

**SNOWFLAKE ALTERNATIVE SCHOOL
HANDBOOK
2016-2017 School Year**

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The Snowflake Alternative School is not a separate school. It has been created to help the students of both Snowflake High School and Snowflake Junior High School who, for whatever reason, have not been successful in “regular” courses. The policies and rules contained in the *Snowflake Unified School District Uniform Code of Student Conduct* apply to Alternative School students, with some modifications due to the specific situation of the Alternative School. Those modifications are outlined in this document. Students are expected to know, understand, and follow these rules and procedures.

Alternative School Vision Statement

The Snowflake Alternative School is a self-contained setting designed to give an option to students who have struggled to achieve success in “regular” classrooms. A rigorous and relevant curriculum is offered in the major academic disciplines, and students are able to complete graduation requirements that are accredited and acceptable to other schools and colleges. Students will take the specific classes that are needed in their program of study, and these classes are designed to enable them to achieve academic success and graduate from high school. We are committed to the following:

- To continuously improve the instruction we offer by incorporating current research and best practices,
- To create a culture of excellence where all the students are motivated to excel academically,
- To establish an environment where everyone feels safe, supported and appreciated,
- To partner with parents to better understand and guide our students through a successful alternative high school experience by providing encouragement and supportive interventions, and
- To work together with the rest of the school district and the entire educational community – students, teachers, parents, staff, political officials and community – to help our students become productive members of our society.

Alternative School Philosophy and Guidelines

Snowflake Alternative School students are expected to be Productive, Responsible, and Respectful.

Productive:

1. Make appropriate academic progress
2. Understand and apply a good work ethic, including staying on task
3. Manage time well and in a manner that brings academic success
4. Use resources appropriately
5. Continuously improve the quality of the product produced, or work that is done
6. Set daily goals and work to achieve them

Responsible:

1. In attendance and on time consistently
2. Come prepared with materials needed to complete the assigned work
3. Get work done as scheduled
4. Proactive in using effective communication
5. Demonstrate responsibility for own learning – be an independent learner
6. Follow through on expectations
7. Balance all choices and prioritizes

Respectful

1. Treat others appropriate to the occasion
2. Show sensitivity to others and their needs
3. Non-judgmental, positive and has an accepting attitude
4. Use and care for equipment and resources in an appropriate manner
5. Follow directions, rules, and guidelines

Policies and Procedures

Schedule

The first bell rings at 7:50 each morning, and students are expected to be in class and ready to learn by 7:55 a.m. The Alternative School lasts until 3:40 p.m. each day. There will be one ten-minute break in the morning and one in the afternoon. Lunch will last for half an hour, beginning at noon.

On Fridays the Alternative School follows the same schedule through lunch. The afternoon is much shorter, as all students will be dismissed at 1:10 p.m.

Provision is made for students to earn the privilege of getting out early. See the Attendance section for details on how this may be earned.

For holidays and other days off of school, the Alternative School follows the same calendar as the rest of the District. However, schedules changes for assemblies, Homecoming, Early Release days and other special events may or may not affect the Alternative School. Occasionally break and lunch times may need to be adjusted because of late starts, high school events, testing, etc. When these situations arise, the schedule changes will be announced on a case-by-case basis.

Transportation

Alternative School students may ride the district buses to come to school in the morning as long as they observe all rules, safety regulations, and bus driver instruction. Buses are also available at 3:40 p.m. to take students home. However, if students earn the privilege of getting out early (see the Attendance section for details), they must provide their own transportation away from the campus. They may not “hang out” at the high school or use the buses at any other school in the District.

Buses are provided as a convenience for our students. Riding them is a privilege. If Alternative School students receive any bus misconduct referrals, they may lose that privilege and will be required to find their own rides to and from school. There will be no other warning.

Campus Restrictions

Most Alternative School Students have already had difficulties in “regular” classroom situations. (Otherwise, they wouldn’t be in the Alternative School!) Because of this, they are assigned a schedule which keeps them from contact with other students during their breaks and lunchtime. When they have permission to be out of class for breaks, lunch, or to use the restroom, Alternative School students may not wander around campus, use a restroom other than the nearest one to the Alternative School location, visit the Bookstore or vending machines, or do anything that could disrupt other classes that are in progress. Any students who are not allowed to leave campus during lunch (this includes all Junior High students) must be supervised by an adult at all times. This will usually be the Director.

Food and Drink

The curriculum is online, so computers are necessary and must be cared for properly. Food and drinks are well-known causes of computer failure and, despite the best of intentions, when they are brought into computer areas, accidents happen. Food and drinks are not allowed in the computer area of the room, with the exception of clear, screw-top water bottles, which must be kept on the floor with the lid securely fastened.

Electronic Devices

In many cases music is helpful in allowing a student to block out external surroundings and concentrate on his/her course while studying. Students may bring personal devices that play music as long as the following conditions are met:

1. They are not to be used for calling, texting, accessing email or the Internet, communicating in class, or for any other purpose inconsistent with the mission of the Alternative School.
2. Headphones or ear buds must be used. No student is allowed to play music in a manner that makes it audible to others in the room.
3. The student must be working on his/her course while listening.
4. Most of the courses offered in the Alternative School include online video presentations in the instruction. When those lessons come up, students must turn off their devices and plug their headphones into the computer so that they may hear the lesson.

Online music or video streaming sites (Pandora, YouTube, etc.) are not allowed on Alternative School computers. They use up too much bandwidth and slow down the Internet for everyone in the school. The only exception is for videos that are required or recommended by the online lessons.

No personal electronic devices, except for ear buds or headphones, may be connected or linked up with any school computers. This is to prevent the introduction of viruses or other malware into the school's system. School computers are not to be used as charging stations for personal devices.

Electronic Device Violations

If students are found to be using any such device in a way that does not follow the above guidelines, it will be confiscated by the Director and turned in to the Assistant Principal. Per District policy, the first time it will be kept for at least one full day, the second time will be for a week, and if there is a third time, it will be taken for a full month. Failure to surrender a device upon request will be considered insubordination and will be dealt with as prescribed in the *Uniform Code of Student Conduct*, found in the student handbook.

If parents wish for confiscated property to be returned earlier than that time, they may come in and pick it up, but an additional offense by the same student within the prescribed time (for any device, not just the one that was confiscated) will result in a referral for off-campus suspension.

Electronic Information Services Agreement

Upon enrollment in any school in the District, all students and their parents sign an Electronic Information Services (EIS) Agreement stipulating that school computers and facilities are to be used only for educational purposes. Alternative School students use computers all day long, so the temptation to violate the EIS Agreement is great. However, that's not what the students or the computers are here for. Computers are to be used only to access the online educational program. School computers may not be used to surf the Internet, play games, watch videos, download or manage personal files (such as music, photos, or video), to check personal email, Facebook, or other social media, or any other purpose inconsistent with the EIS Agreement.

Computers at school are *not* private! Any use may be examined and monitored by District employees, including personal emails, texts, chats, or other communication. This also applies to private devices, including phones, tablets, and laptops.

EIS Agreement violations will be dealt with as outlined in the *Uniform Code of Student Conduct*. If a violation results in the loss of computer privileges, that student will not be able to continue in the Alternative School.

Snowflake Alternative School Handbook 2016-2017

Enrollment and Instruction – High School

Students wishing to attend the Alternative School must first meet with SHS administrators and/or guidance counselors. Parents must also be involved in these meetings. Once it has been decided to enroll the student in the Alternative School, a meeting will be held with the Director to determine which courses the student needs to take and the order in which they should be taken.

The curriculum is online and comes from a company named Edgenuity, which has contracted with the Snowflake School District to provide the lessons. Most of the assignments are graded by their system, but some assignments will be graded by Highly Qualified teachers employed by the Snowflake School District. These Highly Qualified teachers will communicate with students either through a chat program that is built into the lesson format, or through personal conferences at pre-arranged times. All grades are determined by the Highly Qualified teacher for that course.

Upon enrolling in the Alternative School, each student will sit down with the Director and review that student's transcript. A Course Completion Chart will be filled out and a plan will be created, listing the courses that student still needs to pass in order to graduate and the order in which they are to be taken. Another meeting will be held, and this plan will be updated, each time the student completes a course.

As a general rule, students will be enrolled in one ½-credit course at a time. (Exceptions to this are possible, but will be handled on a case-by-case basis.) If the student has not yet passed the Math AIMS or AzMERIT exam, then the first class will be Math, at whatever level the student is working on. Placement tests may be utilized to determine the appropriate level of Math or Language Arts courses for a particular student.

The school year is divided into twelve 3-week terms. Students are expected to complete one ½-credit course during each three-week term. If they work ahead, students may always finish their courses early. If followed throughout the year, this pace is the minimum that will result in six credits earned during a school year. Students who do not keep up with this pace will not be on track to graduate with their cohort, and will not be able to earn the privilege of leaving early or taking Fridays off. (See the Attendance section.)

Students, especially those who fall behind the pace, will meet with the Director daily to review their goals and progress. Students who are found to be wasting their time may be placed on probation and/or recommended for dismissal from the Alternative School.

The dates of the terms for the 2016-2017 school year are as follows. (Note that each term is exactly fifteen school days. Because of days when school is not held, the start and end dates of each term often will not correlate with the beginning or ending of a week.)

First Semester

1. August 10 - 31
2. September 1 - 22
3. September 23 – October 17
4. October 18 – November 7
5. November 8 – December 2
6. December 18 - 23

Second Semester

7. January 9 – 30
8. January 31 – February 22
9. February 23 – March 22
10. March 23 – April 12
11. April 13 – May 4
12. May 8 – 26

In order to finish the class within fifteen school days, a student must complete approximately 7% of the course per day, as measured by the progress bar provided on the student's login page.

Enrollment and Instruction – Junior High School

Junior High School students are assigned to attend the Alternative School by the JH or District administrators. Parents must also be involved in these meetings. On the first day the student attends the Alternative School, a meeting will be held with the Director to determine which courses the student needs to take and the order in which they should be taken.

As a general rule, students will be enrolled in one course at a time. (Exceptions to this are possible, but will be handled on a case-by-case basis.) During a full year the subjects of Math, Language Arts, Science and Social Studies will be studied, at whatever level the student is on – usually 8th grade.

Junior High students are expected to complete two ½-credit semester courses in each subject for a total of eight during the year, or two during each nine-week term. If they work ahead, students may always finish their courses early. If followed throughout the year, this pace is the minimum that will fully prepare a student to move on to the high school.

Students who do not keep up with this pace will not be on track to be promoted at the end of the year. They will be required to meet with the Director daily to review their goals and progress. Students who are found to be wasting their time may be placed on probation and/or recommended for dismissal from the Alternative School. Students who work ahead of that pace may petition to begin taking higher-level courses for high school credit.

The dates of the nine-week terms for the 2016-2017 school year are as follows:

<u>First Semester:</u>	1 st Quarter	August 10 – October 7
	2 nd Quarter	October 10 – December 26
<u>Second Semester:</u>	3 rd Quarter	January 9 – March 24
	4 th Quarter	March 27 – May 26

In order to finish two courses each quarter, a junior high student must complete approximately 5% of the course per day, as measured by the progress bar provided on the student's login page.

Curriculum

The curriculum for both High School and Junior High is online and comes from a company named Edgenuity, which has contracted with the Snowflake School District to provide the lessons. Most of the assignments are graded by their system, but some assignments will be graded by Highly Qualified teachers employed by the Snowflake School District. These Highly Qualified teachers will communicate with students either through the lesson format, or through personal conferences at pre-arranged times. Resources are also available to help students with their courses and concepts. All grades are determined by the Highly Qualified teacher for that course.

Because of the online nature of the courses, students may log in from home (or anywhere they have an Internet connection) at any time of the day or night. They are encouraged to do so, as this will help those who wish to move ahead and work faster than the set schedule. The only exception to this is for Cumulative (Final) exams. (See below.) These must be proctored and must be taken in the classroom. If these are attempted outside of the classroom they will be deleted for no credit, and that student may also be referred to the administration for cheating.

Cumulative (Final) Exams

Proctored finals are required in every course. They must be taken in the classroom, with the Director or a designee present. Opting out of the finals is not an available alternative in Alternative School. This policy is not negotiable, and no exceptions may be made. Students may take the final exam more than once if they wish a higher score. In some cases, failure to pass the final exam may result in failing the course, so students are strongly encouraged to study for the final exams. In most (but not all) courses, the final exam will be worth 20% of the overall course grade.

Resets

In most cases, a student will have three attempts to pass all tests and quizzes. (The pre-testing quiz at the beginning of a lesson counts as one of those attempts.) The normal threshold for passing a pre-testing quiz is 70% - a student who earns a score that high will be allowed to skip that lesson. For all other attempts, the passing threshold is 60%. If a student does not achieve a passing score, the Director will go over the failed test or quiz with the student to make sure that the objective being tested is understood before resetting. Additional retakes will be allowed on a case-by-case basis, and every effort will be made to help the student achieve a passing score so that he or she can successfully move on.

Students who earn low scores on other assignments are encouraged to ask for resets. Failing to do so may result in difficulty passing the course and in understanding the material. The Director will work with students to help make sure that they are able to succeed, but each student will need to do the work for him or herself.

Courses

As described above, Junior High students will be enrolled in core curriculum courses – English/Language Arts, Math, Science and Social Studies. If a Junior High student works ahead of pace and finishes two semesters in each of those subjects, he/she may petition to begin taking high school courses for high school credit.

Courses available for High School students also include all of the core curriculum courses that are required to graduate from high school. There are also some elective courses available. A full list of available courses can be found on Edgenuity's website at <http://ccdn.edgenuity.com/wp/course-lists/Edgenuity-Arizona-Course-List.pdf>. Most core courses consist of two semesters, which are worth ½ credit each.

Regular Enrollment and Extracurricular Activities

High School Alternative School students will not be enrolled in additional SHS classes or be eligible to participate in extra-curricular activities unless specific arrangements have been made with the administration. Alternative School students must also be in good academic standing and making adequate progress in their courses.

As a general rule, Junior High Alternative School students are not eligible to participate in extra-curricular activities. Any exceptions must be approved by the Junior High School administrators.

Attendance

As a practical matter, students who do not attend regularly cannot be expected to make significant educational progress. Since each term lasts only three weeks (fifteen school days), absences will quickly cause a student to fall behind if the work is not made up. Unexcused absences, in particular, will be treated as ditches, will make a student ineligible for the Early Release Incentive, and can cause a student to be placed on probation or even to be referred for dismissal from the Alternative School program. Whether an absence is excused or not, however, the time allowed to complete a course will not change – the student must still finish by the end of the term. Extenuating circumstances will be dealt with on a case-by-case basis. Unexcused absences will not be treated as extenuating.

Unexcused and excessive absences will be dealt with as prescribed in the *Uniform Code of Student Conduct*.

Early Release Incentive – High School

One of the conditions for admittance to the Alternative School is that all students and their parents must sign the Alternative School Contract. No student will be admitted to the Alternative School without this Contract. The Contract stipulates that High School students who use their time wisely and effectively will be eligible to leave early each day and/or to be excused from school on Fridays.

Daily – All students are required to attend for seven periods each day, Monday through Thursday. Specifically, they must be in class from the first bell in the morning until 3:40 p.m., excepting the lunch period.

Students who have made acceptable progress in their coursework will be granted the privilege of leaving at 1:30 p.m. if they meet all four of the following conditions:

1. Earning a grade of C or better (70%)
2. On track to earn at least six credits during the school year
3. At or ahead of the recommended progress for the course they are taking
4. Not on probation

Friday – SHS utilizes the “Modified Five” attendance plan. Most SHS students are only required to meet on Friday if they are behind, need to make up work, or need help preparing for the AIMS or AzMERIT tests. Alternative School students are required to attend every Friday, but they may also be excused if they meet all five of these conditions:

1. Earning a grade of C or better (70%)
2. On track to earn at least six credits during the school year
3. At least 7% ahead of the recommended progress for the class they are taking (in other words, they worked ahead and got Friday’s work completely done before leaving on Thursday)
4. Not on probation

Each student will meet with the Director on Thursday and review his/her progress. If all of the conditions above are met, the student will be informed that he/she is not required to come the next day.

Note that leaving early on weekdays, and being excused on Friday, are *privileges* which must be earned. A student who decides to leave early anyway, or who is assigned but does not show up on Fridays, has violated the Alternative School Contract, and may be placed on probation or dismissed from the Alternative School. Parents do have the right to excuse their children from school, but if this develops into a pattern, then the Alternative School is most likely not the right setting for that student. The third time that a parent excuses a

Snowflake Alternative School Handbook 2016-2017

child for an afternoon, that student may either be placed on probation or recommended for dismissal from the Alternative School.

Students who are only in the Alternative School part-time will generally follow the same guidelines, although they may be required to attend some Friday Reteach/Enrich sessions for their other courses and their completion percentages will be calculated on a case-by-case basis.

Tardies will not be excused – either a student is on time or is not. Tardies will be dealt with as outlined in the *Uniform Code of Student Conduct*. Excessive tardies may also jeopardize a student's standing in the Alternative School.

Early Release Incentive – Junior High

Arizona State Law stipulates that students in 7th and 8th grades must attend more hours than high school students must attend. (See ARS §15-901) The minimum is at least 6 hours per day. Therefore, the Junior High Early Release Incentive is different than the one the High School students use.

One of the conditions for admittance to the Alternative School is that all students and their parents must sign the Alternative School Contract. No student will be admitted to the Alternative School without this Contract. The Contract stipulates that Junior High students who use their time wisely and effectively will be eligible to leave up to one hour early each day.

All students are required to attend for seven periods each day, Monday through Thursday. Specifically, they must be in class from the first bell in the morning until 3:40 p.m., excepting the lunch period.

Students who have made acceptable progress in their coursework will be granted the privilege of leaving at 2:40 p.m. if they meet all four of the following conditions:

1. Earning a grade of C or better
2. On track to earn at least four credits during the school year
3. At or ahead of the recommended progress for the course they are taking
4. Not on probation

Junior High students do not have the option of earning days off on Fridays. They must attend from the first bell until dismissal time, which is at 1:10 p.m.

Academic Progress

A successful Alternative School student will have to be able to work independently at a high school level. Mr. Flake is available and willing to help, but each student must complete each assignment in each class for him or herself. The standards outlined in the *Uniform Code of Student Conduct* will be expected in the Alternative School. On-task behavior is expected of all Alternative School students. Students observed engaging in off-task behavior (surfing the Internet, playing games, goofing off, excessive talking, sleeping, wandering the room, etc.) will be asked to get back on task. Students who continue to be off-task will be at risk of being recommended for dismissal from the Alternative School and possibly from the High School as well.

When a student comes to the Alternative School for the first time, he/she will meet with the Director and a course of study will be outlined. Primary emphasis will be placed on making up credits for classes that the student has previously attempted and failed, if possible. If the student has not yet passed the state standards test (AIMS or AzMERIT) in any subjects, classes in those subjects should be taken first.

A conference will be held with each student (and parent, if possible) who fails to complete his/her first course on time or does not pass the course. Options to be considered will be: 1) probation, 2) a recommendation for dismissal from the Alternative School, and 3) retention in school beyond the student's cohort promotion/graduation date. Decisions will be handled on a case-by-case basis.

A progress report will be sent home to parents each Friday in which school is in session. This report will include the student's progress in his/her course, the current grade, and any comments that the Director feels are appropriate. Email is the preferred form of delivery, but if that is not possible, a hard copy will be sent by regular mail. Parents are responsible for providing working email and regular mail addresses and phone numbers to the Alternative School.

Discipline

As mentioned earlier, the standards described in the *Uniform Code of Student Conduct* also apply to Alternative School students. Students and parents are expected to know and follow these guidelines. The following modifications, however, specifically apply to the Alternative School.

Supervising Authority

The Alternative School Director is responsible for maintaining order and discipline in the Alternative School, and has the authority to determine consequences up to and including a ten-day Off Campus Suspension (OCS). Should the Director feel that the situation warrants a long-term suspension (defined as anything more than ten days), a recommendation to the District Superintendent will be made. He will follow the pertinent procedures to protect the student's due process rights and determine the appropriate consequences.

Behavior Issues

Any student who has behavior issues, either by violating school rules or by being disruptive to the educational environment in the class, will be required to meet with the Director. The Director is responsible to determine initial consequences. If, in his judgement, the situation warrants, the student's parents will be contacted and that student will be suspended and/or sent home for the rest of that day. Most of the consequences that are applied to other high school and junior high students (such as detention or on-campus suspension) are not available to the Alternative School. If the situation cannot be resolved in the classroom, then removal and/or Off-Campus Suspension (OCS) is the only option.

Should removal be necessary but the Director is unable to contact the parents, or if the parents are unable to come and pick up their child, the police department will be contacted to remove the student from the classroom. The parents may then pick up their child from the police station when they are able to do so.

A simplified version of the disciplinary point system used by the High School and Junior High is in place at the Alternative School. Each student begins each semester with 50 disciplinary points. If a student loses all 50 points, a recommendation will be made for that student to be dismissed from the Alternative School.

As a general rule, the first time that a student is sent home he/she will lose 10 points and be suspended for the remainder of that day. The second time will result in a loss of 15 points, a three-day suspension, and probation. A third violation will mean that the student will lose his/her remaining 25 points, ten days of OCS, and a recommendation for dismissal from the Alternative School. Serious violations (including but not limited to drugs, violence, weapons, threats, etc.) will move directly to the level of a ten-day suspension and a recommendation for dismissal.

In cases where the general rule is not appropriate, the Director will consider any extenuating circumstances that may be present and may determine a more fitting consequence, depending on the situation. This may or may not be more severe than what is described in the general guidelines above. Egregious or especially serious situations may result in skipping one or more of these steps and/or losing more points. Each incident will be evaluated on a case-by-case basis.

Misbehaviors that occur when a substitute is present will automatically be treated more severely.

Academic Issues

Cheating, plagiarism, and other actions which violate academic integrity are unacceptable. Students who have been found to engage in them will, at minimum, lose credit for the assignments on which they cheated. Repeated or egregious violations will result in more severe consequences. These may include suspension, probation, loss of credit for the course, or a recommendation for dismissal from the Alternative School.

Probation

A student may be placed on probation for academic, attendance, or behavioral reasons. Probation is notification that a student has run out of options and is now on his/her last chance. If a student is on probation, then any further violations – academic, attendance, or disciplinary – will result in a recommendation for dismissal from the Alternative School program, even if the violation is for a different reason than the ones that placed him/her on probation.

When a student is placed on probation, he/she will be notified, both in person and in writing, by the Director. A notice will also be mailed home to inform the student's parents.

A student may be removed from probation if he/she meets all of the following conditions:

1. No further behavioral violations for the rest of the semester
2. Completion of two courses with a grade of B or higher
3. No unexcused absences and no more than one excused absence per month for the rest of the semester

Tips for Alternative School Success

The Snowflake Alternative School offers a learning format that may not be appropriate for all students. To ensure success, students must operate differently than they would in a traditional school setting. Again, students must be independent learners able to function at their grade level, especially in Reading. The following are a few tips for success:

- Stay on task and work on your lessons. Each course will take approximately 60-90 hours to complete, give or take a few.
- Take notes as you work your way through the lessons. (The “e-notes” feature is especially helpful!)
- Keep socialization (talking with other students) to a minimum.
- Perfect (or nearly-perfect) attendance.
- Ask for help when you need it! (Note: “Help” is not defined as asking for the answer.)
- Read the lesson before attempting to answer the questions, do the work, or submit your assignments.
- Ensure that you are “on task” and working hard for the full session each day.
- Avoid procrastination; stay on top of your plan and schedule; don’t get behind. Make sure that your progress bar stays even with, or ahead, of the time bar on your progress report.
- Set a realistic goal for yourself each morning, then drive yourself to reach it. Include grades and completion percentages in your goal.
- Work on your course outside of school.
- Keep a positive attitude.
- Stay organized with your assignments, papers, and notes.
- Remember why you are here!

And, last but not least:

- Have fun! Remember how enjoyable it is to learn, and find delight in expanding your intellect and your capabilities, even if sometimes it’s not as exciting as you might wish.

ALTERNATIVE SCHOOL CONTRACT

Dear Student,

You have been provided with a copy of both the Snowflake Alternative School Handbook and the *Uniform Code of Student Conduct*. It is required that you **read** and **understand** the information presented. If you do not understand an issue it is *your responsibility* to ask for clarification. Once you do understand, sign this Contract.

In addition, you are to take the handbook home for your parent/guardian to read. Please insist that they read the handbook before they sign this Contract. It is important that they understand as much as they can about the Snowflake Alternative School.

Dear Parent/Guardian,

Please read through this entire student handbook in order to become familiar with what the Snowflake Alternative School expects of its students. Please also make sure that you understand the *Uniform Code of Student Conduct*. Many of the questions that you have are likely already answered in these materials. You are always welcome to call with questions or concerns. The Director's contact information is provided on the front page of this Handbook.

This Contract is required of all students and their parents/guardians as a condition of enrolling in the Snowflake Alternative School. Your signature, and that of your student, indicate that both of you have read, understand, and agree to abide by the rules and conditions set forth.

In addition, please provide your phone number, email address, and physical address below. The phone number is necessary in case of emergency or any other urgent situation. The email address will be used each Friday that school is in session to send you a progress report for your student. If you do not have a working email address a hard copy will be mailed, but this is both slower and more expensive than email. Therefore, email is preferred.

I have read, understand, and agree to abide by the rules and conditions set forth in the Snowflake Alternative School Handbook. I also agree that I will attend school all day, every day, unless I am either legally excused or qualify for the Early Release Incentive.

Signed,

Student Signature Date

Parent/Guardian Signature Date

Student Name (Please print)

Parent/Guardian Name (Please print)

Parent Phone Number(s)

Parent Email

Mailing Address (Street/P.O. Box, City, State, Zip Code)

Remove and return this page to the Alternative School Director. Please keep the rest of the Handbook for your reference.

Snowflake Alternative School Handbook 2016-2017