Defelice

Student Services Staff: Kim Heeg, Jeanna Carlson, Jane Loll, Samantha Will, and Becky Lee

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## **MISSION STATEMENT**

The Marshfield Alternative High School is a learning community that offers three different curricular programs. These include: individualized learning, small group instruction and self-paced curriculum. These programs incorporate various instructional methods creating a flexible learning environment within a structured school community based on student needs. Marshfield Alternative High School is not an alternative to learning. It is an alternative way to learn.

### **Program Goals**

- \* Provide a structured and comprehensive educational setting
- \* Increase core academic competencies
- \* Promote responsible student behavior in school and in the community
- \* Provide opportunities to practice appropriate communication skills

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## **ATTENDANCE**

We believe that regular attendance is a major contributing factor to success in school, and the Alternative School should be no different. Students attending any of the three sessions are required to punch in and out on the time clock to officially record their start and end times daily. Time will only be earned in 15-minute (quarter hour) increments, so students must punch in by their start times in order to not be considered late (tardy). Each student has a time bank where their time in school is tracked by the Alternative School secretary. In order to earn credits for coursework completed, daytime session (AM or PM) students must attend at least 117 hours each quarter and students attending the night session must attend at least 70 hours each quarter – no credit will be awarded for a student who has not banked this time by the last day of the quarter. Failure to earn credit will not allow a student to make academic progress toward graduation, and therefore, put them in jeopardy of losing the opportunity to continue at the Alternative School.

Students are assigned to the AM Session (8AM to 11AM), the PM Session (Noon to 3PM), or night school (4PM to 7PM). Students must attend their assigned session and require staff approval to attend a different session at any point in the school year. Students assigned a daytime session may attend the night session to earn hours if needed. Students attending only the Night School session need to make a commitment of attending three of the four sessions each week in order to remain enrolled. Students who are in jeopardy of running out of time in a quarter to earn enough hours due to extended medical situations or other family emergencies may be able to complete community service to supplement time (requires administrative approval). Students earning 126 hours or more in a quarter are eligible for incentives which will be decided upon by the Alternative School staff as appropriate.

Once a student has missed 9 hours, truancy procedures may begin. Students who meet the age requirement will receive truancy notifications at this threshold and will be held truant if they allow that total to reach more than 20 hours missed. Students who end the quarter with fewer than the required 117 hours in their time bank will be placed on probation; students on probation will have the next quarter to improve their performance or be removed from the Alternative School at the end of that quarter. Students removed from the school may re-interview for a spot the next school year if appropriate (an interview does not guarantee a spot). Seniors will have to be “on pace” with their time bank balance before reaching senior status. Seniors will not be able to attend the high school graduation ceremony until the time requirement is met. Students who have completed all coursework may participate in approved community service to make up time.

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## **INCENTIVE DAYS**

Students who are ahead in hours and have completed at least one (1.0) credit for each month may earn the ability to participate in an incentive day. Students meeting all criteria and any other requirements of the staff would be permitted to take the day off and receive the credit of three hours in their time banks. These will be offered six (6) times each year, three (3) times each semester.

## **GRADING**

We believe that it is important for students to do well on their work so that they can maximize their learning. As a result, all work must be 100% complete with all questions answered and with a minimum of 90% accuracy in order to be considered for credit. Work not meeting these criteria is to be revisited by the student until it does reach the criteria. The staff members are available to help students meet expected criteria and students must demonstrate the necessary effort to secure additional help when needed. Students are expected to make adequate progress and complete a minimum of one full credit per quarter and a minimum of 4.5 credits for the school year (depending on the start date) to remain in the program. All classes offered at the Alternative School are worth one half-credit, and all completed classes are given a grade of “P” or Pass. This grade is recognized for credit, but is not included in the grade point average (GPA) on the high school transcript. Each month a progress check will be sent home, and report cards listing credits earned are issued in January (Semester 1) and June (Semester 2).

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## **GRADUATION REQUIREMENTS**

Graduation requirements at Marshfield Alternative High School are the same as the requirements at Marshfield High School.

- 4 credits of English
- 3 credits of Social Studies
- .5 credit of Government
- 3 credits of Science
- 3 credits of Math
- .5 credit of Consumer and Personal Finance
- .5 credit of Health
- 1.5 credits of Physical Education
- .5 credit of Computer Studies
- 8.5 credits of Electives
- Total = 25 credits needed for graduation

Students graduating from the Marshfield Alternative High School will receive a Marshfield High School diploma, the same diploma students at the main high school campus receive. The alternative school has a graduation ceremony for students. Students may also choose to participate in the high school ceremony. All credits must be earned, all obligations paid, and any time missed made up in order for students to participate in the ceremony.

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## **CELL PHONES/TECHNOLOGY**

During session, students are prohibited from using cell phones. All cell phones must be turned off and placed in a basket upon punching in and starting the school day. Students who have their phones in the basket may use them during the 15 minute break and then return them to the basket. Cell phones will be confiscated and held for 24 hours if being used during work time. Use of any technology during work time is a privilege and may be taken away if not being utilized for appropriate educational purposes.

## **BREAKS/RESTROOM USE**

Many students who attend the Alternative High School are employed in the community, most in positions where they are paid hourly for shift work. The daily sessions will be run in a similar fashion as a shift; each student is provided a 15-minute break for their 3-hour shift in which they are permitted to access their personal devices, use the restroom or visit with peers, just as they would in the workplace. Students are expected to be “on the clock” for the remainder of the session and engaged in their learning activities. Students wishing to use the restroom or take care of a personal need outside of their scheduled break will be expected to clock out and back in for any additional work stoppages during a session. Students are expected to budget their time accordingly and are responsible for the time missed if they find themselves short of their required hours.

## **INCLEMENT WEATHER/SNOW DAYS**

The Marshfield Alternative High School will follow the Marshfield High School policies and schedules. When the School District closes due to weather the Marshfield Alternative School will also be closed. Opportunities for students to maintain their time bank as a result of hours lost to inclement weather will be shared by the staff and are strongly encouraged so students remain on pace for their needed hours each quarter.

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## **DISCIPLINE PROCEDURES**

In the unlikely event that a student demonstrates behavior that is not consistent with the well-being of all the following repercussions may result:

- Individual conference with staff
- Parent/teacher/student/administrator conference
- Suspension from school
- Police liaison officer involvement and possible legal action
- Return to the high school
- Expulsion from the School District of Marshfield

All school district policies are in effect at the alternative school including dress code, bullying and harassment policies, medications policy, nondiscrimination policy, weapons policy, academic integrity policy and drug and alcohol policies. See the student handbook or the school website for specific information on these policies.

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## **MARSHFIELD HIGH SCHOOL**

Marshfield Alternative School students are free to participate in high school activities including sports, dances, music and sports performances, clubs, etc. Students are also free to enroll in classes at the high school when they are not scheduled to be at the alternative high school. Alternative high school students must get permission to enter the high school during the school day by checking in at the office.

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## **EMPLOYMENT**

Students attending the Marshfield Alternative High School are strongly encouraged to be employed. Students will receive .5 elective credit for every 140 hours of documented work. Students must turn in valid pay stubs to receive credit.

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## **SENIOR STATUS**

During a student's senior year of high school, after all graduation requirements are complete and their time balance is on pace for the given quarter, staff may consider the student for "senior status." An individual contract will be issued addressing the student's specific needs during this time.

Students will not graduate until the end of the year, unless a student applies for early graduation after the first semester. A weekly "check in" is mandatory for all students until they have reached their graduation date. Students who are in their third year (junior status) of high school and enter the alternative high school program are not eligible for early (receiving a diploma a full year ahead of cohort) graduation consideration.

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## **PERMISSION FOR COMMUNITY BASED TRIPS**

At the alternative school, many activities occur outside of the school building. Parents, guardians, or adult students sign a general permission slip for all local community-based trips. These trips may include walking or being transported by staff in a school van. Staff may also transport students to employers for job applications or visits, to talk to a counselor, to obtain a work permit, to do a volunteer activity, or a variety of other reasons.

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## **VOLUNTEER WORK**

Students at the alternative school do a variety of volunteer work in the community. Through this work, students learn valuable skills, are able to network with adults in the community, learn to give back and feel good about themselves. Some volunteer opportunities include:

- YMCA 4K – students are "big buddies" to the 4K students across the hall
- Ronald McDonald House – cooking meals for residents
- United Way – making sandwiches and snacks for Nutrition on the Weekends Program
- Marshfield Historical Society – students build and paint historical displays
- Memory Café – students help set up for this monthly event

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## **MEAL SERVICE**

Lunch is prepared at the high school and brought to the alternative school campus for student purchase. Students need to follow the same application procedures as the high school if they wish to have free or reduced lunch. Morning students will eat lunch at the end of their session and afternoon students need to arrive by 11:45 if they wish to eat lunch. Morning students may also arrive early and have a cold breakfast.

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## **STUDENT TRANSPORTATION/PARKING/SMOKING**

Students who use the bus service to and from the high school may also use the bus service to and from the alternative school. All other students must provide their own transportation. Busing is not available during night school. Students must also provide their own transportation if taking some classes at the high school during the school day.

Parking is available on the south side of the YMCA.

Students are reminded that they are guests on the YMCA campus and the space used for daily sessions is also shared with the 4K students. It is imperative that our students demonstrate appropriate behaviors and set an appropriate example for the many young and impressionable children who attend daily. Students need to turn down stereo systems and slow down upon entering the parking lot. Marshfield Alternative School is a smoke free/drug free environment. This includes the parking lot, YMCA grounds, and alternative school field trips and functions. If a student possesses tobacco/vaping products on school grounds, a citation may be written.