



Student Handbook & Academic Guide 2020-2021

Charles F. Fernandez Center for Alternative Learning
1025 Clark St. Stevens Point WI 54481
Phone: 715-345-5592

MISSION STATEMENT:

Provide academic options and social/emotional tools that engage students in lifelong learning.

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2020-2021 School Year Calendar

**Calendar is subject to change based on information from CDC, Portage County Public Health and State agencies.*

September 8	Student Orientation Based on Cohort
September 9	First Day of E-Learning (every Wednesday until communicated otherwise)
September 10	First Day for Cohort B
September 14	First Day for Cohort A
October 23	Professional Development Day
November 4	End of First Quarter
November 16	Parent/Teacher Conferences (No School)
November 19	Parent/Teacher Conferences (Evening)
November 25-27	Thanksgiving Break (No School)
December 24-31	Winter Break (No School)
January 1	Winter Break (No School)
January 21	End of 2nd Quarter
January 22	Professional Development Day (No School)
February 11	Parent/Teacher Conferences (Evening)
February 19	Professional Development Day (No School)
March 22-27	Spring Break (No School)
April 1	End of 3rd Quarter
April 2	Traditional Good Friday (No School)
April 5	Professional Development (No School)
May 27	CFC Graduation Ceremony in SPASH Auditorium
May 30	SPASH Graduation/Commencement
May 31	Memorial Day (No School)
June 4	Last Day of School

Daily Schedules

Traditional Learning Model

Charles F. Fernandez Center

Schedules are based on student individual programming needs and may not follow strict start/end time as listed.
 Many students will have a combination of CFC and SPASH scheduling.

AM Session
 8:00am - 11:00am

PM Session
 11:45am - 2:45pm

Lunch Hour Procedures

Student's scheduled to eat lunch at CFC during the designated time, 11:00-11:45, will remain in room 206.
 Student's will remain on campus unless the "Off Campus" form has been signed by parent(s)/guardian(s).

SPASH

Traditional Schedule

1st Period	7:35 – 8:27
2nd Period	8:32 – 9:24
3rd Period	9:29 – 10:21
4th Period	10:26 – 11:21
5th Period A Lunch	11:26 – 12:06
5th Period A Class	11:26 – 12:18
5th Period B Lunch	12:23 – 1:03
5th Period B Class	12:11 – 1:03
6th Period	1:08 – 2:00
7th Period	2:05 – 3:00

Wednesday (Advisory) Schedule

Independent Schoology Check & Department PLCs	7:35 - 8:20
1st Period	8:24 - 9:04
2nd Period	9:08 - 9:48
Advisory	9:52 - 10:12
3rd Period	10:16 - 10:56
4th Period	11:00 - 11:40
5th Period Class A/Lunch A	11:44 - 12:24
5th Period Class B/Lunch B	12:28 - 1:08
6th Period	1:12 - 1:52
7th Period	1:56 - 2:36
Student Personal Learning Time	2:40 - 3:00



STUDENT HANDBOOK

GENERAL EXPECTATIONS

Rules and regulations are necessary to ensure that an organization runs smoothly and safely. The Student Handbook is written with this intention. Procedures outlined here ensure students enjoy the rights afforded to them as responsible CFC citizen. Violations of these rules and regulations infringe upon the rights of others create a disruption of our common goals. As a CFC citizen you are responsible to accept your obligations as a member of our student body. Staff members and other adults responsible to supervise student compliance with these rules and regulations. Students are responsible for recognizing this assigned authority.

Policies may be revised during the course of the year. When that occurs a notification will be sent out to parents and students, and an updated copy of this Student Handbook will be posted on the school website.

NONDISCRIMINATION STATEMENT

The Stevens Point Area Public School District shall not discriminate on the basis of race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability or any other characteristic protected by federal, state or local law in the educational programs or activities which it operates or in employment practices. If you have questions or concerns, please contact the district's student services office by calling (715)345-5454.

EQUAL ACCESS

If a program or service is scheduled or available only in a location which is inaccessible due to a disability, reasonable steps will be taken to relocate the program or service to an accessible location to afford a qualified individual with a disability an equal opportunity to participate in and enjoy the benefits of the programs and services provided by the District. The person(s) making the request to relocate the program, service or activity must provide advance notification of the inaccessibility and advance request for reasonable steps to be taken must be made.


Primary consideration will be given to the request of a qualified individual with a disability unless another equally effective accommodation is available, or relocation would result in a fundamental alteration of the program, service or activity, or an undue financial or administrative burden.

Notification of inaccessibility and requests for the relocation of programs or services should be directed to:

Don Keck
Buildings and Grounds, Manager
3400 Water Street
Stevens Point, WI 54481

(715) 345-5433 dkeck@pointschools.net

STUDENT CONDUCT AND BEHAVIORAL EXPECTATIONS

POINT  Toward Responsible Citizenship				
5 <i>Greatly Exceeds Expectations</i>	4 <i>Exceeding Expectations</i>	3 <i>Meets Expectations</i>	2 <i>Inconsistently Meets Expectations</i>	1 <i>Not Meeting Expectations</i>
A. Dreams/Plans for the future	A. Plans day/Sets goals	A. On time for class	A. Often tardy/absent	A. Severe attendance issues
B. Helps shape school values	B. Models rules/values	B. Follows school rules	B. Needs rule reminders	B. Breaks rules on-purpose
C. Group leadership	C. Effective group member	C. Works with all classmates	C. Focuses on self/Excludes others	C. Constant disruptions
D. Humble about success	D. Seeks to improve	D. Works hard/up to ability	D. Poor sportsmanship	D. Failing due to effort
E. Healthy relationships	E. Leads by example	E. Independently on task	E. Minimal/limited effort	E. Disengages from task
F. Earns respect/Integrity	F. Responds well to adversity	F. Shows respect	F. Doesn't own behavior	F. Blames others/Challenges Authority
G. Shows fairness to others	G. Open minded	G. Values property	G. Misuse of property	G. Damages school property
H. Helps/Motivates others	H. Healthy competitiveness	H. Is honest	H. Dishonest	H. Stealing/cheating
I. Is kind to everyone	I. Courage to think for self	I. Organized/Prepared	I. Unproductive/Misuse of work time	I. Disorganized/Unprepared
J. Appreciates differences	J. Uses positive language	J. Demonstrates fairness	J. Negative language	J. Physical/Verbal harassment
			K. Targets others	K. Aggressive to self/others

Stevens Point Area Public School District

Students at CFC are expected to conduct themselves in a positive manner and show respect towards students and staff, both within the school building or during off campus activities that are for educational purposes.

Behavioral Expectations Guidelines:

- Respectful transition behaviors.
- Public displays of affection are not permitted.
- Although skateboards can be used as a mode of transportation to school; they are not to be used on school grounds.
- Respectful and appropriate language is expected. Please refrain from using profanity while at school and during school events.
- Card playing is allowed however, gambling is not.
- Students are required to have a hall pass when in the hallways during class time.
- Treat others with respect. Dangerous behaviors such as pushing, inappropriate physical contact, or other irresponsible behaviors are not allowed.

The principal has the authority to suspend a student for behavior which they consider a detriment to the school or violation of school rules. Parents of minor students are notified of suspensions. Based on offense, suspension could be for up to 5 days, or up to 15 days if there is an expulsion hearing pending. Suspension is from the school property, which include all school related activities during the suspension. Students who return to school or school activities during a suspension will be subject to arrest. Students who are 18 are legal adults and are therefore afforded those rights and responsibilities.

Electronic Device Policy

For the sake of this policy, **Electronic Devices** include but are not limited to cell phones, iPods, tablets, etc. Personal electronic devices are not a tool utilized for instructional purposes at CFC and have been found to be more of a distraction which have prevented student learning. This policy is mandatory for all students that attend CFC. **School personnel ask for and appreciate parental support in the implementation of this policy.**

Electronic devices may be brought to school but will not be accessed from 8am-11am and 11:45am-2:45pm. Students have the option of storing their device in a designated space within the classroom, otherwise they must not be visible. Students who violate this policy will be subject to disciplinary action. The following consequences will be implemented if teacher redirection does not prove effective:

- 1st Offense: Student Conference with Lead Teacher and Administration, student may be asked to surrender their phone
- 2nd Offense: Parent Contact/Meeting and Electronic Device Contract to include Check In/Out with Administrator
- 3rd Offense: Parent Contact, In School Suspension and additional disciplinary action as deemed necessary by Administrator

There are times when teachers/administration will allow personal electronic devices to be used during the day, but it is the student's responsibility to use appropriately and not abuse the privilege. If at any point during instruction, students find they need access to technology, 1:1 laptops or school issued Chromebooks will be utilized.

Electronic devices may **NEVER** be used in restrooms, to record video, take or share photos of school personnel and/or other students.

Electronic Media Responsible Use

There are many electronic media devices that students bring to school or have access to at school. With the current 1:1 laptop initiative, every student at CFC is provided with a laptop to use. In addition, many students' cell phones are capable of taking pictures, shooting video, and accessing the internet. Here are the expectations and guidelines for appropriate, responsible use of electronic devices at CFC:

- Federal law mandates that all public schools use internet filtering to protect students from inappropriate sites on the internet. Students that intentionally bypass district network filters to access blocked sites are subject to sanctions. Any tampering or unauthorized access of the district network is also a violation of school board policy.
- Teachers have flexibility in their classrooms as to what electronic devices can be used. Students are expected to use electronic devices responsibly and within the parameters predetermined by the teacher. Students violating classroom rules and expectations may be subject to disciplinary action.
- Laptops are to be used for school purposes and within the parameters of the district expectations and guidelines that every student and parent signs.

Electronic Recording

Photography, videotaping, audio recording, cell phone and electronic device recording of any kind, will not be made in private places. Examples include but are not limited to bathrooms, locker rooms, changing facilities, etc.

Photography, videotaping, audio recording, cell phone and electronic device recording of any kind, will not be made in classrooms, assemblies, lunch rooms, hallways, and any other inside or outside school facilities/grounds without the permission of the staff member in charge.

Photography, videotaping, audio recording, cell phone and electronic device recording are permitted at athletic events, school dances, and school designated events without permission.

Photography, videotaping, audio recording, or production of any kind made about an employee of the District may not be made or distributed without the expressed permission of that employee.

Academic Honesty

CFC regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. Administrators, teachers, students and families are all important contributors to the upholding of academic integrity in our school. *Plagiarism* is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Plagiarism policy is as follows:

- When plagiarism is found to have taken place, the student may be allowed to rewrite the assignment according to teacher specifications. A second plagiarism offense will result in a "zero" with no opportunity for a rewrite.
- Teachers will notify building administrator of the offense.

Juvenile Citations

A revised Wisconsin State Statute places our students within the age bracket to receive citations/fines for breaking laws within the schools (i.e theft, smoking, possession of tobacco, truancy, harassment, disorderly conduct, etc.). The revised statute also allows for a mandatory court appearance where the judge sets the fine amount for certain offenses. Students who choose to disrupt the school atmosphere may be subject to citations.

Tobacco Products

1991 Wisconsin Act 95. On April 1, 1992, this law prohibits the possession of any cigarette, tobacco or nicotine products by minors. In addition, Steven Point city ordinance 24.56 prohibits minors from using and distributing of all vape products. Students who violate are subject to arrest and fine, disciplinary procedures, or both. Students shall not possess or use nicotine and/or vape products on school grounds.

Drug & Alcohol Policy

The Stevens Point Area Public School District has taken a firm position on chemical use and abuse. The possession and/or use or sale of chemicals in the schools, the schools' parking lots, on school buses and other school sponsored functions is strictly prohibited. School Board Policy and Procedures have been established to respond to individuals possessing, distributing, and/or selling alcohol and other controlled chemicals/substances or their "look-alike" counterparts. For possession or use of alcohol/other chemicals (or their counterparts), parents and police will be notified and the student will be subject to disciplinary action that could include suspension and possible expulsion based on the nature of the offense and in accordance with state law. A re-entry conference will be scheduled involving the student, parents/legal guardians, Lead Teacher and school administrator prior to the student being readmitted.

Dangerous Weapons in School

The possession of a dangerous weapon or "look-a-like" weapon on school premises, in a vehicle on school grounds, at a school event, or other setting under supervision of the school is prohibited. If a student is found to be in possession of a dangerous weapon on school premises, the student may be considered for expulsion. Possession of weapons such as firearms, knives, smoke bombs, or any device designed as a weapon, any electronic weapon, or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, is strictly prohibited. (Ref. State Statutes, 939.22 (10), 948.605 and 948.61 and school board policy 5772 - Weapons which is unacceptable). A person found in violation of this policy may be subject to criminal charges.

Secondary Student Dress Code

The following dress code is applicable for students whenever they are in school facilities or on school grounds during the school day and whenever a student is involved in school supervised activities and/or events.

1. Clothing should completely cover the torso including stomachs, backs, and cleavage. Undergarments must be covered at all times, and students will ensure that they are completely covered with outer clothing and not seen. Clothing items such as backless tops, halter tops, strapless tops, and spaghetti strap tops are not allowed except when worn as layering pieces.
2. Pants, shorts, and skirts must be secured around the waist area. Shorts and skirts must completely cover the student's buttocks. Students must be able to sit comfortably, bend down, and reach up without exposing undergarments.
3. Any fashion (dress accessory, adornment, or hair style/color) that distracts from the learning process or presents a safety risk; displays suggestive, offensive, obscene, libelous graphics, and/or statements; denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability; displays sexually degrading or racially motivated graphics or statements; is determined to be gang related; and/o pertains to drugs, alcohol, or tobacco products is not permitted. Articles of clothing that cause damage, noise problems, or present a safety risk are not permitted.
4. Gang insignia may not be worn, possessed, used, distributed, carried, or sold by any student on school grounds or at school-related activities at any time. This includes items of clothing that signify gang activity and/or affiliation by the manner in which they are worn.
5. Headwear (hats, caps, bandanas, hoods, etc.) are not to be worn in the school building during the instructional day, except for medical or religious purpose(s). These items along with coats/jackets should be stored in the student's locker during the school day. Functional hairpieces are acceptable.
6. For sanitary and health reasons, student will wear appropriate footwear at all times. Footwear that is a safety hazard, i.e., slippers without rubber soles, are not allowed.
7. Students will not wear coats that would normally be considered outdoor/cold weather jackets or use blankets inside the school building during the school day, except when arriving to or leaving school.

Students who do not comply with the dress code will be asked to change clothes, may face disciplinary action, and/or both. Refusal to comply with this policy will be considered insubordination and will result in disciplinary action.

ATTENDANCE

Attendance is crucial for school success. Wisconsin State Statute 118.15, Compulsory Attendance, states that students are to attend regularly scheduled hours during full periods and hours. The principal is responsible for approving excused and/or prearranged absences. Regular attendance is the responsibility of the parent/guardian and student. All requested absences must be submitted in writing, by phone call or in person, and will be verified by principal and/or designee.

Reporting Absences

Parents/guardians, or students who are legal adults must contact CFC to report absences from school at **(715) 345-5592**. Students who are legal adults are eligible to manage their own attendance, which may be revoked by administration. Adult students may be asked for their reason for being absent. If asked, students must provide an answer and possibly proof in order to be excused.

Excused and Prearranged Absences (Guided by Department of Public Instruction)

The principal and/or designee can approve a legal excuse of any student for the following reason:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent(s)/guardian(s) to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed thirty (30) days.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
3. Medical dental, chiropractic, optometric or other valid professional appointments. Parent(s)/guardian(s) are requested to make their appointment during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. Family trips that can be taken only during the traditional school term. Prior to leaving on vacation, a parent/guardian shall be required to notify the school in writing of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent(s)/guardian(s) accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of a student.
8. A quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved by the principal
10. Approved school activities during class time.
11. Special circumstance showing good cause and approved in advance by the principal. (i.e. hunting).

Checking Out of School

Students may leave school by checking in the Main Office. Student and/or guardian will be asked to provide reason for early check out.

Truancy

Statute 118.16 defines "truant" as "a pupil who is absent from school without an acceptable excuse for part or all of one day on which school is held during a school semester." Any student who accumulates three unexcused absences will be sent a letter from administration explaining the consequences of truancy. Any student who is truant may receive a citation with a mandatory court appearance in "Truancy Court".

Habitual Truant is defined as "a pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held during a school semester." If a student is truant five or more days, the parent will be given notice via phone, and mail by administration of the potential legal consequences. If a student becomes a habitual truant, a citation will be issued with a mandatory court appearance. Legal actions that may occur in court include: community service, mandatory counseling, forfeitures (fines), assignment to truancy abatement program, supervision, revocation of hunting, fishing, work permit and driver's license.

Student Procedure After Absence/Late/Tardy

Student's reporting after being late/tardy, need to report directly to the Main Office. A pass will be provided to the student prior to reporting to class. Students can be subject to a conference with the principal or designee prior to admission to class. **Parent(s)/Guardian(s) need to excuse absences after the fact, within 24 hours of the instance. Absences can be reported to the Main Office at (715) 345-5592.**

Attendance, Legal Adult Status

CFC recognizes that even though students become legal adults they must comply with the expectations, rules and regulations applying to all students. Students who are 18 must still be excused by a parent or guardian unless the student, parent and administration have signed the **Adult Student Contract**. This form is available in the Main Office.

Hall Passes

Whenever students are in the halls, they must have a pass. **All students must have their student IDs in their possession at all times.** If asked to identify themselves, a student must comply without question.

Withdrawal From School

Students who are transferring out of the school district or leaving school must have a principal's approval or obtain a withdrawal form.

STUDENT ANTI - HARASSMENT (5517)

Any form of harassment is wrong. **It will not be tolerated at CFC.** Harassment is taken seriously and all complaints are completely investigated. A student who chooses to harass another student, including engaging in hate speech, or be involved in a hazing (reference School Board Policy, Student Hazing 5516 for more information) activity can expect consequences which may include:

- student contact
- parent contact
- parent conference
- in-school suspension
- out-of-school suspension
- police referral
- expulsion

Student harassment complaints should be made with the Principal immediately.

District Policy On Sexual Harassment

It is the policy of the Stevens Point Area Public Schools to maintain learning and working environment that is free from sexual harassment. It is a violation of this policy for any employee, volunteer or student of the Stevens Point Area Public Schools to harass another employee, volunteer, or student through conduct or communication of a sexual nature. The Board encourages students to report incidents of sexual harassment to any teacher, counselor, or administrator at the school site as soon as possible. The Director of Student Services is the designated Sexual Harassment Officer in the district.

ANTI-BULLYING (5517.01)

Staff at CFC do not tolerate bullying in any form and necessary measures will be taken if a student reports an incident. CFC is committed to providing a safe, positive, productive and nurturing environment for all students.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing (5516).

(Anti-Bullying continued)

Examples Include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
- E. The School Board recognizes that cyberbullying can be particularly devastating to young people because:
 - 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
 - 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
 - 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 - 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
 - 5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- 2. sending an e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on websites.

Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to their Lead Teacher, building principal, or the Superintendent. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the School Board President.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Reference School Board Policy, Bullying 5517.01 for additional information.

EMERGENCY PROCEDURES

Lockdown/ALICE

“Lockdown” is a message announced over the school’s public address system that alerts teachers and staff that a threat to safety is present in your school. The alert will minimize the potential of additional staff and students becoming involved in the incident, at the same time, isolating the threat and alerting law enforcement.

“Lockdown” initiates a response in which the entire school would be locked down. Staff are responsible for checking the area immediately outside their classrooms or work areas and locking their door. Window shades are closed, and classroom lights are turned off. All students find locations in the room where they would not be visible from a window in the classroom door or side panel and instructed to remain silent during the incident. During an actual “Lockdown” students and staff will follow the ALICE protocol (**A**lert, **L**ockdown, **I**nform, **C**ounter, **E**vacuate).

“Lockdown” is a planned and practiced procedure which:

- Protects students, teachers and staff behind locked doors
- Limits the movement of the intruder, thus isolating him/her
- Reduces or eliminates a panic response by teachers and staff
- Provides a plan of action for the entire school staff
- Alerts the entire school of a problem
- Works with the response plan of the Stevens Point Police Department

Emergency Closing of School

Any school closings are put on the district web page immediately www.pointschools.net. The local radio and television stations will make announcements regarding any delayed school opening or school closing, so be sure to listen to your radio on inclement weather days. WGNV (88 FM), WIZD (99.9 FM), WLJY (106 FM), WSPO (1010 AM), WSPT (98 FM), WWRW (103 FM) and WYTE (96 FM) are the stations that will carry these announcements.

Fire & Tornado Drill

According to state law, fire drills are to be held once each month during reasonable weather. Each room or large area should have signs with directions for evacuation. All faculty members are expected to be familiar with evacuation routes from assigned areas. A tornado drill will also be conducted at least twice each year with proper in-service of the staff and student body.

Evacuation Drill

Every school year CFC administration will conduct a full building evacuation drill. The purpose of the drill is to prepare staff and students for the possibility of an actual evacuation. Students, parents, and staff will be notified well in advance of the drill.

OTHER INFORMATION

Fees

The secondary activity fee is used to support school building activities that include, but is not limited to, assemblies, student clubs, (such as FFA, FBLA, SADD, Forensics, and yearbook), club advisors, educational presentations and special school events. A portion of the fee also supports transportation for special field trips as well as supplemental materials for extracurricular clubs that are open to all students. It is a fee that allows students the choice to participate freely in any of the many activities made available to them. CFC Fees are listed on statements as “CFC Individualized Program” or “Pathways” SPASH Fees are listed on statements as “Activity Fees (SPASH)” for students who are enrolled in classes at both entities. Activity Fees as well as Co-curricular fees are established and approved by the school board. Common fees include activity fees, textbook rental, and planner. District policy allows a waiver or reduction of fee under certain circumstances. Payment options are also available. Fee waiver forms are available online and in the main office.

Graduation

Graduation is the culminating experience of a student’s academic career. Students are only permitted to participate in one graduation ceremony. To ensure participation, there are several expectations:

1. Students must earn or accumulate at least 23.5 credits by commencement rehearsal or successfully complete requirements of the GEDO2.
2. The Principal will meet with students in the spring to talk about the expectations for graduation.

Notes regarding SPASH Graduation Only: Students must be in attendance at graduation rehearsal. If not, a student will not be permitted to participate in commencement. Tickets will be distributed to the parents/visitors for attendance at graduation. The number of tickets distributed per student will be determined in the Spring and will be based upon the number of graduating seniors. If a student is part of a divorced or separated household, each parent will receive one half of the allotted tickets.

I.D. Card System

The CFC Identification System, assists staff in proper identification of all students. Students are responsible for the information that appears on the back of your I.D. card. New students needing an I.D. card or students needing a replacement I.D. card should go to the SPASH main office. The charge for a replacement I.D. card is \$5.00. Students must have their I.D. in their possession at all times and they must present it upon request from a staff member.

Lost and Found

All articles found should be taken to the Main Office. Upon identification they will be given to the rightful owner.

Pets

Pets are not allowed in the building unless prior arrangements have been made with a principal for school related activities and conforming with proper restrictions.

School Phone Use

Classroom telephones are not for student use. There is a telephone for student use located in the Main Office. Telephone messages from parents to students should be of an emergency nature. Contact the main office at 345-5592 to leave a message for a student. Only messages determined by the school to be of an emergency nature will be delivered to students. **Each time a message is delivered, it disrupts the class and learning.**

Visitors

The school policy is to accept only those visitors who have legitimate business at the school. All guests and visitors must buzz in at the front door, identify who they are, and state their business at CFC. After visitors are buzzed in they must report directly to the Main Office to sign in and obtain a visitor ID Badge. Persons in school without permission will be considered in violation of Stevens Point's city ordinance prohibiting loitering. Parents are always welcome and are requested to inform the teachers in advance for visiting classes. Student visitors are discouraged during school hours.

Dances, Co-Curricular Activities and Other School Functions

CFC students are afforded the opportunity to participate in activities hosted by and at SPASH unless otherwise determined by administration. See SPASH Student Handbook for specific information.

Health Services & Medication In School

A school nurse is on staff at periods during the school week. Students who are in need of medical services, ill or in need of first aid should seek services in the Main Office. Students who have concerns about specific health issues may discuss these concerns confidentially during a scheduled appointment with the school nurse.

According to district policy, students requiring any medication in school must have the appropriate forms on file in the health office. Prescription medications require parent/guardian and physician signatures, and nonprescription medications require parent signature only. Students at CFC may carry and self-administer nonprescription and certain prescription medications **only** with consent of parent/guardian and school nurse. The school nurse or designee may provide certain nonprescription medications (acetaminophen, ibuprofen, and pseudo ephedrine) to students with written consent from the parent. Students over age 18 may sign in place of a parent. All forms and a complete copy of the policy can be requested by calling the health office at 345-5592.

TRANSPORTATION

School Bus Transportation

Students living more than two miles from school are entitled to bus transportation. They may be required to walk up to 1/2 mile to a designated bus stop.

Students being transported in district-owned or contracted school buses or other vehicles shall conduct themselves in a lawful and orderly manner at all times. Students who do not follow bus riding rules and who become disciplinary problems may have their **riding privileges suspended**. In such cases, the parents of students involved are responsible for seeing that their children get to and from school.

The Director of Transportation has authority over students' conduct while students are being transported by the school district. The bus driver has full authority to make whatever seating assignments are deemed appropriate.

Parking Rules & Regulations

Students and parents should part in the public parking lot behind the building.



ACADEMIC GUIDE

GRADING SYSTEM

Completion Based Coursework

Upon enrollment, students meet with their Lead Teacher to discuss areas of focus to recovery credits to meet graduation requirements. Students are able to do so through completion based coursework that focuses on master of skills. Students have the ability to focus on single subject areas until completion, or work in multiple courses at one time period.

GED Option #2 (GEDO2)

The Stevens Point Area Public School District and Charles Fernandez Center are an authorized site to offer the GEDO2 program to eligible students. CFC in collaboration with Mid-State Technical college offer the GED test battery to measure proficiency in lieu of high school credit for student enrolled in an alternative education program. Students who pass the GED tests and other district requirements are entitled to a traditional SPASH diploma. More information regarding the GEDO2 program can be found on the DPI website at <https://dpi.wi.gov/alternative-education/ged-option-2>.

Students interested in this option can reach out to the building administrator or school counselor to discuss eligibility. The GEDO2 is a program that is extremely valuable so that students are offered an opportunity to demonstrate areas of competency and graduate on time with their peers despite credit deficiency.

Quarterly Progress Reports

Progress Reports are sent at the end of the fourth week of each marking period. Teachers will contact parents directly if unsatisfactory grades result after the fourth week. One of the primary causes of unsatisfactory or failing work is attendance.

Start College Now

Start College Now allows high school students to enroll in college courses at a Wisconsin Technical College. The school district will pay for the course if the course is not comparable to any courses offered by the school district. In order to be eligible, students must have completed 10th grade and be in good academic standing with an acceptable disciplinary record. The classes can only be taken during the academic year (Fall and Spring semesters) - no summer classes qualify. Students taking courses through Start College Now will receive 0.25 credit at SPASH for every 1.0 credit at the technical college. If a student receives a failing grade or fails to complete (drops) a course taken through Start College Now, the student and/or parent may be responsible for all costs related to the course. Failure to pay for a failed or dropped course will make the student ineligible to take any additional courses under the Start College Now program. Application deadlines for Start College Now are March 1 for the fall semester and October 1 for spring semester.

COURSE DESCRIPTIONS

Fine Art

Course Name: CFC Art (FCART)	Credit: .25 - .5
Description: The purpose of this class is to look more closely at the world of art. Lessons include: The significance of specific artists; How art reflects and affects us as human beings; The part art plays in history; How art comes to represent different time periods and philosophical movements, and the pleasure of creating different works of art. This class will also include the basic practice of 2D, 3D, and mixed media art forms.	

Course Name: CFC Art History (FCAHX)	Credit: .25 - .5
Description: Student individually create a contract with their assigned teacher that will consist of requirements they must be met to earn course credit. Assignments will vary in media, art styles, techniques and will usually include investigation of particular artists, art periods or media. Assignments may be adjusted to meet the credit requirements of the student. Once completed students will be awarded up to .5 credits.	

Course Name: CFC Drawing (FCDRW)	Credit: .25 - .5
Description: In this course students will gain experience using basic materials to create portraits, still life, figures, etc. An emphasis is placed on exposure to different styles! Assignments may be adjusted to meet the credit requirements of the student. Once completed students will be awarded up to .5 credits.	

English

Course Name: CFC Literature (FCLIT)	Credit: .5
Description: Students will participate in Pre & Post competency exam based. Students will prepare for exams through classroom discussion, journaling, and developing good reading habits by improving reading strategies and study skills. Students who pass the post exam with an 75% or higher have demonstrated the required competencies.	

Course Name: CFC Grammar (FCGRM)	Credit: .5
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Description: Students will participate in Pre & Post competency exam based. Students will prepare for exams through individual teacher instruction that focuses on sentence structure, syntax, subject verb agreement, parts of speech, etc. Students who pass the post exam with a 75% or higher have demonstrated the required competencies.

Course Name: CFC Literacy (FCLTRC)

Credit: .25 - 1.0

Description: This course focuses on reading and literacy opportunities for all students on both traditional school days and inclement weather days (E-Learning). All students MUST access CFC Literacy through Schoology on inclement weather days to meet attendance requirements.

Course Name: CFC Reading (FCREA)

Credit: .25 - .5

Description: Through students' choice of fiction, non-fiction, novels, poems, etc. students will enhance their reading abilities, develop critical thinking skills, and develop an interest in reading. Students' will demonstrate comprehension of materials through written or oral means with support and guidance from teachers.

Course Name: CFC Speech (FCSPE)

Credit: .5

Description: This class deals with an important life skill - communication. Every day you make contact with other people; your parents, friends, teachers, relatives, and community members. Your ability to communicate effectively is a part of your life. This class will help you develop and/or enhance your communication skills by the lessons and activities throughout this course. Students will be able to choose varying types including demonstration, persuasive, special interest, autobiography, etc.

Course Name: CFC Creative Writing (FCCWR)

Credit: .5

Description: This course is an opportunity for students to use creative self-expression. Skills covered include strengthening writing style, learning conventions, improving word choice, using imagery and more. Students can be expected to keep a journal, share their writings with teachers and discuss writing in large and small group situations.

Course Name: CFC Essay Writing (FCESS)

Credit: .25 - .5

Description: Students will learn the structural pieces of writing an essay in this course. Required assignments may be adjusted to meet the credit requirements of the student. Once required are completed students will be awarded up to .5 credits.

Course Name: CFC Graphic Novel (FCGRN)

Credit: .5

Description: Read and evaluate three different graphic novels at appropriate reading levels. Students will then demonstrate understanding through interaction with the text, and various formative and summative assignment choices. Students will engage in teacher discussion to demonstrate comprehension and build critical thinking and communication skills.

Course Name: CFC Journalism (FCJRN)

Credit: .5

Description: Students will develop skills and knowledge related to a variety of aspects of writing and journalism, such as crafting eye-catching headlines, copy editing, and enhancing a story with the perfect photo. Students will also cover important current events. Required assignments may be adjusted to meet the credit requirements of the student. Once requirements are completed students will be awarded up to .5 credits.

Course Name: CFC Independent Speech (FCSPIN)

Credit: .5

Description: Students will complete individual projects that encourage students to learn about intrapersonal, interpersonal, group and public communication. Students will present speeches based on an individualized plan with Lead Teacher. Students will be able to choose varying types including demonstration, persuasive, special interest, autobiography, etc.

Family & Consumer Science

Course Name: CFC Adult Roles & Responsibilities (FCARR)

Credit: .5

Description: This course helps students understand the importance of healthy relationships and healthy lifestyle within the family. Students will explore adult life from their current situation and continue through major life events including marriage, parenting, balancing work and family, divorce, and aging. Students will study crisis areas of life; abuse, addiction, suicide, and death and acquire and understanding of how society deals with their difficulties as well as how to gain strength through the experiences.

Course Name: CFC Life Management (FCLFM)

Credit: .5

Description: This course is designed to prepare students with the skills to live independently and develop an understanding of issues related to local, state, national, and world social problems. This course also helps students develop skills to manage their needs in the areas of interpersonal relationships, problem-solving, health, career awareness, and job acquisition. Through a variety of activities students will complete lessons allowing them to be successful at home, school, community, and the workplace.

Course Name: CFC Intro to Culinary Arts (FCCUL)

Credit: .5

Description: This course will outline the basic practices and themes of cooking. Students will learn how to safely use standard kitchen equipment as well as practice the basic measuring and cooking methods.

Math

Course Name: CFC Math (FCMAT)

Credit: .5

Description: Students will participate in Pre & Post competency exam based. Students will prepare for exams through individual teacher instruction and utilization of workbook prep materials. Students who pass the post exam with a 75% or higher have demonstrated the required competencies.

Course Name: CFC General Math (FCGMA)

Credit: .5 - 1.0

Description: This course is designed to instruct the student on skills to prepare students for Algebra Concepts along with vocational and life skills math.

Course Name: CFC Pre-Algebra

Credit: .5 - 1.0

Description: CFC Pre-Algebra is an introductory algebra course designed to prepare students for CFC Algebra. The course focuses on strengthening needed skills in problem solving, integers, equations, and graphing. Students will begin to see the "big picture" of mathematics and learn how numeric, algebraic, and geometric concepts are woven together to build a foundation for higher mathematical thinking. This course moves at students individual pace and may take more than 1-2 semesters to complete.

Course Name: CFC Algebra

Credit: .5 - 1.0

Description: This course is designed to introduce students to algebraic theory and provide practice in application. This course moves at students individual pace and may take more than 1-2 semesters to complete.

Course Name: CFC Geometry (FCGEO)

Credit: .5 - 1.0

Description: In this course students will cover traditional geometry topics including vocabulary, proofs, parallel and perpendicular lines, transformations, triangles, quadrilaterals, similarity, trigonometry, circles and formulas. This course moves at students individual pace and may take more than 1-2 semesters to complete.

Course Name: CFC Algebra 2 (FCAL3)	Credit: .5 - 1.0
Description: CFC Algebra 2 is a math course intended for the student who has successfully completed the prerequisite course CFC Algebra. This course focuses on algebraic techniques and methods in order to develop student understanding of advanced number theory, concepts involving linear, quadratic and polynomial functions, and pre-calculus theories. This course also integrates geometric concepts and skills throughout the units, as well as introducing students to basic trigonometric identities and problem solving. This course moves at students individual pace and may take more than 1-2 semesters to complete.	

Course Name: CFC Consumer Math (FCCNM)	Credit: .5 - 1.0
Description: Emphasizes daily living skills including by limited to basic computation skills, money, checking accounts, measurements, calculator use and time. Course is specific to student needs and mastery of current and learned skills. This course moves at students individual pace and may take more than 1-2 semesters to complete.	

Physical Education

Course Name: CFC Physical Education (FC PE)	Credit: .25 - .5
Description: Students participate in a variety of recreational team sports that are challenging, fun and competitive. Fitness concepts, goal setting and assessment will be an integral part of the class.	

Course Name: CFC Independent Physical Education (FCIPE)	Credit: .25 - .5
Description: This course is designed to allow student individual fitness programs based on their specific needs. Students participating in an independent course typically have extenuating circumstances that warrant a personalized plan. Independent coursework is approved by the building administrator.	

Science

Course Name: CFC Science (FCSCI)	Credit: .5
Description: Students will participate in Pre & Post competency exam based. Students will prepare for exams through individual teacher instruction, classroom discussion, research and utilization of workbook prep materials. Students who pass the post exam with a 75% or higher have demonstrated the required competencies.	

Course Name: CFC Biology (FCBIO)	Credit: .5 - 1.0
Description: Topics investigate the world of all living organisms both “small” and “large”. Areas of focus include by are not limited to bacteria, fungi, cell structure, plant structure and function, animal body systems, evolution and ecology.	
Course fulfills or contributes to the 1.0 credit of the Biology graduation requirement.	

Course Name: CFC Environmental Science (FCESC)	Credit: .5 - 1.0
Description: In this course students will study areas of science such as diversity, biomes, people and their interactions with the environment, energy, resources and pollution, and sustainability. It also focuses on skills that scientists use such as making predictions, designing experiments, collecting and organizing information, calculating data, making decisions, and drawing conclusions.	

Course Name: CFC Physical Science (FCPSC)	Credit: .5 - 1.0
Description: In this course students will focus on asking questions, making predictions, collecting and organizing information, calculating, data, making decisions, and drawing conclusions. Students will specific study the metric system, the properties and structure of matter, elements, compounds, motion, sound, electricity, among others.	

Course Name: CFC General Science (FCGSC)	Credit: .5 - 1.0
Description: In this course students will touch base on physical, earth and life science. Students will study and learn several ways in which the three sciences affect their life.	

Social Studies

Course Name: CFC Social Studies (FCSST)	Credit: .5
Description: Students will participate in Pre & Post competency exam based. Students will prep and prepare for exams through individual teacher instruction, classroom discussion, research and utilization of workbook prep materials. Students who pass the post exam with an 75% or higher have demonstrated the required competencies.	

Course Name: CFC US History (FCUSH)	Credit: .5 - 1.0
Description: Students will study key questions that explain the historical, cultural, political and geographical make-up of American today. Based on credit need, requirements may be adjusted.	

Course Name: CFC World History (FCWHX)	Credit: .5 - 1.0
Description: World history, is a course that examines history from a global perspective. World History looks for common patterns that emerge across all cultures.	

Course Name: CFC Civics (FCCIV)	Credit: .5 - 1.0
Description: Students will obtain familiarity with the various institutions, groups, beliefs, and ideas that constitute political reality in the United States.	

Course Name: CFC Geography (FCGOG)	Credit: .5 - 1.0
Description: This course provides and overview of basic physical and human geographical concepts. Students will study the five themes of geography which includes the development of cultural and ethnic groups around the world.	

Course Name: CFC Social Problems (FCSPR)	Credit: .5
Description: This course will increase students' ability to interpret and adjust to trends and events in American culture. Students will be asked to complete individual work and engage in discussions with both peers and staff.	

Course Name: CFC Economics (FCECO)	Credit: .5
Description: Students will examine the basic principles of economics, as well as investigate the effect those principles have on every aspect of society. Lessons and projects encourage students to examine a variety of problems from the viewpoint of an economist. They will be completing formal and informal writing using research, while also incorporating media and technology. Economics teaches real life skills that students will be able to apply to their lives every day.	

Health

Course Name: CFC Health (FCHEA)	Credit: .5
Description: The intention of this course is to empower students to reach a higher level of health and well-being. It is designed to teach beneficial knowledge and skills that encourage students to learn more about health practices. Areas covered include skills for wellness, emotional health, social health, human sexuality and development, physical health, substance use, environment, community health and safety.	

Business

Course Name: CFC Personal Finance (FC PF)	Credit: .5
Description: Student learn how to navigate the financial decisions related to career exploration, budgeting, banking, credit, insurance, spending, taxes, saving, investing, buying/leasing a vehicle and living independently.	

Course Name: CFC Principles of Business (FCPBF)	Credit: .5
Description: This course is designed to provide students with the knowledge of some of the vital legal concepts that affect commerce and trade, after first gaining some familiarity with how laws are created and interpreted. Students will then be introduced to the types of businesses that can be created to engage in commerce as well as the contractual and liability considerations that can impact a business. Laws that affect how a business is regulated will also be reviewed, particularly the impact of administrative rules and regulations on a business. Global commerce and international agreements, treaties, organizations, and courts that can affect business will be discussed to get a better sense of what it means to "go global" with a business.	

Practical Arts

Course Name: CFC Workplace Skills (FCWKS)	Credit: .25 - 2.5
Description: Students will perform and practice skills required in the world of work. Skills include, participation, team building, attendance, work ethic, and goal setting. This class is based on the Stevens Point Area Public School District's PBIS Point Toward Responsible Citizenship Model (see page 5 for rubric).	

Course Name: CFC Work Experience (FCWEXP)	Credit: .25 - 3.0
Description: Students are eligible to earn credit for work based experience beginning the second semester of the junior year. Students will need to seek approval from the building administrator. Students must have an attendance rate of 75% or better during the quarter in order for work hours to be considered and accepted.	

Course Name: CFC Community Involvement (FCCOIN)	Credit: .25 - 1.0
Description: Students are eligible to earn credit for community based opportunities and tasks such as collaborating with other schools, community service projects, The Charles Fernandez Centers "Pen Business," and individualized school projects.	