



**Student Contract/ Blackwell Alternative School High School (12-13)**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents’ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Students 17 years of age or younger must have this contract signed by parent/and or guardian.*

*Violations of any one or more of the following stipulations may result in termination of enrollment in Alternative School until the next semester, and reapplication will be required.*

\_\_\_\_\_\_\_ If enrolling from another school site or day school of the Blackwell system, the

student will clear books and fees from previous school BEFORE enrollment.

\_\_\_\_\_\_\_ Physical property damage will be dealt with on a legal and municipal level and will be

subject to the discipline outlined by board policy. Immediate dismissal from the

Program will occur for tampering with equipment

\_\_\_\_\_\_\_\_ Federal guidelines for nonsmoking on school grounds are to be followed. Guidelines

are set forth in the Student handbook and Alternative School notebook.

\_\_\_\_\_\_\_ Student will abide by building access policy (C wing only) unless permission is

granted by the supervising teacher to go elsewhere.

\_\_\_\_\_\_\_\_Student will follow offline guidelines and complete requirements, otherwise credit

will not be earned. (Guidelines in Alt. Ed. Notebook & BHS student handbook.)

\_\_\_\_\_\_\_ If a student is absent four (4) consecutive days without a doctor’s note or with

special permission, it will be necessary to remove that student from the

program. 10 days absent whatever the circumstance, the student will be dropped.

He/she must reapply and re-enroll the next semester. Attendance is a MAJOR item

viewed when the student is placed on probation to be dropped from the program.

\_\_\_\_\_\_\_ If a student is 17 years old or less and withdraws from the program, the State

Department of Transportation will be notified in accordance with Oklahoma State Law.

\_\_\_\_\_\_\_ Student understands attendance time is 4 hours 15 minutes/day. If student does not

attend at least 12 hours per week (average) over a 4 week period could result in

dismissal. Exceptions such as work and medical are to be documented.

\_\_\_\_\_\_\_\_Student agrees to complete (2) credits each block. If this is not met, student will be

put on probation. Then, if compliance for both blocks is not met, the student

could be dropped and asked to return to Day School Program or Home School.

\_\_\_\_\_\_\_\_Unless given special permission, the student understands internet, messaging, music,

and e-mail are off limits. Personal ipods/mp3 players, etc. with earphones are allowed

*but* cannot be connected to the high school equipment for any reason.

\_\_\_\_\_\_\_\_Cell Phones are to be turned off during class. The policy in the handbook will be followed.

If a student has an IEP, an adjustment will be made in his/her program. A conference will be scheduled with the School Special Education Staff.

When a student’s **Behavior, Progress, Attendance, and/or Attitude** become inconsistent with the goals of the student contract, the student and parent will be warned and a conference with a counselor, teacher(s) or parent will be initiated.

A student who continues to behave in such a way that requires additional parent/guardian contact will be place on “**warning”** status. A student must show improvement, or **dismissal may follow**. If a dismissal occurs, a conference with a parent/guardian and administration will be held. **Dismissed students are withdrawn from the program and are required to turn in all schoolbooks he/she is using at home, especially books from the library.**

***I have read the contract. I understand each of the criteria as indicated by initialing besides each.***

(updated 8-07)

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUIDELINES for Alternative School (revised Fall 2011)**

* **Before starting coursework, students must do the following:**

1. Complete a screen process with Ms. Corn.

2. Clear holds and fines from previous school.

3. Sign Internet release form.

4. Present a transcript and attendance records of previous semester.

5. Complete an individual instruction plan with the counselor.

6. Sign a contract agreeing to abide by school rules.

**Blackwell High School Student agenda rules apply to Alt. Ed. Students**

* *Former grades from another school do not “go with” a student. Each student starts each class new unless arrangements have been made otherwise. Credits are based on open entry. Student starts an individual program as he enters.*
* *Students are to earn 2 credits per 9 weeks and 4 credits for the Fall Semester (August through December) Student will be warned and placed on probation at the end of the first 9 weeks (quarter). If at the end of the 18 weeks, and if the student has not earned 4 credits, he will be suspended for at least 9 weeks (one quarter).*
* ***Suspension will depend on hours attended and credit total achieved****.(see attendance policy for specific rules.)*
* Students must achieve 60% to earn a credit in a class. Credits are competency based and each student shall have a folder containing a sample of a student’s work.
* Courses may be offered that are not offered in the traditional High School.
* A student will not be considered part of the program until he/she “proves himself” (2-3 week of attendance). After this time period, letters to the Department of Transportation for driver’s license will be issued on request.
* Students may participate in the program up to 22 years of age.
* 5th semester seniors may exit the program as soon as their required coursework is finished. A letter of completion will be issued at this time.

Diplomas are issued each May of the school year of completion.

* Students are able to participate in extra curricular school activities if they choose unless activities interfere with school hours.
* Counseling will be provided for all students. Individual, group, and career counseling will be offered. If a student desires, he/she will be referred to other community services.
* Students must take end of course test [EOI] for those designated courses.
* **Prom:** Students may attend the prom if they meet the following criteria:

1. Currently enrolled in school “in good standing” (not graduated)
2. Attendance status is acceptable. **(*No student who has been dropped due to lack of attendance or who is currently under suspension will be allowed to attend.)***
3. **Anyone graduating at Christmas is not eligible unless date is currently enrolled.**
4. Students are classified as a Junior or Senior and their original Graduation date has not passed.
5. This is a formal affair and dress must be appropriate.
6. Rules in student handbook must be followed.
7. Dates do not have to attend BHS. See rules in handbook.(p. 7)

* Counseling will be provided for all students. Individual, group, and career counseling will be offered. If a student desires, he/she will be referred to other community services.
* Parking-park in the south parking lot. The front door will be locked.
* Use C-wing restrooms.
* Stay in C wing unless permission otherwise is granted.
* No tobacco products are allowed in the building. [Ref. student handbook]

If a student is caught smoking:

* + 1. First time: student will be suspended for one week.
    2. Second time: suspension two weeks.
    3. Third time: student is suspended from the program and reinstatement is optional.
* ***No music download on school computers (media Player). Students can their personal CD or IPOD and headphones. No CD’s used in school Computers (because of viruses)***
* *Cell phones are to be turned off. This is a class and they are distracting*.
* Students are ***not*** to bring “friends” to class. This is a time for work, not socializing.
* ***CHILDREN:*** If at all possible do not bring your children to class. The teachers and other students are not babysitters. We realize that emergencies do occur. There are a few appropriate times children are welcome: special projects and “end of the semester” happenings.
* ***The staff enjoys meeting your family, but you do not take your children to “work”.*** Getting your diploma is your “job” at this work site.
* Any other questions: refer to the Blackwell High School handbook.
* **Seniors:** ***must do a final checkout with Mrs. Corn*** and come to school and work on their offlines even if all the computer is finished. If they are not attending, they will be dropped.

# Graduation Credits: Blackwell High School Alternative School (12-13)

* Students entering will be required to earn the same number of credits as their graduating class (year actually graduated).
* Students earn 2 credits per quarter. 4 credits each semester
* Graduating Class of 2013 all Seniors must meet the required credits to graduate (**25 credits**). There is no limit on credits earned per year.
* **(This includes electives and core classes.) see Agenda**
* **26 credits for 2011-2012 25 credits for 2012-2013 24 credits 2013-2014**
* Students may graduate before their original graduation date. If coursework is finished before May of the Senior year, the Principal will issue a letter of completion and the diploma will follow in May of the school year the work is completed.
* Vo-Tech credits can be counted towards graduation. Students enrolled tin the evening Alternative Program may attend Vo-Tech.
* All students must take required end of instruction test (EOI) for the specified courses. (7 possible)
* **Note:** to graduate in 2013, students **must pass 4 or 7 tests** to earn a diploma**.**

English II, English III, Algebra I, Algebra II, Geometry, Biology I, or American History II.

Graduates 2013 and later **have to** **pass Alg. 1 and Eng. II**

Graduates previous to 2013 must have taken the 4 basic EOI tests (Eng. 2, Alg. 1, Bio I, Amer. Hist.)

See counselor for test substitutions.

* A student may participate (walk) in the graduation ceremonies if he/she is deficient in only one (1) credit required for graduation. Must pass 4 EOI tests.
* Under no circumstances will graduates be permitted to display any item outside the graduation gown or cap that does not have prior approval. Proper attire at the graduation will consist of the following: (any graduate who deviates from the listed appropriate attire **will not** be permitted to participate in the graduation ceremonies.)

Boys: Dress pants, dress shoes, socks, shirt with collar and a tie.

Girls: Dress or dress pants, dress shoes and white collar as provided.

* *If a student has a problem acquiring the dress attire, please see Mrs. Muret or one of the Alternative Teachers.*

**ATTENDANCE POLICY/CONTRACT: ALTERNATIVE SCHOOL (updated aug 2012)**

Attendance time will be recorded. If satisfactory time is not shown the **student will be dropped from the program. An average of 12 hours per week over a period of 4 weeks. Is required.** Student will be placed on probation, if a student has less than 48 hours attendance over a semester the student will be suspended for at least 9 weeks.

* Class time is 3:45-8:00 PM. You may bring a “sack lunch” or check about a sack lunch from the school cafeteria. Supper break will be on campus unless special arrangements are made with staff.
* **Four days** of continuous absence without notifying Alternative Staff and/or bringing a note from a Doctor or employer will result in a conference and a “special” attendance contract for the student. If the new agreement is not complied with, the **student will be dropped** from the program.
* **Student will be dropped** if continuously absent 10 days in a row **regardless** of reason for absence. Reinstatement will depend on reason for absence. This is a directive from the State Department of Alternative Education.
* If a student is dropped, he/she must **reapply, reenroll** and possibly go to the end of the “waiting list” before being allowed to reenter the program.
* Illness: students are required to present documentation from a doctor when absent for illness. This applies when a student/parent has a sick child.
* Work Absences: if a student is absent and/or consistently late because of work, the student must present a note from the employer documenting shift changes and/or working hours. Students may expect a surprise visit during working hours of Alternative Staff.
* Only seniors nearing graduation and/or working an evening shift will be allowed to work on computer lessons during the regular school hours. This is to be done only with ***prior*** arrangements with a supervising teacher.

(Note: If a Senior is working a night shift, a written note stating working hours must be presented from the employer to the Alternative School Staff.

* Maternity: Students absent from the program for maternity reasons need a note from their doctor stating “beginning and ending dates” for maternity leave. Students will be notified as to maximum maternity leave allowed. After 10 days student status will be “dropped”. Status may be reinstated with the doctor’s note pending previous attendance record and medical condition. The father of a new baby will be allowed 4 days of maternity leave. He will then need to return to school and attend on school nights.
* If a Senior student only lacks “offline” or work credit to finish graduation requirements, **He/she must “check in**” with Alternative Director and/or designated Alternative Staff **and work in the lab until offlines are finished**. If student is not attending and checking in regularly (12 hours per week), ***they may be dropped and not graduated.***

Student Signature Date

Parent Signature

**Policy- Supper Break or School Lunch**

* The Blackwell Alternative Program offers the Free and Reduced Lunch Program to Students who qualify and others who wish to participate in a ‘working supper” .
* If they choose, students may bring their own sack lunch or purchase from the machine in the study center.
* Meals will be eaten in Computer lab or art room. Students are responsible for cleanup. (place trash in containers and wipe tables off)
* Students are asked not to leave campus for supper break unless
* special arrangements have been made.  
  Procedures:

1. High School Cooks will prepare sack lunches or “meal of the day”.

The food will be left in the north refrigerator in the high school kitchen with a cart available to transport the food to the lab.

1. Any student whose attendance record indicates that he is attending only to eat will **be dropped from the lunch program** (example: coming 30min. to 1 hour before supper and leaving soon after eating).

3. The teacher on duty **will record lunches** on a role sheet provided.

This sheet is to be turned in to the head cook mail box in office.

4. A Lunch Alternative receipt book will be provided for the teacher’s use.

5. Rates are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Teacher | Regular Student Meal | Reduced Student Meal | Free Student Meal |  |
| $3.10 | $1.85 | $ .40 | No charge |
| Money taken in will be receipted and locked up after the class adjourns. | | | |

English Off-lines

Each class will have specific essays they will be required to write. Three essays will be required for each English semester except for English 3, semester 1, which will require a research paper and one essay. All English off-line essays will be submitted to a web site for scoring (classzone.com). This is the same web site that the regular English classes are using during day school. Each individual will receive a user name and password. The topics for these essays will be listed according to the semester and grade level of the English class. You may only use a topic one time. You will need to look at your specific English class and semester to determine the essay topics required for that semester

All English off-lines should be neatly typewritten and clearly labeled with your **name, class, assignment, date**. To do this, go to "Insert" at the top of the word program, click "Header" and choose the first one. Type in your information (example at the top of this page), and then click on the X to close the header. Click on "Home" and this will take you back to the front of your regular page in word. Follow the direction in the next paragraph to set up the remainder of your paper.

**Set Up Paper**: Each essay should be **1 1/2 to 2 typewritten pages** unless otherwise noted. Please use **Arial** or **Calibri** **12 point font**. **Double space** all papers. Please make sure to indent the beginning of each new paragraph. If you use Microsoft Word 2007, under the title "**Home**," in the section called **paragraph** (this is written at the bottom), click on line spacing arrow and click 2.0 (The line spacing is the arrows going up and down with the little lines beside it.) This will allow you to double space. Under the title "**Page Layout**," under "**Spacing**" put the number on **0 for both the left** **and right** and under "**Indent**" you will need to put **0 pt for both the before and after**. This will keep you from triple spacing between paragraphs, which is something you do not do in an essay or research paper, and this will set your tabs correctly for paragraph indenting. Under **“Insert**” click header and choose the first one. Type in your name, class, type of essay, and date like the example at the top of this sheet. Now go back to “**Home**” to type your essay.

**Important**: Once you have chosen your topic on the web site, please do your **prewriting**, the **rough draft**, **type** your essay, **print** it, and then **copy and paste the essay into the web site**. Once you have pasted the essay into the web site, you will need to have it scored. **Print the score** and attach this to your printed copy to turn in. **Staple you paper in the following order**: essay on top, followed by pre-writing, rough draft, and score.

A standard essay contains at least five paragraphs: introduction with thesis statement (about 3 to 5 sentences), three body paragraphs (about 8 to 11 sentences each), and conclusion (about 3 to 5 sentences). Be sure to use the standard writing guides, such as to write in third person, in complete sentences, etc.

**Web site**: [www.classzone.com](http://www.classzone.com)

Site will come up. **Click on**: **Language Arts, high school**. **Click on**: **Oklahoma**. **Click on**: **Go find book**. A new screen will come up with the books. Blackwell High School’s book is one of the first four books shown. Choose the grade level that you are enrolled in—first book is 9th grade, second book 10th grade, etc. A new screen will come up. In the middle of the screen under Writing and Grammar, **click on**: **EssaySmart**. This will bring up the page with the username and password. Type in your username and password. This will then bring up the types of essays. Click on the essay type (Narrative essay, etc.) that you need to write depending upon which English class (1, 2, 3, or 4) and semester (see bottom of paper) you are completing. This will bring up the prompts for that essay. You may choose any prompt in that essay category as long as you have not already submitted that essay. Each prompt may be used only one time. Do your prewriting and rough draft, then type your essay in Microsoft Word. Once you have written your essay, copy your finished essay and paste it into the site and submit it to be graded. **Be sure to print the graded essay with your score**. Then hand in stapled papers in this order: Typed essay, prewriting, rough draft, and score. Each part of this is worth a set of points.

Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
English 1, sem. 1

Expository essay

Descriptive essay

Narrative essay

English 1, sem. 2

Expository essay

Narrative essay

Persuasive essay

English 2, sem. 1

Expository essay

Persuasive essay

Essay of your choice

English 2, sem. 2

Expository essay

Persuasive essay

How-To essay

English 3, sem. 1

Expository essay

Descriptive essay

Essay of your choice

English 3, sem. 2

Research paper

Persuasive essay

English 4, sem. 1

Persuasive essay

Expository essay

Essay of your choice

English 4, sem. 2

Narrative essay

Job Report (not submitted to the web site) [For info to write this paper, go to www.bls.gov/OCO]

Resume', cover letter, resignation (not submitted to the web site) [Use business style writing for

**Alternative Social Studies Off-lines**

(Revised August 2008)

All Social Studies Off-lines should be neatly typewritten and clearly labeled with the following information: (1) Course (2) book report or topic report (3) Your name (4) date. You will not receive full credit if any part is missing. The report must be at least 1.5 to 2 pages type-written. You are to use either Times New Roman or Arial in 12font. Double space, use a 5 space (tab) indention for new paragraphs, and number pages in the top right hand corner.

NOTE:

Be sure to look over the writing guidelines sheet in your notebook.

Use good grammar, punctuation and spelling. Use spell check.

Be neat and pay close attention to details.

Use two (2) or more sources and cite them using correct documentation form.

Use the internet or the library for your sources.

If you have questions, be sure to ask!

REMEMBER:

We would rather you do your own work. If someone else helps you by doing your work for you, it may get you by for now. However, when you have to do it yourself, you will not have any idea of what to do! Plagiarism is not allowed! If you don’t know what plagiarism means, look it up in a dictionary!

OKLAHOMA HISTORY:

This is a ½ credit course that does not have any computer work. Do all of these:

\*Read 10 chapters and answer the questions on paper.

\*One topic report (famous person, place, or event)

\*One project (map, poster, power point, or painting)

U.S. HISTORY:

One book report and one topic report is required for each ½ credit. Choose from the following list of topics for your reports:

\*Louisiana Territory/Louisiana Purchase \*Lewis & Clark expedition \*Mountain men of the American frontier \*Report of a President

\*American Revolution, Civil War, War of 1812, Korean War, or Vietnam War

WORLD HISTORY:

One book report and one topic report is required for each ½ credit. Choose from the following list of topics for your reports:

\*World War I or World War I \*Former leader of any country other than US

\*Country other than US \*Political system other than democracy

\*Major event that has shaped the world

ANCIENT HISTORY:

One map and one topic report is required for each ½ credit. Choose from the following list of topics for your reports:

\*Major conflict \*Great leader \*Major event \*Ancient people or civilization

U.S. GEOGRAPHY

One map & one topic report is required for each ½ credit. The topic report is a report about a state. Choose a state other than Oklahoma to report on. Maps should have a title and a map key. Choose a map of the United States that shows one of the following:

\*Rivers & lakes

\*States & capitals

\*Interesting features

WORLD GEOGRAPHY

One map & one topic report is required for each ½ credit. The topic report is a report about a country other than the US. Maps should have a title and a map key. Choose a country (not the US) or a continent for the map and show one of the following:

\*Rivers & lakes

\*Boundaries

\*Topography

\*Interesting features

GOVERNMENT:

One book report and one topic report is required for each ½ credit. Choose from the following topics for you report:

\*Declaration of Independence

\*Articles of Confederation

\*Bill of Rights

\*Famous person that caused change in our government

\*Former US President

ECONOMICS:

Computer loaded semesters and the following:

Turn in all of the items for a semester, stapled together at one time.

1st Semester 1. Define and explain the relationship between Supply, Demand,and price.

2. Define: Consumer Price Index, Gross Domestic Product & Inflaation

3. Define: Budget Deficit, Budget Surplus, & Fiscal Policy

4. Report on the current budget of the US from

[www.Whitehouse.GOV/WH/EOP/OMB/HTML/ombhome.html](http://www.Whitehouse.GOV/WH/EOP/OMB/HTML/ombhome.html)

5. Find the rates of Consumer Price Index, Gross Domestic Product and

Inflation from the Dept. of Commerce at [www.census.gov/](http://www.census.gov/) and

[www.fedstats.gov/](http://www.fedstats.gov/)

2nd Semester: 1. Define the Federal Reserve and explain what it does.

2. The Federal Reserve gives information on the current economic

conditions of each of its 12 districts. Oklahoma is in District 10. Report

on the economic condition of District 10 after reviewing the Latest

information listed at [www.bog.frg.fed.us/fomc/bb/current](http://www.bog.frg.fed.us/fomc/bb/current). Use economic

terms from Semester 1 in your report.

OKLAHOM HISTORY OFF-LINES  
BLACKWELL ALTERNATIVE EDUCATION

TEXT BOOK- OKLAHOMA HISTORY- REQUIRED FRESHMAN CLASS

Course description: this is a ½ credit course that is done off-line( with textbook only). The course is completed by using a textbook and completing written assignments.

Course Requirements: Choose 10 chapters to read. After each chapter is read you may choose to do one of the following:

1. Write a summary of the chapter
2. Give an oral summary of the chapter to Ms. White or Mr Cherry
3. Answer the questions from the chapter on paper.

After the chapters have been completed, you must then produce one written report on

1. Famous Oklahoman
2. Famous landmark in Oklahoma

You must also complete one project

1. Map or poster of Oklahoma
2. Create a video about Oklahoma
3. Create a PowerPoint about Oklahoma

All written work, projects, and reports for Oklahoma History will be graded by Ms. White or Mr. Cherry and a grade will be recorded in grade book also with assignments being up in your portfolio.

# Science Courses Offered Blackwell Alternative School (updated 2010, Fall)

Biology Chemistry Zoology

Earth and Space Science General Science

Physical Science Physics

For each - ½ credit a student must complete the following:

1.2 science lab under the supervision of the teacher

2. 2 current event summaries per ½ credit.

3. EOI review with instructor- this will be offered on the first and third Thursdays. If a student is enrolled in Biology OR needs to retake the Biology test, the student must attend these review sessions. Teacher will discuss times required for a grade.

**Set up for Current Event Reports**:

**1. Cover Page** Current Events

Student’s Name

Class (Biology, Earth, and Physical Science)

Date

2. **2 current Events per ½ credit**

Format for the current events should be as follows:

**Author (if there is one). “ Title of Article". Title of Magazine or Newspaper. Volume and Number of Magazine or newspaper. Date published. Page(s) article is found**.

1. 1 page summary of article

**Science Labs**

Labs are to be scheduled with instructor during Power lesson.

**Biology I- and EOI course**

This is a required course for graduation. If student needs this class there will be biweekly assignments in addition to the A plus assignments. Class of 2012 must pass 4 of 7 EOI tests in order to graduate. Biology is one of the 7 tests.

1. Complete A plus assignments
2. Must complete 10-12 outside activities or assignments depending on grade desired. These will be done with the science instructor during power lesson.
3. Turn in 2 current events per ½ credit.
4. Must complete EOI review with Instructor



**WORK CREDIT SPECIFICATIONS**

**FOR BLACKWELL HIGH ALTERNATIVE SCHOOL**

**FIRST 1/2 WORK CREDIT**

1. Resume

2. Letter of Application

3. Follow up letter

 Resignation Letter

 Date wish to leave

 Reason for leaving

 Appreciation for people you worked with

**SECOND 1/2 WORK CREDIT**

1. Use career search

2. Research a career of choice

3. On career search tell

 Salary Range

 Working Conditions

 Areas where job is available

 On line

**Available to Juniors and Seniors Only**

1. Submit all paper work– pay stubs/ weekly schedules after you have collected all 12 weeks

2. Time sheet

3. Have signed by supervisor

4. Bring to Mrs. Corn during alternative school on Tuesday night.

5. Complete Projects as specified above for each 1/2 credit

6. Students can earn up to 1 work credit per year.

7. This credit has to be approved by Alternative School teacher/director.

**Required Computer Courses: (updated 11/19/2012)**

Computer 1- Microsoft Word

Start on page 3 of the green pages. Word Basics Lesson 1, complete all step by steps in each lesson, along with all projects at the end of the Lesson. The student will complete 7 lessons total in this book. The student data files can be found on the computer desktop. Print as stated in the book. Keep all lessons and projects and turn in when book is completed.

Computer 2- Microsoft Excel

Start on page 3 of the maroon pages. Excel Basics Lesson 1, complete all step by steps in each lesson, along with all projects at the end of the Lesson. The student will complete 8 lessons total in this book. The student data files can be found on the computer desktop. Print as stated in the book. Keep all lessons and projects and turn in when book is completed.

Computer 3- Microsoft Powerpoint

Start on page 3 of the purple pages. PowerPoint Basics Lesson 1, complete all step by steps in each lesson, along with all projects at the end of the Lesson. The student will complete 4 lessons total in this book. The student data files can be found on the computer desktop. Print as stated in the book. Keep all lessons and projects and turn in when book is completed.

Computer 4- Microsoft Publisher

Start on page 1, Getting Started with Microsoft Office Publisher 2007. Publisher Unit 1, complete all step by steps in each lesson, along with all skills review at the end . The student will complete Unit A though Unit H. The student data files can be found on the computer desktop. Print as stated in the book. Keep all lessons and skills reviews and turn in when book is completed.

Teacher Qualification Disclaimer

The teacher(s) in your student’s alternative program have been selected by this district because we believe that they are uniquely qualified to work with alternative learners. There is at least one instructor on staff that is certified and highly qualified in each of the **core areas,** Math Science, English, and History. Oklahoma has had a progressive and nationally recognized model in the field of alternative education for more than a decade. This model is closely scrutinized by independent evaluators to determine program effectiveness. Changes in attendance, disciplinary referrals, grades, course completion, direct classroom observations, and standardized testing are some of the factors that the evaluators use to determine the effectiveness of our alternative program. These reports are available for your review.

**Oklahoma law permits alternative education teachers to provide instruction in subjects that are not specific to their area of certification**. The federal guidelines under the ***No Child Left Behind Act*** do not offer this same level of flexibility. The federal government under the No Child Left Behind Act narrowly defines *highly qualified* teachers as those teachers who are certified in *every specific subject area* that they teach. Our district believes that there are many qualities that make teachers effective, and that content certification is one of many measures of quality.

In summary, we have employed teacher(s) in our alternative program that we believe are well suited to teach your child. The federal government requires us to inform you that your child(s) teacher may not be *highly qualified* according to their definition.

By signing this form, I am requesting that my child be given the opportunity to participate in the alternative education program, in spite of the fact that his/her teacher(s) may or may not be certified in every subject.

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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