

**MILLINGTON ALTERNATIVE  
LEARNING CENTER**

**M.A.L.C.**



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**CARDINAL PRIDE**

**STUDENT HANDBOOK  
2016-2017**

# 2016-2017 Accelerated Learning Center Handbook

## MISSION STATEMENT

The Millington Accelerated Learning Center is an alternative program for 9th through 12th grade students that will provide all students with multiple opportunities for success in a supportive and appropriate educational environment.

## OUTCOMES

- Students will complete all requirements for a High School Diploma.
- Students will be prepared to succeed in the workforce and/or continue their education or training.
- Students will possess the skills necessary to be valued members of their families and the community in which they live.

## Program Overview

Much of the course work for M.A.L.C. is independent study. The student's work is done on the computer at [www.learn.education2020.com](http://www.learn.education2020.com), in addition to direct instruction provided by the teacher. Learning will be supervised and facilitated by a certified teacher/mentor. Because of the nature of the alternative program, the graduation requirements for all students will consist of 17 academic credits in the core curriculum areas. *Any deviations due to unique circumstances from this handbook will be considered upon written request to the Superintendent or his/her designee.*

This is a program of choice with limited enrollment. Students who have certain special needs may find that the services they require are not available at M.A.L.C. To receive such services, a student may need to attend classes at the high school. All students will be enrolled based on available openings. All enrollments/returns will be based on a signed behavioral contract. Any student of Junior Class Standing will be required to take the SAT/MME tests during the daytime period. Any violation of rules, attendance, credits, or behavior will result in suspension and/or expulsion from M.A.L.C.

The open enrollment period for the fall will end on the first Wednesday in October. At that time applications will be accepted but students will be waitlisted for potential openings in the second semester. Three weeks prior to second semester, enrollments will re-open, with waitlisted and Millington Community Schools students having first priority. The second semester open enrollment period will end the second Wednesday of February.

## **Graduation Requirements and Curriculum**

- English - 4 Credits
- Mathematics - 4 Credits
- Social Studies - 3 Credits
- Science - 3 Credits
- Health/Physical Education - 1 Credit
- Visual/Fine/PerformingArts-1 Credit
- Foreign Language – 1 Credit

### **Graduation = 17 Credits**

Transcripts from other schools will be reviewed for conversion to credits in the alternative program. This conversion will be at the discretion of the program direction. Computer literacy is an expected outcome for every student. This will be accomplished by the integration of technology throughout all coursework. Students must be enrolled full time. There will be no reduced schedules, or off campus waivers granted in the alternative program. Each student must demonstrate sufficient progress toward graduation or be placed on probation. Sufficient progress is defined as earning three credits per semester. A diploma issued by the MILLINGTON COMMUNITY SCHOOLS will be awarded to all students who complete the requirements for graduation.

Each student's class placement will be based upon total credits earned. The break down is as follows:

0-4 credits – Freshman	4.5 – 8 credits – Sophomore
8.5 – 12 credits – Junior	12.5 – 17 credits - Senior

## **Student Rights and Responsibilities**

The rules and regulations in this Handbook are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to be respected and to receive fair treatment as long as they respect those rights for others. Students are expected to follow all directions from staff members and to obey all school rules. The alternative program will utilize the high school handbook to address discipline problems/infractions. Students are expected to arrive at school with a good attitude and be prepared to learn.

## **Parent Rights and Responsibilities**

Parents and guardians have the right to know how their student is progressing in school. We will provide that information on a regular basis and as needed. We ask all parents and guardians to call for an appointment outside of the school day if they wish to talk with a member of the staff.

Parents and guardians are encouraged to build a partnership with their student's teachers by informing the staff of suggestions or concerns that may help their student accomplish their learning goals. We expect parents and guardians to attend our parent conferences and read this handbook. They should also encourage their students to work hard, attend school on a regular basis and treat everyone with respect.

## **Student Safety and Well Being**

We expect all students to follow the directions of our staff in case of an emergency such as; fires, tornadoes and drills conducted for student safety. All students must take part in these drills and will be disciplined if they do not. If students or their parents or guardians are aware of any dangerous situation, they should tell a staff member or administrator immediately. State law requires that all students have an emergency medical card completed, signed by a parent or guardian and filed in the school office. It should be kept up to date. A student may be excluded from school until this requirement has been fulfilled.

Medications should be taken outside school hours. Special circumstances or specific health care needs will be addressed with the teacher by the parent. All prescribed and over the counter medications are to be given to the teacher with parent or guardian directions in the original container. A physician may be asked to provide documentation. Medications will be kept in a locked cabinet. All injuries must be reported to the teacher. If the injury is minor, the students will be treated and then return to class. If medical attention is required we will attempt to contact the parents, guardians or named responsible adult. If not possible, the student may be taken to the hospital or we may call 911, following the District's policy.

### **Student Expectations**

Students will demonstrate good character by the following behaviors:

- Being respectful
- Being responsible
- Being trustworthy
- Demonstrating good citizenship

### **School Closings**

M.A.L.C. will be closed when Millington Community schools are closed.

### **Transportation**

#### **Bus Conduct Code**

The purpose of this code is:

- To insure the safe, orderly transporting of children in our school district.
- To provide specific rules and enforcement procedures concerning bus transport in our district.
- To assign particular responsibilities to all those involved in or concerned with bus transport.

#### **Student Responsibilities**

- To remember that their right to ride a bus is contingent on their ability to conduct themselves properly and satisfactorily while on the bus.
- To obey the bus driver while riding on the bus.
- To obey the rules and regulations set forth in this code and those posted on the bus.
- To conduct themselves in a proper manner while on the bus in regard to behavior, language and cooperation.

### Rules for Riding the Bus

- Be at the designated station at the scheduled time.
- Cross in front of the bus only after all traffic has stopped.
- Respect and follow direction the first time they are given.
- Stay in your seat with your feet on the floor.
- Speak in a quiet voice with respect.
- Don't litter, write on, or damage the bus in any way.

### Minimum Consequences for Violating Bus Conduct Code

1st incident: Verbal Warning.

2nd incident: Second warning regarding behavior, parent contact.

3rd incident: Misconduct Report & Conference with Principal.

4th incident: Loss of bus riding privileges for five (5) school days.

5th incident: Loss of bus riding privileges for ten (10) school days or loss of riding privileges up to the remainder of the school year.

### Severe Clause

The above stated consequences are “minimum.” The district may take more severe disciplinary measures necessary to ensure the safe, orderly operation of the bus.

**Students who violate any part of the discipline code while on a bus or to/from the bus will be subject to further disciplinary consequences.**

### Driving Privileges

Driving is a privilege. Students will drive in a responsible manner. Failure to do so may result in the termination of driving privileges. Students are to park at the south end of the Meachum building.

### Attendance

It is imperative that students be in attendance each school day in order to not miss a significant portion of their education. Many important outcomes result from active participation in classroom and other school activities. The school is also concerned with helping students develop a high quality work ethic, which will be a significant factor in their success with future employers.

Any student who reaches six absences in a semester will receive a written notification that they are in danger of violating the attendance policy. After their ninth absence during a semester, the student must request a meeting with the staff to discuss their absences. After twelve non-excluded absences in a semester, the student will be removed from the alternative program. Excluded absences included documented doctor appointments, funerals, etc. at the discretion of the program director.

Students who have Junior class standing will be required to attend the SAT and M-STEP testing periods in March. These periods are in the morning for three to four days. Attendance is mandatory, and failure to participate in these tests will lead to a failure of opportunity to continue in the program.

## **SUBSTITUTE TEACHERS**

Substitute teachers deserve respect! Students should always be on their best behavior and particularly during the difficult time when the regular teacher is absent. To assist substitutes in the job of teaching, the following rules will be in effect:

- Any student creating a disruption or not carrying out a reasonable request from a substitute teacher will receive a one day suspension.
- If the student's name is left by a substitute after a conference with the regular teacher, he may receive a multiple day suspension.
- Substitute teachers should be treated as guests in your school. Students should act especially courteous and well behaved toward them. These are minimum penalties. Progressive penalties may occur if student behavior warrants it.

### **Dress Code**

- Clothing must be worn appropriately and as they were designed to be worn.
- Shorts, skirts and dresses may be worn if they are no shorter than your finger tips with arms extended at your side. Cut off jeans, Biking shorts, pajamas, running tights, and gym shorts from gym class are examples of specific articles of clothing **not** to be worn during school hours. No cleavage may be showing at any time.
- All Shirts must have a sleeve (short sleeve or long sleeve) Also, shirt must cover the midriff at all times. No student shall wear clothing that inappropriately exposes the body or undergarments. This includes, but is not limited to: swim suits, underwear worn as outerwear, or sleepwear. Printed apparel is acceptable only in good taste. Apparel displaying, profanity, gambling, suggestive language, or promoting substances or activities illegal for a minor are absolutely prohibited.
- Hats (including hair coverings, headbands, durags or any other head gear) are not permitted.
- Sun glasses are not to be worn in the classroom during school hours.
- Students must wear shoes or sandals that stay on their feet and have a hard sole. No house slippers.
- No coats, backpacks duffel bags, or purses in the classroom or cafeteria during school hours.
- Sweat shirts with hoods are acceptable, but no hoods may be worn during school hours.
- Any tattoos that are derogatory in nature shall be covered up.
- Pants must **fit** and must be worn with a **belt at the waist**. No saggy pants allowed.
- No chains are to hang from the body.
- No spiked or studded jewelry or wallet chains.

Clothing shall be clean and shall be free from holes and or tears. Holes above the knee are not allowed, but may have a patch that is adhered directly to the pant fabric. A layer of clothing under the pants with holes is not acceptable.

## **Harassment Policy**

The Board of Education recognizes that a student has the right to learn and employees have the right to work in an environment untainted by sexual or other forms of harassment or discrimination.

The harassment by a student or staff member toward any person is strictly forbidden. Any student or staff member who is found to have harassed someone will be subject to discipline in accordance with law and the Code of Conduct. Reports of harassment may be made to the Building Administrator.

## **Student Contact**

There is a phone in the alternative classroom. If there is an emergency and you need to contact your child, dial 871-5211. You may also leave a message for the staff on this phone if you are trying to contact us outside of our hours of operation. Cell phones are permitted in the classroom provide they cause no disruption. In the event a cell phone is causing a disruption the teacher will ask for the cell phone and place on the teacher's desk until the end of the day.

## **MILLINGTON COMMUNITY SCHOOL DISTRICT NETWORK (MCSNET)**

### **Access Release and Authorization Form**

As a condition of using Millington Community School's network (MCSNET), I understand the use of MCSNET and access to public networks (internet) is a privilege, and agrees to the following:

The Millington Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.

All information and services available on The Internet and MCSNET are placed there for informational purposes. I use MCSNET at my own risk.

Millington Community School District does not warrant the function of MCSNET or any information accessible through MCSNET to meet any specific requirements I may have, or that MCSNET will be error free or uninterrupted. Millington Community School District staffs are not liable for any damages incurred in connection with the use, operation, or inability to use MCSNET.

In consideration for using MCSNET and having access to public networks, I hereby release Millington Community School District and its sponsors, individual board members, employees and agents from any claims and damages arising from my use, or inability to use MCSNET.

The Millington Community School District had installed WEBBLOCKER Internet filtering software that will block access of any resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

As a condition of using Millington Community School District's network (MCSNET), I understand the use of MCSNET and access to public networks (i.e. The Internet) is a privilege, and agrees to the following:

The Millington Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.

All information and services available on the Internet and MCSNET are placed there for informational purposes. I use MCSNET at my own risk.

Millington Community School District does not warrant the function of MCSNET or any part of it accessible through MCSNET to meet any specific requirements I may have, or that MCSNET will be error free or uninterrupted. Millington Community School District staffs are not liable for any damages incurred in connection with the use, operation, or inability to use MCSNET.

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The Millington Community School District in has installed Web Blocker Internet filtering software that should block access of any resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

I have read and agree to comply with the Network and Internet Safety and Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Network and Internet Safety and Use Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes. Millington Community School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information on this form is correct.

## **SEVERE WEATHER AND TORNADO PROCEDURES**

### **Tornado watch/warning**

- In case of severe weather or a possible tornado, established procedures are posted in each classroom.
- A tornado watch is issued whenever conditions exist for severe weather to develop. The emergency receiver will be constantly monitored for updated information.
- A tornado warning is issued by the local Weather Service Office whenever a tornado or sever thunderstorm has actually been sighted or strongly indicated by radar.



## **Severe Thunderstorm Warning**

Will be treated as a tornado warning. Normally instructions will be communicated through the speaker or with the wailing siren. However, should there be a watch in effect and there also be a power failure, move immediately to the area designated for a tornado warning. We will not be able to communicate with you at this time.

## **FIRE REGULATIONS AND EMERGENCY EXITS**

Classroom teachers and students have the special duty of seeing that drills and emergency action are characterized by safety, order, control and rapidity.

Teachers shall always take a class list with them.

## **PANDEMIC INFLUENZA AND YOU**

An influenza pandemic occurs when a new flu virus emerges among humans and spreads easily from person to person. Because the virus is new to humans, people have little or no immunity to it and the virus spreads worldwide. Droplets are spread by coughs and sneezing. These droplets are infectious in people from one day prior to the onset of symptoms to about five days after onset. This means it will spread very easily. It is not possible to predict with certainty when the next flu pandemic will occur or how severe it will be, but the time to plan is now.

### **Flu terms defined:**

*Seasonal (or common) flu* is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available. *Avian (or bird) flu (AI)* is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. H5N1 is highly pathogenic, deadly to domestic fowl, and can be transmitted from birds to humans. There is no human immunity and no vaccine available. *Pandemic flu* is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

### **In a severe influenza pandemic:**

Many people would become sick and would be unable to go to work or to public gatherings;  
Many others would have to stay at home to care for sick family members; and  
Many people would die.

As a result, businesses and schools might close, and basic services, including transportation and food delivery, may be disrupted. It is important that families and communities be prepared for an influenza pandemic and other easily transmitted diseases.

### **You can take some simple steps NOW to prepare:**

- Wash your hands often with soap and water, especially after you cough or sneeze.
- If you are not near soap and water, use an alcohol-based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Immediately throw the tissue away in a closed wastebasket after using it.
- Cough or sneeze into your elbow if you don't have a tissue.
- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu, stay home from work, school and social gatherings. This will help prevent the spread of the flu.

- Try not to touch your eyes, nose or mouth. Viruses often spread this way.
- In a pandemic, following the instructions of public health officials will be crucial-and in some cases, the law.

### **To plan for a pandemic:**

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

### **Before an Emergency Happens**

An emergency can occur without warning, leaving little or no time for you and your family to plan. What would you do if basic services-water, gas, electricity or telephones-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. It is necessary for you to learn about the things that you can do to be prepared, before an emergency occurs. Follow the steps listed below to create your family's disaster plan.

## **Knowing what to do is your responsibility and your best protection.**

### **4 Steps to Safety**

#### **1. Find out What Could Happen to You**

- Meet with household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills, terrorism or pandemic influenza.
- Learn about the community's warning signals: what it sounds like and what you should do when you hear it.
- Find out how to help elderly or disabled persons, if needed.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out about the disaster plans in your workplace, your children's school or daycare center, and other places where your family spends time.

#### **2. Create an Emergency Plan**

- Pick two places to meet:
  1. Outside your home in case of a sudden emergency, like a fire.
  2. Outside your neighborhood in case you can't return home.
- All family members must know their address and phone number.
- Choose an out-of-town or out-of state contact your family or household will call or email to check on each other should an emergency occur. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

### 3. Complete This Checklist

- Post emergency telephone numbers by the phone (fire, police, and ambulance).
- Teach children how and when to call 911 for emergency help.
- Show each family member how and when to turn off the gas and electricity at the main switches.
- Check if you have adequate insurance coverage, with special attention to flood insurance.
- Teach each family member how to use the fire extinguisher (ABC type) and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Stock emergency supplies and assemble an **Emergency Supply Kit**.
- Take a Red Cross first aid and CPR class.
- Find the safe spots in your home for each type of emergency.
- Determine the best escape routes from your home. Find two ways out of each room.

### 4. Practice and Maintain Your Plan

- Quiz your kids every six months so they remember what to do.
- Conduct regular fire and emergency evacuation drills.
- Replace store water and food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries twice each year when you change your clocks in the spring and fall. By taking these steps, you will be better prepared for pandemic and other emergencies. For more information on how to protect yourself and your family, visit [pandemicflu.gov](http://pandemicflu.gov), [cdc.gov](http://cdc.gov), or call 1-800-232-4636 (CDC-INFO). *Information provided by the Tuscola County Health Department*

Sources of information: [pandemicflu.gov](http://pandemicflu.gov), [cdc.gov](http://cdc.gov), and the Emergency Management Division-Family Preparedness Guide.

## GUIDELINES FOR STUDENTS WITH DISABILITIES

Alternative Education is an option for students with disabilities who reside within Millington Community Schools boundaries. No School of Choice students with disabilities will be accepted into the Alternative Education program as our system cannot sustain and meet their individual needs.

The IEP team should meet to consider if the Alternative Education is the most appropriate placement to meet the student's needs. A representative from the program (Alternative Education) should be invited and encouraged to attend the IEP meeting in which this discussion takes place.

When one of our students is placed into the Alternative Education program, an IEP will be conducted to reflect the change in placement. The student will remain on the caseload of a special education teacher within the Millington Community Schools. The teacher will be responsible for implementation of the IEP while the student is attending the Alternative Education program.

In most cases, monitoring goals can be written for students attending these programs since these programs offer the student a specialized program. However, each IEP team must consider the needs of each student individually.

## **ANNUAL ASBESTOS HAZARD NOTIFICATION**

Millington Community Schools are required by 40 CRF 763.80 to have asbestos management plan for each of our buildings within the school district. This is known as AHERA and our buildings have been inspected as required and the plans were submitted to the Dept. of Public Health, Asbestos Division.

One (1) copy of the plan is on file in the office of the Maintenance Supervisor at the Maintenance Office. These plans are available for review by any person that has an interest in such, during normal business hours. Personal copies of the plan will be duplicated within seven business days at the cost of (15) cents per page. Please Contact: James Simmons, Millington Community Schools, 8683 Gleason Street, Millington, MI. 48746—989.871.5250

Our last re-inspection for 2007 was completed by John Rehkop of Northern Analytical Services, our next tri-annual re-inspection will be completed in 2010. Notice to any outside contractors requiring admittance to the boiler room or tunnel areas where hazardous material may be located, you must sign “Notification of Potential Hazard” prior to entry. Should any questions arise in regard to our AHERA Program, please contact: Asbestos Designated Person for our school at this office. This notice is to be published annually.

## **PEST MANAGEMENT PROGRAM**

This yearly notice is to inform you that Pest Management Plan is in affect at Millington Community Schools, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notification. Please contact James Simmons, Interim Transportation Supervisor/Maintenance Coordinator for notification requests. (989) 871-5250.

## **DIRECTORY INFORMATION**

The Millington Community School District has designated certain information contained in the educational records of our students as directory information for purposes of FERPA (Family Educational Rights of Privacy Act). Information designated as directory information, which includes any and all video images, will be released for publication in yearbooks, sports programs, drama/music programs, honor rolls, and awards programs. If you do not wish to have information available for publication, you must notify the principal of the building your child(ren) attends not later than September of each school year. This information must be in writing. You have the right to obtain a copy of the Millington Community School District’s policy for complying with FERPA. The policy explains your rights in greater detail, as well as the procedures for inspecting records, consenting to the disclosure information, and requesting an amendment of a record. To obtain a copy of our policy, please contact the Office of the Superintendent, 8780 Dean Drive, Millington, MI 48746 (989)871-5200.

I have read, understand, and agree to all the guidelines contained in the Alternative Education handbook.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_