

# SWEET MARSH STUDENT SUCCESS CENTER

## HANDBOOK 2023-2024



Photo Credit Stacey Snyder

**This handbook is an extension of Tripoli Jr./Sr. High School Handbook. Students are required to follow all information contained within it, along with the information in this document.**

## **Sweet Marsh Student Success Center**

### **DISTRICT/SECONDARY MISSION**

THE MISSION OF THE TRIPOLI COMMUNITY SCHOOL DISTRICT IS TO PROVIDE A CARING, LEARNING ENVIRONMENT THAT PREPARES ALL STUDENTS TO ACHIEVE SUCCESS FOR AN EVER-CHANGING WORLD.

BUILDING UPON THE RICH TRADITIONS OF THE PAST, USING INNOVATIONS OF TODAY, PREPARING STUDENTS FOR THE CHALLENGES OF TOMORROW

### **School Phone Numbers:**

Superintendent's Office (319) 882-4201, Principal's Office (319) 882-4202, Elementary Office (319) 882-4203

### **Administration**

Jay Marley, Superintendent/6-12 Principal

Sarah Figanbaum, PK-5 Principal/School Improvement Coordinator

Tom Nuss, Activities Director/Student Success Coordinator/MS-HS At-Risk

### **Sweet Marsh Student Success Center Staff**

Tracy Anderson, MS/HS Resource

Shawntelle Moore, Head Cook

Nichole Harken, HS Secretary

Kara Marsh, K-12 School Counselor

Diane Danner, School Nurse

Technology Director, Dakota Bobst Director

### **Board Members**

Heather Bremer-Miller, President

Donna Hereid, Vice President

Daniel Smith, Bodee Capper, Larry Piehl

Tracie Fette, Board Secretary

# Sweet Marsh Mission

The Student Success Center will provide students with an opportunity to earn the credits required for graduation in a manner which is focused on individual learning styles. Common Core Curriculum will be provided through both online and direct instruction.

## Eligibility:

Students eligible for the program include students who have been identified as At-Risk and students who have a credit deficiency. Recommendations will be made from the Principal, School Counselor, or Student Success Coordinator. For students receiving Special Education services, an IEP meeting with the Tripoli staff must be held before enrollment. Prior to placement into the Alternative Program, the following must happen:

1. Enrollment interview with a parent/guardian
2. Transcript review with the School Counselor
3. Agreement signed by parents, student, and school

## Attendance:

The Success Center hours are 8:45 a.m.-12:30 p.m. Monday through Friday or hybrid model dictated by administrator.

The teacher reserves the right to dictate hours to students.

Attendance at Success Center will be monitored very carefully. Excellent attendance is critical to success, both in the school environment and in the workplace. At the Success Center, we believe that coming to school every day is the student's responsibility.

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## TARDY POLICY PER NINE-WEEK PERIOD

The student is expected to notify the school immediately if he/she will be tardy but still plans on attending. A tardy is defined as being less than 10-minutes late.

The student may receive five tardies each nine weeks without consequence.

After the sixth tardy, the time will be made up per the teacher. After the 10th tardy, time will have been made up for the 6th through the 10th tardy, but the conference will also be required. A parent/guardian will be asked to participate in this conference.

If a student fails to notify the school and is **more than** 10-minutes late, the teacher has the right to deny entry for that session. It will be the student's responsibility to make up those hours missed.

After five tardies, in which the student is more than 10-minutes late, he/she will be required to have a conference with appropriate \*stakeholders.

***\*Stakeholders might include principal, counselor, parent/guardian, teacher.***

The teacher will notify the student of the meeting time.

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## **ABSENCE POLICY PER NINE-WEEK PERIOD**

If a student is going to be absent, it is mandatory that the school is notified.

A student may miss three days, excused or unexcused, with no consequences. After the fourth day of unexcused absences, a conference is required and time must be made up. After the fourth day of excused absences, the teacher will contact the parent/guardian to ensure that the student is capable of making up the work and to see if there is an opportunity to make up the hours.

After the sixth day of **excused** absences, a conference will be required with the teacher, the student, and the parent/guardian.

After the sixth day of **unexcused** absences, a meeting will be held to determine if the alternative school is the appropriate placement. The student will be required to make up the hours missed as well.

After ten days of absence per the nine-week period, the student will be on probation. That will mean that the student may not miss any more days in that nine-week period, with the possibility of being removed from the program for the remainder of the nine-week session.

## **Schedule:**

- The classroom hours are from 8:45 a.m.-12:30 p.m. Monday through Friday.
- Students will enter through the southwest door next to the Success Center Room.
- Students who leave campus without permission will not be allowed to re-enter.
- The school-year calendar follows the Tripoli School District calendar.
- Breakfast will be provided at regular time, but students will be able to receive lunch through the school by putting an order in the day before.
- Students will also be asked to stay to make up work in the afternoons, if needed.

## **Progress Monitoring/Communication**

Students will receive weekly feedback about their progress in scheduled courses. Parents will be contacted via email, phone call, or a written document to inform them of their child's progress. Parents are welcome to schedule a meeting with the teacher and/or administrator to discuss any concerns and progress regarding their child. There are two individually-scheduled parent, student, and teacher conferences during the year.

## **Academic Probation**

Students must earn a minimum of two academic credits each nine-week period. At the end of a complete semester, if a student has not earned at least four academic\* credits, he/she will be required to attend the Success Center for additional hours. Our goal is to help students graduate in a timely fashion, and not maintaining progress towards graduation will require a conference with all the stakeholders to determine if the Success Center is the appropriate placement.

\*Academic credits refer to all the core credits. Additional credits could include electives, work credits, volunteer credits, etc.

## **Activities:**

Students participating in the Alternative Program may be eligible to participate in extracurricular activities. Students are held to the same standards and policies as all other THS students.

## **Behavior:**

- Show respect for everyone involved in the program.
- Earn credits to graduate.
- Be courteous to one another, which includes school appropriate language and topics of discussion.
- No smoking, vaping, or chewing on campus during class time - District policy.

Students who do not meet these expectations will be sent home for the day and may return when he/she is ready to be a positive part of the learning environment. More serious offenses are addressed with a behavior conference and the District policies.

- Vaping or tobacco/alcohol possession is prohibited on school grounds - District policy.
- Harassment/sexual harassment is prohibited on school grounds - District policy. Harassment is any behavior which jeopardizes another student's ability to learn or contribute to creating a hostile learning environment. Sexual harassment is any sexual behavior that is unwanted and unwelcome. Sexual harassment includes offensive language, offensive gestures, and unwanted sexual advances. Students involved in any type of harassment will be given a single warning and told to leave. A student may be dropped from the program for continuing to harass others.
- Public displays of affection are not appropriate.
- Damage to property – Inform staff members of any damaged property. Students may be asked to replace or repair damaged property.
- Transportation may be provided to those students who do not have a means to get to and/or from school.
- Cell phones are not to be used in the classroom. Phones need to be set to vibrate or silent. Violations of the cell phone/electronic devices expectations will result with the student giving the phone/device to a staff member for the day, or the student leaves for the day.
- Students need to stay on campus if/when given breaks.
- Students are to dress appropriately for the classroom. Please see Tripoli MS/HS student handbook for dress code policy.
- Students may listen to personal music quietly with headphones or earbuds. If not productive, the student could lose the privilege of listening to music.
- Computers will be used only for classroom work/to complete E2020 courses. Consequences for inappropriate use of the computers will be determined by administration and could include payment for damage done to the computer and removal from the program.