

Holley Alternative High School



Staff and Student Handbook

Table of Contents

Program Contact Information..... p. 3

Mission Statement..... p. 4

Policies..... p. 5

Referral Process..... p. 9

PBIS Program..... p. 12

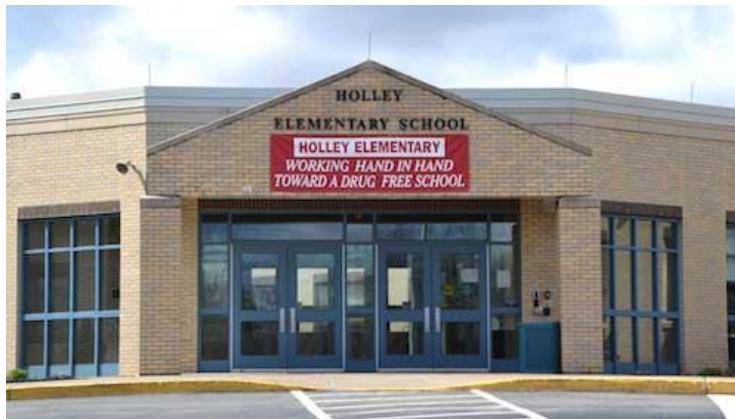
Program Location and Contact Information

3800 North Main Street

Holley, NY 14470

Located in Holley Elementary School

All visitors should enter through Holley Elementary School Main office



Contacts:

Stephanie Sanchez	Director of Special Programs	638-6316 Ext. 2401
Stacey Braley	Social Worker	638-6316 ext. 2551
Dillon Boyle	Social Studies Teacher	638-6316 ext. 2541
Jamie Bish	Math Teacher	638-6316 ext. 2540
Kristen Bless	English/Special Education Teacher	638-6316 ext. 6031
Annette Allis	Science Teacher	638-6316 ext. 2540
Ben Slate	Paraprofessional	638-6316 ext. 6069

The Holley Alternative Program School hours are from 7:20am-2:20pm Monday-Friday. Administration can be reached between the hours of 7:00am-4:00pm.

Mission Statement

To provide an education in an alternative setting designed to meet the individual needs of non-traditional learners and provide them with the skills and resources necessary for future success.

Core Values:

All students belong to all of us.

All students can learn when given the right tools.

Provide an educational experience that supports student's social/emotional well-being.

Collaboration between school, parents, and community is essential for student success.

The Holley Alternative school promotes a learning environment that is Respectful, Responsible and Safe.

Policies

Cell Phone Policy:

All students must turn in their cell phone at the beginning of each school day. Cell phones will be kept in a box and locked in the director's office. Students may have access to their phones during lunch periods only and is based on a point system. If students need to contact their parent/guardian during the school day, they may use an office phone with permission. This policy is non-negotiable, and every student must comply.

Late Arrival:

For those students who arrive late to school (Any time after 7:40) must have a legal excuse for being late or they will be placed in zero lunch for that school day. Students must enter through the elementary main office and sign in with Ms. Brooks upon arrival.

Lunch Policy:

The Holley Central School district is not an open campus for lunch. Students are expected to bring a lunch or eat lunch from the school cafeteria. Students will not be permitted to leave and return during lunch. Students will also be split between classrooms for lunch as determined through our PBIS program.

Discipline Policy:

The goal of the Holley Alternative School is to keep students in the classroom. Disciplinary actions will be determined on a case-by-case basis. Students are expected to follow the code of conduct in terms of behavior. Most behaviors will be addressed in the classroom by the classroom teacher. All behaviors which endanger the student or other students/staff in the classroom will be referred to the Director of Special Programs for appropriate consequences. ISS and OSS will be utilized if needed.

Progressive Discipline System:

The following progressive discipline system is designed to ensure that all students are treated fairly and minimize their time out of the classroom. However, no student will be allowed to impact adversely upon another student's educational opportunity while at school.

Once a teacher has utilized appropriate classroom management techniques and deems a student to be disruptive to the educational process, a student may then proceed through the discipline process as follows:

Step 1: The teacher utilizes various classroom management techniques and students will be reminded of the rule and/or correct behavior. If inappropriate behavior continues...

Step 2: The student will be asked to remove themselves from the classroom and enter either the director or social worker's office. The student will work with this adult to de-escalate and address problem behavior. This time spent out of class is documented and effects the student's points for that class period. Student will eventually rejoin the class. If the student is unable to de-escalate...

Step 3: Options for the student to continue in the program for the day will be discussed. Some behaviors will be addressed through utilizing the In-school Suspension room, spending time in the office to complete work, etc.

Due to the seriousness of some behaviors, there may be times when an immediate out-of-school suspension will be warranted (i.e. bringing weapons to school, destruction of property, physical or verbal aggression towards staff or students, bring or using drugs and/or alcohol on school property.)

***Staff reserve the right to expedite the above process based on the situation at hand.**

Referral Process

Any student who teachers or parents feel should be placed in the Alternative School must be referred to the intake committee. Below you will find entrance criteria for Alternative School students as well as the application for referral. Applications should be submitted to Stephanie Sanchez for review with the intake committee. Upon acceptance into the program the student's family will be notified and invited to attend an intake meeting with the director and social worker.

Entrance Criteria:

- Students identified as needing an alternative school setting
- Students in grade 9-12
- Students express a willingness to learn in an alternative setting
- Students exhibit at least one of the following characteristics:
 - Failing academic classes
 - Excessively withdrawn, shy or resists involvement with peers, teachers and schoolwork
 - Has chronic attendance problems
 - Family issues which are severe, chronic and/or chaotic and are highly disruptive to the student's progress in school
 - Has conflict with peers which is severe and/or pervasive and has not responded to school-based interventions
 - Has expressed intentions of dropping out of school
 - Has repeated one or more grades and is viewed by counselors as a high risk of dropping out of school

Holley Central School District
Alternative Middle/High School
Referral Form

Date: _____ Referring Teacher: _____

Student Name: _____ DOB: _____ Current Grade: _____

Classified: Yes No 504

Classification: _____

Current Program/Classes

Reason for Referral:

Please list academic/behavioral interventions implemented:

Requested Start Date: Spring Fall

Parent/Guardian Contact Information:

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Email: _____

Has the parent been contacted about this referral? Yes No

Required Documentation needed for Committee Review:

- Current Grades/Report Card
- Attendance Records
- Discipline Reports
- Academic Transcript (Grades 9-12)
- Standardized Testing Results (Grades 7-8)
- Current IEP/504 Plan (if applicable)
- Current Psychological Report (if applicable)
- Current FBA/BIP (if applicable)
- Any other relevant evaluations or medical information.

*Referral form must be completed, and all documentation must be sent to Ms. Stephanie Sanchez for any student to be considered.

Alternative High School PBIS Program

Ticket System

The ticket system allows students to receive 2 tickets per class period for appropriate and respectful classroom behavior. They are given at teacher's discretion and the expectations for students in the classroom varies based on individual student goals.

The tickets can then be redeemed on Friday afternoons. Students can redeem a maximum of 15 tickets per week. They can save their tickets for a "big reward" that we will implement at the end of each marking period. Rewards include but are not limited to: food, drinks, candy, pizza parties etc.

Point Sheet

Students are required to carry a folder with them from class to class which includes their daily point sheet. Students can earn a 0, 1 or 2 for being respectful and responsible in the classroom. Again teacher expectations vary from student to student. If a student receives a zero in his or her class before lunch then they must attend zero lunch and will not be able to access their cell phone. In the afternoon if a student receives a zero they are expected to wait until 2:20 to get their phone instead of leaving early at 2:10 (normal dismissal time for Alternative Students).

Weekly Run Around Sheets

To keep communication frequent with parents, a weekly run around sheet is sent home each Friday. This includes student's grades and attendance for the week as well as comments on behaviors.

Student of the Month

Each month the Alternative High School staff will nominate a minimum of 1 student for the High School Student of the Month PBIS Celebration. Those students who are nominated will have demonstrated respect and responsibility in the program and will have also made personal growth.

Monthly PBIS Celebrations

September: Kickball/Pizza Party

October: Halloween Party

November: Thanksgiving Feast

December: Christmas Party

January: 4th Annual Cheeto Cup

February: TBD

March: TBD

April: TBD

May: Cinco de Mayo Party, Quesadillas for Lunch

June: End of the year celebration

Holley Alternative High School Behavioral Expectations and Commitment to Success

Behavioral Expectations:

The Behavioral Expectation Contract outlines the expectations for students who desire to enroll in the program. Prior to enrollment, each student and parent/guardian must review the document and sign the contract as an acknowledgement and acceptance of basic expectations of our program.

- a. **Cell Phone** – I will turn in my cell phone when I arrive for school each day. I am aware that it will be locked up and returned to me at the end of the school day.
- b. Coming to school **Under the Influence** - I will come to school each day ready to work to the best of my ability. I will not attend school while under the influence of any substances.
- c. **Being in possession of smoking/drug paraphernalia (including lighters)** -I will not bring any of the above to school with me. I understand that if I am found to be in possession of any smoking/drug paraphernalia (including lighters), it will be confiscated.
- d. **Appropriate language and content** – I will use appropriate language while in school.

By signing, I acknowledge and agree to the above behavioral expectations. I agree to take full advantage of this opportunity by working collaboratively with the Alternative High School staff in an effort to achieve academic success.

Student Signature

Date

Parent Signature

Date

