



**Mission Statement:** The mission of College View is to provide a positive learning environment to help students succeed by reducing behavior problems and negative attitudes, to promote positive growth and development, and to encourage students to become capable and productive citizens.

### **PROGRAM GOALS AND PURPOSE**

The purpose of College View is to help middle and high school students achieve the following goals:

1. To develop an awareness of inappropriate behavior and to develop positive alternative strategies of interacting with others.
2. To learn to verbalize feelings in an appropriate manner.
3. To learn to deal with conflicts in a constructive fashion.
4. To develop appropriate social skills.
5. To assist in developing skills and a support system necessary to address emotional problems.
6. To facilitate positive communication among school personnel, the student, and family members.
7. To assist in developing appropriate skills necessary to succeed in academic endeavors and to promote a successful transition from school to college/career.

### **PROGRAM DESCRIPTION**

The College View (CV) Alternative School Program in Hardin County is a program for students in grades six through twelve who have behavior problems and/or are not on track to graduate. The students are referred to the College View through a referral process. Students can be referred by a pre-expulsion hearing or court recommendation if a student is “at-risk” for dropping out of school, if the student has had three “out-of-school” suspendable offenses from his/her home school or for other reasons as determined by administration. Students are referred to the Director of Alternative Programs or to the Principal of CV to be considered for admission in the alternative education program. Copies of academic, discipline, attendance, immunization, and counseling records shall accompany the referral form along with the completed CV Transition Checklist.

Each student in the Alternative School Program is expected to achieve and work through each of the four levels, successfully completing all criteria associated with each level, which includes maintaining at least an overall “C” average in his/her classes. *Failure to meet behavioral and academic expectations could result in longer transition time back to their home school.* Each student is expected to be responsible, respectful and put forth their best effort. Smaller class sizes as well as individual and group counseling opportunities will help the student meet his/her goals. The Levels Program allows students to set goals on their way to overcoming the barriers that brought them to College View. Students earn points for completion of assignments and demonstrating appropriate behavior during the school day. Traditional students can complete all four levels within a nine-week period or less if approved by administration.

Upon entering College View, the rules and regulations are explained to each student and his/her parent(s)/guardian(s). Consequences for behavior violations will be explained. Students will be assessed academically as well as behaviorally to determine and design necessary supports. All parties involved must sign forms indicating that they understand and will abide by the rules, regulations, and consequences for the behavior violations.

Each student must successfully complete each level before he/she returns to his/her home school. High school Tier I and Tier II students may return to their home school at the end of the trimester during which they have completed all Levels. Title IV students can return to their home school within 20 days of enrollment as long as they have successfully completed each level in the time frame decided during the intake meeting.

The faculty and staff in the Alternative School Program strive to meet each student with a positive attitude and employ Positive Behavior Intervention Strategies to assist in creating a safe and secure learning environment for all students. The program offers orderly surroundings, small classes, and a controlled environment where a student can work through his/her problems and acquire self-discipline. Individual and group counseling services, if deemed necessary, will be part of each student’s behavior support plans while enrolled at College View.

The basic courses are English, Mathematics, Science, Health and P.E., and Social Studies. Hardin County Schools’ Curriculum Guides may be accessed via the district website at [www.hardin.k12.us](http://www.hardin.k12.us). Each student will be required to participate in a 15-20 minute social skill program each week. The program will work on skills necessary to achieve success at College View and in life when challenging obstacles are placed in their pathway of learning.

In order to better meet the needs of all students, the faculty and staff of College View have developed a Consolidated School Improvement Plan. The focus of this plan is to reduce barriers to learning through targeted individualized instruction and support.

The faculty and staff of College View welcome and encourage the involvement of parents/guardians in their student’s education. If at any time you would like to discuss your student’s progress, please email the teacher or contact the school.

## ADMISSION CRITERIA

1. The student is in grades six (6) through twelve (12) AND Tier I referral-1st time placement (minimum of 9-18 weeks – student must complete Levels 1-4 if enrolled in College View)

1. First time Alternative School placement. The student must have a minimum of three (3) “out-of-school” suspensions or suspendable offenses documented in Infinite Campus because of behavior problems that warrant a more disciplined environment. Documented RTI/KSI strategies & completion of CV Checklist, following district guidelines, by a guidance counselor, administrator, and family resource youth service centers are required prior to student referral to the Alternative School Program.

2. The student is referred after a pre-expulsion hearing conducted by the Associate Superintendent of Student Services.

3. The student is directed to attend by the Board of Education after an expulsion hearing.

**Tier 2– Multiple placement(s) at College View** (Length of time on each level is multiplied by the number of placements at CV)

1. Second time Alternative School placement. The student must have a minimum of three (3) “out-of-school” suspensions or suspendable offenses documented in Infinite Campus because of behavior problems that warrant a more disciplined environment. Documented RTI/KSI strategies & completion of College View Checklist, following district guidelines, by a guidance counselor, administrator, and family resource youth service centers are required prior to student referral to the Alternative School Program.

2. The student is referred after a pre-expulsion hearing conducted by the Associate Superintendent of Student Services.

3. The student is directed to attend by the Board of Education after an expulsion hearing.

**Title IV Placement** (minimum of 20 school days)

Student is found to be in violation of the county’s Title IV Drug and Alcohol policy.

## **RULES AND REGULATIONS**

All students, regardless of age or marital status, must comply with the local board of education policies, as well as state and federal regulations. In addition to those outlined in the Hardin County Schools Code of Conduct, the student and the parent/guardian need to be aware of the following rules and regulations:

### **COUNSELING**

Counseling and therapeutic services are a critical component of our program at College View. During the intake process, services will be offered to student. Upon enrollment at College View, students mental health will be assessed and a counseling plan will be developed to support their social/emotional needs. Parent/Student counseling workshops will also be available during the year to assist with communication and support strategies to be applied in the home setting.

### **EXTRACURRICULAR ACTIVITIES**

**Any student enrolled at College View will not be allowed to attend or participate in any extracurricular activity sponsored by their home schools, nor be on any Hardin County Schools grounds except for regular transportation to and from the alternative school. Students may wait in the designated area assigned by the home school while waiting for bus transportation. Level IV students may apply for an “Extra-Curricular” pass to attend their home school sporting and extra-curricular events as long as authorization is obtained from the administrations of the sending school and College View.**

### **ATTENDANCE**

**School attendance is vital to the educational process. Any student sixteen (16) years of age or older who has six (6) unexcused absences in a school year may be transferred to Hardin County High School. Students age fifteen (15) and below with six (6) or more unexcused absences and/or tardies will have a truancy complaint filed with the Truancy Mediator and/or Court Designated Worker. A parent note will be accepted for up to six (6) absences—excused for only one (1) day per note. For more information on attendance policies, please refer to the Hardin County Code of Conduct.**

### ATTENDANCE (Cont.)

School begins at 9:00 a.m. Any student arriving at school later than 9:00 a.m. will be marked tardy and must sign in through the office. Cafeteria stops serving breakfast to College View students at 9:00 a.m.. Any student signing out earlier than the normal dismissal time will be marked tardy for the day. If a student signs in after 10:45 a.m. or out before 1:15 p.m., he/she will be marked ½ day absent. If a student is absent five hours of the day, he/she will be marked absent for the entire day.

Upon returning to school after an absence, students must report to the office to obtain an admit slip and present written verification as to the reason for his/her absence. The principal/designee shall determine the validity of each excuse. In order to receive an excused absence, students must turn in their excuses to the office within five days of the day they were absent. Valid excuses are defined as:

1. Illness that is verified by a doctor or medical agency.
2. Orders of the court. This applies to summonses and subpoenas.
3. Death or severe illness in the immediate family.
4. School activities or circumstances if approved by the principal or his/her designee.

**Parent note will be accepted for up to six (6) absences—excused for only one (1) day per note.** Any student who is absent (excused or unexcused) from school is responsible for completing missed assignments, tests etc. It is the responsibility of the student to ask for this work. The student has one day to make-up the work for every day absent for “full credit”. All work must be submitted prior to the end of the quarter for credit to be awarded.

### FOOD SERVICE

Breakfast and lunch will be served, free of charge, to all students. Student behavior in the cafeteria should be based on courtesy and cleanliness and follow the “School-Wide Behavior Expectations”. Students should leave the area in the condition in which they would like to eat. In order that the cafeteria may be operated efficiently, students must observe these guidelines:

1. Stand quietly in an orderly line and wait their turn to be served.
2. Sit in **assigned** area, adhering to the Levels Program they are in.
3. Take all trays, silverware, and trash to the disposal area when given permission by staff.
4. Remain seated, and do not visit other tables.
5. **No food or beverages will be shared or taken out of the cafeteria except as authorized by administration.**

## TRANSPORTATION

All students will be required to ride the school bus to and from school or the parent/guardian may transport his/her student unless otherwise approved by admin. Students suspended from one bus are denied all bus transportation privileges for the length of the suspension. Any student who receives a bus suspension because of endangering the safety of others will be required to attend a student and parent/guardian conference to determine if bus service will be terminated for the school year. Other infractions will be handled on a case-by-case basis. If a student is suspended from the bus, it is the responsibility of the parent/guardian to transport his/her student to and from school. For further information on school bus safety rules and practices, refer to the Hardin County Code of Conduct.

If a student rides to or from school with someone other than a parent or guardian, or will be riding a bus different from his or her assigned one, **written parent/guardian permission must be approved by the principal.** These notes must be given to a supervising staff member *immediately* upon arrival so they can be turned into the office. The driver of the personal operated vehicle picking up the student must be over the age of 18 and have a valid driver license with a picture.

Students are to report immediately to and remain in a designated area supervised by the alternative school staff while waiting for the bus at his/her home or feeder school. Misbehavior at the home or feeder school may result in a bus suspension, reduction in Level rating or other disciplinary measures.

Students who have parent/guardian transportation must have a note on file that they are not riding the bus.

Parent/Guardian permission is required before a student may leave school grounds. Students will be released only to the people whose names have been listed on the release form on file in the office and proper identification will be required. A phone call will not be accepted for the release of the student.

## STUDENT CONDUCT

1. Students are expected to conduct themselves properly at all times. School-wide behavior expectations have been developed to inform and guide students on acceptable behaviors. Proper behavior shall include respect for school staff members, public and personal property, fellow students, visitors, and themselves.
2. For student safety and building security, students will be supervised at all times.
3. Students must properly display their name badge while on campus by wearing it around the neckline with picture visible. Any defacing or altering of the badge can result in a level drop.
4. Students are expected to move promptly between classes, and to remain quiet and orderly in the hallways. Students are to walk on the right hand side of the hallways with their hands in their pockets (following level guidelines). Absolutely no running and horseplay will be tolerated. Restrooms are off limits between classes.
5. Students are to report directly to assigned class when bell rings. Unauthorized trips to office, restroom, or unassigned classroom at any time during the school day can result in automatic level drop down/reset.
6. For student safety and building security, all students will be scanned with a metal detector upon entering the building. No bags are allowed. Students will be required to leave hats, caps, coats, jackets, packages, etc., in a designated area. **Labels** should be put on all of these items. Student will be asked to pull pockets inside out, remove belt and take off shoes as part of the scanning process.
7. In order to prevent injury to themselves, others, and property, students may be restrained using safe crisis management.
8. Proper conduct shall be observed when using school computers. Students must comply with the policies outlined in the Hardin County Code of Conduct and the School-Wide Behavior Expectations.
  - \* Students may only access school curriculum related web sites.
  - \* Students should not turn-on/off, plug or unplug any devices (to include headphones) into the computer unless authorized.
  - \* Violations may result in a reduction in level, loss of access as well as other disciplinary or legal action.

7. If a student becomes belligerent and out of control, the school resource officer may become involved and the parent/guardian will be contacted and expected to pick up the student immediately. If the school is unable to make contact with the parent or guardian, the child welfare office will be contacted.
8. **Gang-like behaviors (using gang symbols, colors, flags, language, names, gestures, and hand signals, etc.) or “mimicking” gang behaviors will not be tolerated and may result in an expulsion hearing. Intimidation or threats made by students to others in an effort to encourage other students to participate in gang activities will not be tolerated and will result in immediate Level I placement.**
9. Any item that is deemed disruptive by a staff member is not allowed and will be confiscated. Items must be picked up from the office by a parent or guardian within five business days. College View is not responsible for any items left after five days.
10. Any student who deliberately activates a fire alarm under false pretenses may appear before the Board of Education for an expulsion hearing and will be placed in Level I.
11. All prescription and non-prescription medication must be brought in to the school by a parent/guardian. It must be accompanied by signed permission from the parent/guardian along with directions for dispensing the medication. Medication will be dispensed through the main office only.
12. Students may not use **any** of the school telephones unless authorized by administration.
13. Students are not allowed to have visitors unless authorized by administration.
14. Sexual harassment will be addressed on an individual basis. Procedures include, but are not limited, the following:



**1<sup>st</sup> violation**

- Counselor-student conference.
- Completion of Alternative Behavior Educator (ABE) modules related to sexual harassment.
- Student views video on sexual harassment.
- Student will explain the meaning of the sexual harassment after viewing the video and/or completion of the online training.
- An explanation for possible consequences for further violations is given.
- Assignment back to Level I or lower level may result.

Additional violations will be handled according to board policy.

15. Student use of drugs, including alcohol: For more information on Hardin County School's policy on the student use of drugs, including alcohol, refer to the Code of Conduct.



## College View DRESS CODE

College View's dress code is designed to teach grooming and hygiene, promote a positive self-concept, instill discipline, avoid safety hazards, prevent disruption, and teach respect for authority. Modesty, cleanliness, neatness, and appropriateness are standards, which should be observed by all students in their personal dress and grooming. The school feels a definite responsibility to assist students in achieving these goals. The following rules are to be followed:

**Slacks, pants, or capris:** Straight legged slacks (no flares, wide legs, or visible logos) in **solid black only**. Must be hemmed at shoe tops. Slacks may not be too tight or too baggy (to be determined by staff/administration), and a **belt must be worn at all times**. Pants may not have cell phone or cargo pockets on the legs, and must not be made of stretch material. Pants may not be slit or frayed at the hem. **Pants must have belt loops and front pockets.**

- Extra layers of clothing are not permitted under uniform pants.

**Shirts:** Shirts must be **solid black**. They must be polo style shirts in long or short sleeved styles, **visible logos must be small and indiscrete**, worn tucked in at the waist so that the **belt may be seen at all times**. A T-shirt may be worn underneath if it is solid white or solid black only, and may not exceed the length of the over shirt with the exception of a long sleeve undershirt in the winter time. A solid black or white non hooded sweatshirt can be worn on the outside with polo shirt collar showing.

**Belts:** Belts must be worn with all slacks, capris, and shorts, and must be no longer than can be tucked in belt loops. Belts and buckles must be standard in size, and have **no visible logos**. The belt may not contain any metal other than the buckle.

**Shorts:** Shorts must be **solid black only**, uniform style, no cell phone or cargo pockets on the legs, worn with a belt at the waist and must be walking length (just above the knee). Shorts must have hems. No "cutoffs".

**Shoes and Socks:** Socks must be worn and in good repair. Shoes must be gym type tennis shoe. Boots and steel toe shoes are not permitted. **Shoes must be predominately white and/or black**. Shoes must be worn laced at all times; shoestrings must match the shoes and each other. **No straps are permitted on shoes.**

**Hair:** The hair should be neat, clean and combed. Extreme haircuts, hair-styles, and colors are not permitted (to be determined by the school staff/administration). **METAL HAIR CLIPS, BOBBY PINS, HAIR DO RAGS, WIGS, WAVE CAPS, SHAVED HEADS, HEADBANDS, HAIR BEADS, AND SUNGLASSES ARE NOT ALLOWED.** **Weaves and Extensions may be permitted as long as they are not “extreme” and do not cause a distraction in the classroom (to be determined by administration).** Headbands must be solid black or white and net fabric. Must not exceed 1 inch in width.

**Other:** No jewelry except for a watch worn on the wrist. No metal piercings of any kind are allowed. Only clear plastic studs permitted. All grooming products are to be left at home including perfume, cologne, hairspray, and make-up. Chap stick may be brought in and carried with student as long as it doesn't become a distraction and can not be shared with other students. Deodorant may be stored with student's PE teacher. **Nail polish may be worn if it is clear or French-tipped only.** Purses, wallets, combs and picks are not allowed. **No money** is allowed on campus. If money is brought to school, the parent/guardian will be called and given up to five days to pick up the money from the office. Money will not be returned to the student. **Gum and candy, unless provided by the staff, are considered a dress code violation and are not permitted.**

**Cell phones and electronic devices are not allowed on school premises.**

Students are allowed to have one house key on their person on an approved lanyard that is to be tucked into their shirt at all times.

**School supplies will be provided by College View.**

Any items confiscated must be picked up by parent/guardian within five business days. College View is not responsible for items left longer than five days. Coats, sweatshirts, knitted scarves, gloves, and toboggans may be worn, but will be locked in the coatroom. Coatrooms will be locked in the morning and monitored when students leave the building.

**ALL STUDENTS WILL ENTER THE BUILDING WITH THEIR COATS OFF.**

**\*\*\*Students who violate the dress code are subject to the following disciplinary actions to include but not limited to: placement in Level I, suspension, loss of days/points earned towards a level, or demotion to a lower level. Parents/guardian may be contacted when students fail to comply with the dress code and will be asked to bring appropriate clothing or take**

### **THE LEVELS PROGRAM**

As a student enters the Alternative School Program, he/she as well as the parent/guardian will be informed of the Levels Program during an intake conference with the principal or counselor and psychologist. The Levels Program allows the student to set goals as well as progress through a series of four levels as their behavior/academic performance improves. The student earns points for appropriate academic effort and behavior during the school day (please refer to sample point sheet). The number of points that a student must earn each day is determined by the level that he or she has earned. The maximum number of daily points is 100. Any teacher or staff member may monitor/record points for the day on the point sheet. If a student is absent, he/she does not earn points. The 1st period teacher will be responsible for tallying the student's cumulative daily points & monitoring progress through the Levels program. Also, the 1st period teacher will act as an advisor to the student and will contact parents/guardians as the need arises. As the student makes progress, he/she earns privileges and added responsibilities. Students may be recommended for promotion to the next level after meeting the criteria for the next level. Promotion will be based upon behavior %, homework completion, the number of minor/major behavioral violations at school and on the bus, academic effort (maintaining an overall "C" average), and recommendation of promotion committee.

As the student makes progress through the levels program, he or she will be held increasingly accountable for mastery of the following objectives:

- Taking responsibility for behavior and feelings, and accepting consequences without blaming others, arguing, or making excuses.
- Learning to deal with conflicts in a constructive fashion without prompting.
- Refraining from encouraging negative behavior in others.
- Learning and demonstrating social skills.
- Initiating meeting with staff about problems or concerns.
- Completing all assignments including portfolio and testing requirements with best effort.
- Ignoring inappropriate behavior of others.
- Demonstrating appropriate skills necessary to succeed academically and socially in the home school.

#### **College View Levels Program**

- Level I - Beginner
- Level II - Searcher of knowledge and wisdom
- Level III - Explorer of possibilities
- Level IV - Conqueror of fear & anxiety

## PRIVILEGE PHASES AND DISCIPLINE LEVEL SYSTEM

The administration, teachers, counselor, therapist, and psychologist meet to devise a behavior modification system that would encourage students to correct undesirable behavior. Using the expertise of these individuals we developed a system that is uniquely ours.

<p style="text-align: center;"><u><b>Level I</b></u> <b><i>Beginner</i></b></p> <p>Not allowed to participate in PE Must eat at Level 1 table Must be in School Uniform Not allowed out of class seats Must walk with hands in pockets Not allowed to participate in school rewards and/or school field trips</p> <p style="text-align: center;"><b>Criteria to move to Level 2:</b></p> <ul style="list-style-type: none"> <li>-Behavior % = or &gt; 75%</li> <li>-Complete all assigned ABE modules</li> <li>-Pass the school handbook quiz</li> <li>-Receive 3 or fewer bus write-ups</li> <li>-Receive 2 or fewer Major violations</li> <li>-Receive 3 or fewer Minor violations</li> </ul> <p>Note: Any "major" violations could result in student starting <b>Level I</b> over.</p>	<p style="text-align: center;"><u><b>Level II</b></u> <b><i>Seeker of knowledge and wisdom</i></b></p> <p>Allowed to participate in PE Allowed to eat with class in Cafeteria Must sit in designated areas Allowed to attend regular classes Cannot be out of classroom without supervision</p> <p style="text-align: center;"><b>Criteria to move to Level 3:</b></p> <ul style="list-style-type: none"> <li>-Must have accumulated 1000 points</li> <li>-All HW must be complete</li> <li>-Earn a 72% average on assignments</li> <li>-Receive no more than 1 bus write-up</li> <li>-Receive no more than 1 Major violation</li> <li>-Receive no more than 2 Minor violations</li> </ul> <p>Note: Any "major" violations could result in student starting <b>Level</b> over.</p>
<p style="text-align: center;"><u><b>Level III</b></u> <b><i>Explorer of possibilities</i></b></p> <p>Allowed to be in the hallways unsupervised May participate in school rewards &amp; field trips</p> <p style="text-align: center;"><b>Criteria to move to Level 4:</b></p> <ul style="list-style-type: none"> <li>-Must have accumulated 2500 points</li> <li>-All HW must be complete</li> <li>-Earn a 75% average on assignments</li> <li>-Receive no bus write-ups</li> <li>-Receive no Major violations</li> <li>-Receive no more than 1 Minor violation</li> </ul> <p>Note: Any "major" violations could result in student starting <b>Level</b> over.</p>	<p style="text-align: center;"><u><b>Level IV</b></u> <b><i>Conqueror of fear &amp; self-doubt</i></b></p> <p>May be a teacher's aide Allowed to walk with hands out of pockets Allowed to dress out of uniform Allowed to use the restroom without supervision Allowed to sit in Level IV area during lunch</p> <p style="text-align: center;"><b>Criteria for success:</b></p> <p><i>*Continue meeting the following criteria*</i></p> <ul style="list-style-type: none"> <li>-Must have accumulated 3500 points</li> <li>-All Homework must be complete</li> <li>-Earn a 75% average on assignments</li> <li>-Receive no bus write-ups</li> <li>-Receive no Major violations</li> <li>-Receive no more than 1 Minor violation</li> </ul> <p>Note: Any "major" violations could result in student starting <b>Level</b> over.</p>

**SAMPLE POINT SHEET**


**COLLEGE VIEW**

Student:	Level <b>1 2 3 4</b>	1 <sup>st</sup> Period Teacher:
Date:		

	M	T	W	TH	F	Levels Explanation								
1 <sup>st</sup> (10)						<b>Level I - Red</b> Criteria to move to Level II: New students must successfully complete all assigned ABE modules, handbook quiz, math/reading assessments, career interest & learning style inventories, and meet with administration prior to exiting. Current students that are placed in Level I for behavior violations must complete all assigned work as specified by administration.								
2 <sup>nd</sup> (10)														
3 <sup>rd</sup> (10)						<b>Level III - Green</b> Criteria to move to Level IV: -Must have accumulated 2500 points. -All homework must be complete. -Have at least a 75% average in all classes.								
Lunch (5)														
WIN (5)						<b>Level II - Blue</b> Criteria to move to Level III: -Must have accumulated 1000 points. -All homework must be complete. -Have at least a 75% average in all classes.								
4 <sup>th</sup> (10)														
5 <sup>th</sup> (10)						<b>Level IV - Yellow</b> Criteria for transition to home school: -Must have accumulated 3500 points. -All homework must be complete. -Have at least a 75% average in all classes.								
Halfway (20)														
Dress Code (15)						Classroom Referrals: 25, 50, 100 point fine per referral. Office Referrals: 50, 100, 500 point fine per referral. Bus Referral: 100 point fine per referral. Out of area: 100 point fine per referral. Additional fines per administrator review.								
Homework (5)						<b>Homework</b>								
SubTotal						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Monday (English)</td> <td style="width: 50%; padding: 2px;">Tuesday (Science)</td> </tr> <tr> <td style="padding: 2px;">T M L NA</td> <td style="padding: 2px;">T M L NA</td> </tr> <tr> <td style="padding: 2px;">Wednesday (Math)</td> <td style="padding: 2px;">Thursday (Social Studies)</td> </tr> <tr> <td style="padding: 2px;">T M L NA</td> <td style="padding: 2px;">T M L NA</td> </tr> </table>	Monday (English)	Tuesday (Science)	T M L NA	T M L NA	Wednesday (Math)	Thursday (Social Studies)	T M L NA	T M L NA
Monday (English)	Tuesday (Science)													
T M L NA	T M L NA													
Wednesday (Math)	Thursday (Social Studies)													
T M L NA	T M L NA													
Fines						T-turned-in M-missing L-late NA-Not Assigned Friday (Point sheet is sent home for review by parent/guardian)								
Daily Total														
Points Forward ( )														

Administrative comments:

COUNSELING (A, B, C)					
PERIOD	Mon	Tue	Wed	Thur	Fri
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
WIN					
4 <sup>th</sup>					
5 <sup>th</sup>					

 <b>College View School Wide Behavior Expectations</b>			
	<b>Be Respectful</b>	<b>Best Effort</b>	<b>Be Responsible</b>
Common/ Walking Areas	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Keep hands, feet, and objects to self</li> <li>Keep hands in pockets (Level 1-3)</li> <li>Keep on the "right-hand" side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Be an example of school rules</li> <li>Walk at all times</li> <li>Carry all equipment and materials properly</li> </ul>	<ul style="list-style-type: none"> <li>Take care of personal and school property</li> <li>Stay in designated areas</li> <li>Keep Campus clean</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Use good table manners</li> <li>Follow adult directions</li> <li>Follow Phase Level Requirements</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep your food to yourself</li> <li>Sit facing forward with your feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Throw away your trash when directed (Level 1-3)</li> <li>Do not share or take food from other students</li> <li>Raise your hand to be excused or to get up</li> </ul>
Office/ Nurse's Desk	<ul style="list-style-type: none"> <li>Be courteous and patient</li> <li>Use a quiet voice</li> <li>Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>Speak in a clear voice</li> <li>Keep hands, feet, and objects to self</li> <li>Wait in the designated area</li> </ul>	<ul style="list-style-type: none"> <li>Show your office pass</li> <li>Follow directions from staff</li> <li>Stay in designated areas</li> </ul>
Gym/PE area	<ul style="list-style-type: none"> <li>Include everyone</li> <li>Encourage others</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Only run during play</li> <li>Tie your shoes tightly</li> <li>Watch your words</li> </ul>	<ul style="list-style-type: none"> <li>Only use school equipment</li> <li>Return equipment</li> <li>Use the school's court rules</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use a quiet voice</li> <li>Return promptly to class</li> <li>Follow Phase Level requirements</li> </ul>	<ul style="list-style-type: none"> <li>Keep feet on the floor</li> <li>Keep water in the sink</li> <li>Put paper towels in the trash</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilets after use</li> <li>Keep restrooms clean</li> <li>Wash Hands</li> </ul>
Computer Areas	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Listen carefully</li> <li>Wait for directions</li> <li>Visit only the sites directed to visit</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Push in chairs</li> <li>Use all equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Take care of the equipment</li> <li>Leave the area in ready position (chairs pushed in, logged off)</li> <li>Keep body and objects to self</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Sit in designated seat</li> <li>Follow the directions of the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Walk and wait in designated areas</li> <li>Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>Load buses quickly and quietly</li> <li>Follow all bus rules</li> <li>Listen for when your bus is called</li> </ul>
Drop-off and Pick Up	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Listen to the directions of the adults</li> </ul>	<ul style="list-style-type: none"> <li>Be safe, watch for traffic when crossing the street</li> <li>Wait in the Media Center until ALL buses have been called and have left the school</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit car on curb side</li> <li>Arrive and leave on time</li> <li>Walk to and from designated area</li> </ul>
Scanning	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Listen to the directions of the adults</li> </ul>	<ul style="list-style-type: none"> <li>Have your pockets out</li> <li>Have your shirts untucked</li> <li>Have your jacket off and ready to hand to a staff member</li> <li>Be ready to take off your shoes when asked</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently to be scanned</li> <li>Be ready to take your jacket after your scanned and hang it up in the coat closet</li> <li>Make sure you check your clothes after scanned to ensure you are in compliance with the dress code</li> </ul>
Cafe'	<ul style="list-style-type: none"> <li>Share furniture and equipment</li> <li>Use manners with everyone</li> <li>Watch and use age appropriate games and programs</li> </ul>	<ul style="list-style-type: none"> <li>Be willing to help each other and staff</li> <li>Put everything in its place, after use</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from staff</li> <li>Keep the lounge clean</li> </ul>
<b>Level I – Beginner (RED)</b> Not allowed to participate in PE Must eat at Level I table Must be in School Uniform Must walk with hands in pockets Not allowed out of class seats Not allowed to participate in school rewards and/or school field trips Criteria to move to Level 2: -Behavior % = or > 75% -Complete all assigned ABE modules -Pass the school handbook quiz -Receive 3 or fewer bus write-ups -Receive 2 or fewer Major violations -Receive 3 or fewer Minor violations	<b>Level II – Seeker (BLUE)</b> Allowed to participate in PE Allowed to eat in Cafeteria Must sit in designated areas Allowed to attend regular classes Must walk with hands in pockets Cannot be out of classroom without supervision Criteria to move to Level 3: -Must have accumulated 1000 points -All homework must be complete -Earn a 72% average on assignments -Receive no more than 1 bus write-up -Receive no more than 1 Major violation -Receive no more than 2 Minor violations	<b>Level III – Explorer (GREEN)</b> Allowed to be in the hallways unsupervised May participate in school rewards & field trips Criteria to move to Level 4: -Must have accumulated 2500 points -All homework must be complete -Earn a 73% average on assignments -Receive no bus write-ups -Receive no Major violations -Receive no more than 1 Minor violation	<b>Level IV – Conqueror (Gold)</b> May be a teacher's aide Allowed to walk with hands out of pockets Allowed to dress out of uniform Allowed to use the restroom without supervision Allowed to sit in Level IV area during lunch Criteria for success: *Continue meeting the following criteria* -Must have accumulated 3300 points -All Homework must be complete -Earn a 73% average on assignments -Receive no bus write-ups -Receive no Major violations -Receive no more than 1 Minor violation

**STUDENT SAFETY TELEPHONE LINE**  
**(Hardin Country Crime Stoppers)**

**1-800-597-8123**

The safety of students is our first priority. The Hardin County School District has formed a partnership with Hardin County Crime Stoppers to provide a student safety telephone line. Students and others may now anonymously call Crime Stoppers at 1-800-597-8123 and report school safety concerns. The caller's identity is strictly protected. These reports will then be given to the proper school officials for investigation. Those who provide information that leads to an arrest and indictment will receive a monetary award.

**GRADING SCALE**

A	92-100
B	83-91
C	74-82
D	68-73
F	50-67

Report cards are sent home three times a year for all students. Progress reports will be issued approximately the mid-point of each grading period. Extended school programs are available to College View students wishing to receive extra academic assistance and/or make up credits. Grading periods are as follows:

**Middle School & High School**

1st Trimester	08/09/18 - 11/09/18
2nd Trimester	11/12/18 - 02/22/19
3rd Trimester	02/25/19 - 05/24/19
	<i>tentative dates (subject to board approval)</i>





## College View School-Parent Compact

College View is committed to improving the academic, social, and emotional well-being of Hardin County's at-risk student population to scaffold successful students and productive citizens. Various counseling and supplemental programs such as APEX, ABE, Read 180 and IXL bolster the instructional efforts of EA's highly qualified educators. ESS is offered during the school year and summer in addition to career-oriented classes to create a unique and rigorous learning environment. Students are assessed upon entering the school to determine learning styles, career goals and their level of academic performance on the Measures of Academic Performance Assessment.

The purpose of College View is to provide intensive instruction, counseling, and mentoring services to at-risk students. The alternative structure, priorities, and mission of College View must differ from that of a tradition school; an online credit recovery opportunity designed to decrease high school drop-out rates in Hardin County, Kentucky.

Under entrance to College View every student is processed through an intake meeting with parents/guardians, the principal or designated administrative staff, and the school psychologist in attendance. Parents are encouraged to be active in the learning experience of the children. Parents receive written notification and explanation when students progress or regress with the level system. First period teachers correspond with parents upon each student absence. Homework completion, behavior, and weekly reminders or announcements are all provided on the students' weekly point sheets that are sent home to parent the last day of every week.

The above mentioned intake meetings, conference scheduled as needed, and exit meetings are the cornerstones of College View parent-school relationships. The social, academic, behavioral and emotional status and progress of students are on-going conversations among College View faculty, staff, parents and students to equip students with skills necessary for success.

Weekly point sheets, the Infinite Campus Parent Portal, progress reports, and report cards are methods used by College View for reporting students' academic progress to families.

### **College View School-Parent Compact (cont'd)**

Students' families are encouraged to correspond frequently with students' counselors, principal and teachers. All parties aforementioned frequently reach out to parents via telephone and electronic mail. Any volunteers, observers, or participants in College View must be Hardin County Board office approved prior to entrance into College View classrooms. The privacy and confidentiality on behalf of all College View Students is of the utmost importance.

Bi-weekly PLC meetings allow staff to share instructional strategies that advance core content as well as forum to work on solution to reach struggling at-risk students.

### **College View Parent Involvement Policy**

1. During the intake process, each student's parent(s)/guardian(s) is informed of College View's participation in Title I and are encouraged to participate in their student's learning.
2. Student/parent counseling sessions are offered during the year to assist parents in establishing boundaries and increasing positive communication with their student(s).
3. College View is working diligently to find ways to involve parents that do not interfere with confidentiality requirements.
4. Parents may access student performance reports via the College View school website and Hardin County district website. Parents may access student assessment results via the Infinite Campus Parent Portal. Parents are informed of student behavior, offered incentives and school announcements via the weekly point sheet students take home the last school day of each week. Teachers and administrative staff communicate with parents as needed by telephone and electronic mail, documenting communication in Infinite Campus.
5. The staff and administration are open to any feedback that may increase operating effectiveness of our program. Parent communication is vital and encouraged throughout each student's enrollment at CV.

## **Parent Involvement Activities Plan**

As discussed at the College View Campus Spring SAC Title I meeting, next school year we will continue to do the parent-counseling sessions in both Fall and Spring of the 2017-18 school year led by Rudy Garcia and open to the Hardin County School District. As of now the curriculum is intended to be the 7 Habits of Highly Effective Teens.

## **Extended School Services**

The Extended School Services (ESS) program at College View is referred to as “Credit Recovery”. The guidelines for entry allow a select number of students to have the opportunity to attend College View voluntarily. The referral and selection process is coordinated through the home school, parents, and College View administrators.

The ESS curriculum is a web-based, online computer program referred to as Edgenuity. The content for Edgenuity follows the Kentucky Core Content Standards.

**ESS** is available for all high school students in need of recovering credits. Please contact the office for a listing of ESS dates and times. Middle school students are also offered grade improvement as authorized by administration.

**Transportation is provided for all ESS students.**

## **Health Services at School**

A registered nurse is assigned to each school. The school nurse is able to provide basic screenings such as vision, scoliosis and dental screens, as well as assessing students who may be ill and administering first aid when needed. Over-the-counter medications (OTC's) may be administered by the school nurse, if the parent has completed appropriate authorizations AND provided school with the OTC medications (i.e. ibuprofen, Tylenol, Neosporin, Zyrtec, etc.) **in its original container.** Consent for Health services form should be completed at the time of enrollment.

More intensive health services are available, if needed, with written authorization/order from a student's physicians. Parent/guardian should notify the school nurse of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must ensure an authorization form provided by the school nurse is completed by the student's medical provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the physician and parents to complete in order for the student to have further interventions/accommodations while at school.

### **Medication at School**

If a student has need for medications during the school day (either over the counter or prescription), parents must sign a written authorization form and provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school. Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by physician to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed.

## **Health Services at School (Cont'd)**

### **Emergency Medication at School**

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container. Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's physician and returned to the school nurse.

### **Self-Administration of Medication at School**

Students will only be permitted to carry medication (emergency or otherwise) on their person with an authorization to self-administer medication from his/her physician. The school nurse will provide this form to the parents. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

### **Illness and Injury**

A student should not be in attendance and will be sent home with any of the following:

Temperature 100.0 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).

Symptoms related to possible communicable diseases.

Live lice





**We have received a copy of the Hardin County Schools Code of Conduct and the College View Handbook. We have reviewed the regulations and are aware that it is our responsibility to have a working knowledge of the policies outlined in this handbook. We have also been made aware of the logical consequences and understand that disciplinary violations will be handled on a case-by-case basis.**

\_\_\_\_\_  
**Signature of parent or Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of person conducting intake**

\_\_\_\_\_  
**Date**









