

# Estherville Lincoln Central South Campus School

1814 7<sup>th</sup> Avenue South, Suite 1  
Estherville, Iowa  
(712) 362-8475



## Description and Policies

*The mission of the Estherville Lincoln Central Community School District is to ensure that all students maximize their learning potential in becoming confident, productive citizens with good character.*

Mrs. Jenny Nitchals  
Alternative Education Teacher  
Cell (712) 209-0244  
[jenny.nitchals@elc-csd.org](mailto:jenny.nitchals@elc-csd.org)

Estherville Lincoln Central Community School District does not discriminate based on race, color, creed, national origin, religion, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, military affiliation, political party preference, socioeconomic status, or familial status. Inquiries or grievances may be directed to Mrs. Tara Paul, Superintendent, 1814 7th Avenue, Estherville, Iowa 51334.

Dear Prospective Student & Parent/Guardian(s),

Welcome to Estherville Lincoln Central Alternative High School, also known as South Campus. This handbook is intended to make you aware of the policies, procedures, rules and regulations that will help you adjust to our school and become an integral part of it. It is our hope that you will become familiar with all that our school has to offer, obey the rules and build memories and friendships that will last a lifetime.

ELC Alternative High School is a unique program designed to provide services within the district to students who have had minimal success in the traditional educational environment.

The rules and regulations contained within this handbook are not all-inclusive, and the principal or teacher reserves the right to address other discipline acts in a fair and equitable manner, and to assess infractions on an individual basis and determine consequences accordingly. Moreover, every effort has been made to ensure that the information included in this handbook is consistent with Estherville Lincoln Central Board of Education policies. If inconsistencies are discovered, the Board of Education policy will prevail.

We are looking forward to a successful school year! If you have any questions, please do not hesitate to contact me.

Thank you!

Jenny Nitchals

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### **WE EXPECT STUDENTS TO:**

1. Attend regularly and be on time to school.
2. Assume responsibility for their success in the program.
3. Be productive and make progress.
4. Respect others and treat them as they would wish to be treated.
5. Agree to observe the established rules and policies and procedures

### **ELIGIBILITY**

To be eligible for enrollment a student must be between the ages of 16 and 21 and have completed at least the 9<sup>th</sup> grade. Exceptions to this may be made through meeting with the Principal, Guidance Counselor, parents and Alternative Education Director. In order to be considered for acceptance, a student must be referred by the principal of the local district. There will then be a formal application process that will be followed by an interview with the Alternative Program teacher.

## **DIPLOMA**

Students will work towards a tiered high school diploma. This diploma is equivalent to a regular high school diploma with six less elective options. The diploma will be awarded to the student once they have completed 42 credits which include:

- ☐ 8 English credits
- ☐ 6 Science credits
- ☐ 6 Social Studies credits
- ☐ 6 Math Credits
- ☐ 4 Physical Education credits (.5 each semester)
- ☐ 1 Career Tech Credit
- ☐ 1 Fine Arts Credit
- ☐ 1 Computer Credit
- ☐ 1 Health Credit
- ☐ 1 Personal Finance Credit

Those receiving an alternative diploma will not participate in ELC's Commencement, but a separate event may be held to recognize their achievements.

\*NEW\* Alternative School Graduation ~ DATE/TIME TBA

## **REPORTS**

Parents will be notified daily of student progress and attendance via text message.

## **PRODUCTIVITY POLICY**

Students are expected to work on school assignments while at school. Courses are designed to show daily progress. Students will be counseled for lack of progress or intentional neglect or bypassing of assignments or quizzes and may face consequences should effort not improve.

## **PRODUCTIVITY GUIDELINES**

1. Students determined unproductive will be asked to leave. Those asked to leave on three occasions for non-productive behaviors may not be allowed to attend class until the student, parent/guardian, and school staff meet for a re-entry conference.
2. Students asked to leave for non-productive behaviors are expected to leave for the remainder of the day.

## **CELL PHONES**

Students may have their cell phone at their desk as long as they are not distracted by them. If the cell phone becomes a distraction, the student will be asked to place it in a designated area until they leave for the day.

## **DAILY SCHEDULE**

School opens at 6:30 am and closes at 3:30 pm Monday through Friday. Students may set their own schedules within that framework (and in consultation with the Alternative Education Director) to assure they are in attendance for a minimum of 4 hours per day. If a student is not on track with their course expectations, it is recommended that they stay longer than the required time to complete their work. The teacher reserves the right to dictate hours to students in cases such as student-student conflicts or when it is determined that a student needs more one-on-one instructional assistance.

## **BREAKFAST & LUNCH**

Students will need to notify Mrs. Nitchals by 9:15 am if they will be eating school lunch that day. School breakfast & lunch are no longer free to everyone. Free/Reduced lunch is based on the forms you fill out at registration. Students may bring their own lunch if they wish. A refrigerator, microwave and coffee pot are provided.

## **ACADEMIC CREDIT**

Course requirements consist of attendance, daily assignments, and test scores. **Students must achieve at least 80% on daily assignments and test scores to receive credit.** It is the student's responsibility to make corrections and complete all assignments accurately. The facilitator will give credit when class expectations have been achieved. **Good attendance and productivity are essential for receiving credit for the class.** **Academic credit is earned when course work is completed.** Retaking quizzes/tests may be required if it is felt good faith effort is not being made.

## **P.E. CREDIT**

Physical Education is required by the Healthy Kids Act. Students will be part of an online PE course in which they will need to document their physical activities.

Students will be given training in CPR through the high school health class. Physical Education credit is earned at ½ credit per semester for a total of 4 credits for graduation.

## **DUAL ENROLLMENT**

Students may dual enroll in vocational or fine arts courses with administrative approval. Time spent at Estherville Lincoln Central High School will count toward hours needed at the ELC Alternative Program. Students that participate in dual enrollment are expected to go to and from the ELC High School without loitering in the building and without disruption. One high school course equals 48 minutes towards required time at South Campus.

## **ATTENDANCE POLICY**

Regular attendance is expected as is punctuality. Productivity and progress are directly associated with good attendance and promptness. **Prospective employers are interested in attendance habits and patterns.** In order for students to complete classes, they need to attend school on a regular basis. **If a student is sincere about wanting an education, earning credits and graduating, daily attendance is a must.**

Students who enter the Alternative School Program at the age of 16 or younger are considered compulsory. Students must be 16 on or before September 15 to not be considered compulsory. Students who are compulsory will be required to be in school at a minimum of 6 hours per day. Students who are of compulsory age are strongly encouraged to continue at the regular high school, and only based on special circumstances will be allowed into the alternative program.

**For students over the age of 16:**

1. Students &/or Parents are expected to notify the Alternative Program staff when they will be absent by calling Mrs. Nitchals (712)209-0244.
2. Voluntary Drop- A student may voluntarily drop from our program. The student will need to contact the school and arrange an exit conference prior to his or her dropping the classes. All drop and re-entry procedures and rules would be discussed at that time. Reminder: any student of compulsory age will NOT be allowed to voluntarily drop. (Law requires students complete the school year in which they turn 16 years of age).
3. Students may not re-enter the regular school system until the beginning of the following semester.
4. Considerations and Exceptions:
  - Any extended absence or chronic medical condition accompanied by a doctor's note or a judge will not count against the student.
  - Arrangements may be made for a student with an extended health issue. A note from the students' Physician requesting those services will be required.
  - Any family going on an extended family trip must provide a written note or phone call at least 3 days prior to the trip.

\*\*\*\*We strongly encourage families to take vacations outside of the alternative school calendar. Due to the nature of learning students are only earning credit when they are in school, in the seat working through coursework.\*\*\*

**DISCIPLINE POLICY**

Students are expected to conduct themselves in a manner which permits the orderly and efficient operation of the learning center. Mature and responsible conduct is expected.

Specifically, students should show proper respect for each other, staff members and visitors. Students must respect the authority of staff members and obey all staff directions the first time.

Students are expected to demonstrate proper care of the equipment, facilities, and grounds. Failure to do so will result in disciplinary action.

## **GUIDELINES FOR STUDENT CONDUCT**

**Discipline and conduct policies of Estherville Lincoln Central Community Schools will be followed at all times.** Listed below are guidelines for student conduct, which have been established to serve the needs of our students.

1. Students are not allowed to smoke or loiter on school grounds. Students are to report directly to the classroom upon arrival. Upon dismissal, students are to promptly leave the campus. If a student smokes on school grounds or during a school sponsored activity, he/she may be dismissed from school for up to 30 days. In addition, law enforcement may be contacted.
2. South Campus students are not to enter, loiter in, or be near the school grounds of any other school within the ELC district. No student from South Campus should in any way disturb the normal routine of any school or any student who is required to be at another school.
3. Abusive language will not be tolerated. Suspension or dismissal may be a result of such action.
4. Physical or verbal harassment will not be tolerated and will result in the suspension or dismissal from South Campus.
5. Violence toward school property, staff members, or students may result in permanent dismissal from the program.

The instructor may dismiss a student for the day for breach of contract or the breaking of rules. Repeated disruptions or unproductive behaviors while at school may result in the dismissal from the program for an extended period of days. Re-entry to school will take place after a staff, parent/guardian, and student meeting and may be delayed 30 or more school days.

Both students and staff must make the positive choice to be a part of South Campus. Our program should be a comfortable and productive place to be. Mutual respect by all persons toward each other and to our facilities will make attending the program a positive experience for all.

## **PERSONAL APPEARANCE**

Dress and personal appearance are matters of individual taste. However, dress and appearance do much to enhance or degrade the image of both the student and South Campus. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. **Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol and tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, or gang affiliation, making reference to prohibited conduct or similar displays.**

Pants must be worn at the waist, no sagging. Shirts must cover your body, exposed midriffs are not allowed. Shoes/sandals must be worn at all times.

### **ADVERSE WEATHER CONDITIONS**

When inclement weather forces late starts, early dismissals, or cancellation of classes, South Campus will follow the decision of the Estherville Lincoln Central School District. Students may find information on cancellations or dismissals over KILR and other local radio stations along with the ELC Facebook page. This information can also be found on the district website. Missed hours will be made up at a later date.

### **SOUTH CAMPUS CALENDAR**

South Campus will operate on a calendar that mirrors the ELC High School. This may vary somewhat due to the uniqueness of South Campus. [Click here for the 2022-23 Academic Calendar](#). For specific questions, contact the instructor.

### **MISCELLANEOUS INFORMATION**

- All work is completed at school.
- Unauthorized visitors are **NOT allowed** in the classroom or parking lot.
- Students are asked to inform us of any changes in address or phone number.
- Instructors will text attendance reminders to students until they arrive or have responded each morning. Parents will also be contacted as the deadline for attending approaches.

## South Campus - Application for Enrollment

This is the first step toward your possible enrollment in the ELC Alternative Program. It is important that this application be complete and accurate. If an item does not apply to you, write "N/A".

Today's Date: \_\_\_\_\_

Name (please print clearly)

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First	Middle	Last
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Street	City	State	Zip
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Cell Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

EMPLOYMENT: Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, average hours worked per week: \_\_\_\_\_

Employer Name	Supervisor	Phone Number
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Plans after Graduation:

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Any concerns or things you would like me to know:

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I affirm that the information I have given is accurate to the best of my knowledge. I understand that completion of this application does not constitute my acceptance into South Campus. I further understand that I must provide a complete copy of my transcript for my application materials to be considered complete. I also understand that an interview with the ELC High School Principal is required before I can be considered for admittance into the ELC Alternative Program.

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Student Signature	Date
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Parent/Guardian Signature	Date
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