



Riverdale Academy Handbook

(Blended Online Learning)

2022-2023

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RIVERDALE ALTERNATIVE EDUCATION PROGRAM

Our challenge is not to educate the children we used to have or want to have, but to educate the children who come to the schoolhouse door. This quote by H.G. Wells highlights the challenges faced by schools and communities. Because the large and/or traditional school environment may not meet the needs of all students, especially those students who are at-risk, vulnerable, or disengaged, alternatives must be developed.

Schools are responsible for providing a learning environment that ensures students remain encouraged to earn a high school diploma. Successful completion of high school is a critical prerequisite to success after high school. Individuals who have a high school diploma are considered for jobs not open to those who do not have a diploma. Many post-secondary education/training opportunities require a high school diploma. Students who do not graduate from high school usually experience lower rates of employment, lower incomes, and higher rates of incarceration.

Wisconsin law states that a school board may grant a high school diploma to a pupil who has not satisfied the credit requirements if:

1. The student was enrolled in an alternative education program.
2. The school board determines that the pupil has demonstrated a level of proficiency in the subjects for which credits are required equivalent to that which they would have attained if they had satisfied the credit requirements.



Enter to Learn, Go Forth to Serve
The Riverdale Way

Vision Statement

Educate: Empower, Engage, Evolve

Mission Statement

Our mission is to develop students with a strong academic foundation and compassion for others.

Objectives of the Riverdale Academy:

1. Assist students in achieving a high school diploma and/or mastery of basic skills.
2. Develop personalized instruction for each student.
3. Establish a flexible school day for students who must work because of personal and/or financial need.
4. Assist in the development of marketable job skills.

Riverdale Academy Staff

Paula Bruckner - Instructor and Worksite Supervisor

B.J. Hinkle - Instructor and Worksite Supervisor

Jen Tarrell - Junior High/High School Director of Special Education

Stacey Troxel - Junior High/High School Counselor

Jeff Campbell - Junior High/High School Principal

Attendance is recorded daily and subject to Wisconsin State Truancy Statute 118.15. Please refer to the Riverdale Student Handbook. Failure to make progress and attend regularly may cause dismissal from the Riverdale Academy program. Individual student needs and programming options may be considered in regard to attendance. Missed time may be required to be made at the discretion of the Instructor and Principal.

Admission Process

- Students who are significantly behind in credits or who are otherwise experiencing a lack of success in the regular high school setting may be recommended to the Riverdale Academy.
- Students are generally considered for the program only after a series of interventions have been tried in the high school setting.
- Students should be in good standing with attendance to be considered for admission.
- Students should complete an application form to the Riverdale Academy. See the school counselor.
- Application may be returned to the school counselor or principal.
- Upon receiving the application, the Riverdale Academy staff will review the applicants and schedule an interview with the student and guardian.
- If accepted into the Academy, parents/guardians and students must sign a contract stating that they understand and agree to abide by all policies and procedures.

Code of Conduct

Students will:

- Abide by national, state, and local laws as well as the rules of the Riverdale Academy and Riverdale School District as detailed in the student handbook.
- Respect the civil rights of others.
- Be respectful to all individuals and property.
- Be on time and attentive at school.
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background.
- Complete assigned tasks on time.
- Help maintain a school environment that is safe, friendly, and productive.
- Come to class prepared with all study materials and items necessary for a successful day.
- Seek changes in an orderly and respectful manner.
- Turn in electronic devices.

Parents are expected to:

- Stay in regular contact regarding their student's progress and conduct.
- Ensure that their student is in regular attendance and promptly report an absence or tardiness within the required time frame.
- Assist their students with maintaining health, grooming and cleanliness.
- Bring to the attention of Riverdale Academy Staff any condition that affects their student's attendance, performance or well being that may affect the school community's well being.
- Discuss with their student, any progress report, report cards, or other written correspondence between the school and parent.
- Maintain up-to-date emergency numbers, home phone numbers, home mailing address, and communicate these with the Riverdale Academy.

Curriculum

The curriculum is based on the Wisconsin Common Core State Standards (CCSS). Students can receive instruction in English, Math, Science, Social Studies, Careers, Physical Education, and Work Skills. Students will be using Apex, Portable Assisted Study Sequence (PASS), and other resources as well as instruction from a teacher that meets the CCSS.

Daily Schedule

School is in session **from 8:00 a.m. to 12:00 p.m.**, Monday through Friday. The Riverdale Academy will follow the Riverdale School District calendar. In the event of a snow day or inclement weather, Richland Center Radio Station as well as Madison television stations will broadcast school closures. The Riverdale Academy will stay consistent with the Riverdale School District.

Students may receive a break at the discretion of the teacher. Students may not leave the school grounds during the break and must return promptly when time is up. Tardiness will not be tolerated and disciplinary action will result for repeat offenders.

Dangerous Weapons

Any student who possesses a dangerous device or weapon in a public school or on public school grounds will be permanently expelled from the Riverdale School District in accordance with applicable laws.

Drug and Alcohol Policy

The goal of the Riverdale Academy is to assist students in earning a high school diploma and to help prepare students for the working sector. Use of drugs and alcohol will hinder a student's ability to succeed. Therefore the manufacture, distribution, possession, concealment, or any other involvement with illegal substances, vaping, or paraphernalia, including look-alike substances is prohibited. The Riverdale Academy staff reserves the right to act if they have reasonable suspicion of illegal activity.

School authorities have the right to confiscate controlled substances or paraphernalia when they feel the substance is being possessed or used illegally, and to search for individuals when there is reasonable suspicion that the individual may be in possession of a controlled substance.

If a student is found to possess any unlawful substance (drugs or alcohol) or paraphernalia on school property, they will be suspended until a Riverdale Board Meeting expulsion hearing. Students using prescription medication must provide a doctor's written documentation to the Riverdale Academy staff.

Enrollment

The Riverdale Academy is designed to accommodate 10 students for instruction at a time. Students who are interested in the program must complete an application form and meet with staff members for an interview. New students are enrolled at the beginning of each quarter or upon transfer depending on student needs and standing.

If there are more applicants each quarter than can be accommodated, students will be put on a waiting list and informed when an opening occurs. Students need to stay enrolled at Riverdale High School to qualify for enrollment in the Academy.

Equal Education Opportunity:

The Riverdale School Board and the Riverdale Academy staff is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, color, disability, religion, sex, national origin or ethnicity, marital status, sexual orientation, place or residence or socioeconomic background or status.

Expectations

1. Treat classmates, staff, and school property with courtesy, care, and respect. Disrespect toward others, physical aggression, theft, and vandalism will not be tolerated. Please keep your personal belongings in your locker, make sure drink containers and food wrappers end up in the garbage can, and pick up after yourself each day.
2. Keep language and conversation appropriate for school. This includes swear words, insults, threats, racial slurs, and topics such as consuming alcohol (unless the discussion is part of a class assignment).
3. Please do not wear clothing with references to drugs, alcohol, smoking, or sex or clothing displays that racist symbols or remarks.
4. Enter and leave the school through the front doors by the office.
5. Do not mingle with elementary students before, during, or after academy school hours.
6. Stay on task and strive for success! Your time at school is what YOU make it.

Students found to be under the influence of drugs or alcohol at school may be immediately dismissed from the program.

Pathways to Graduation

Academy Pathway

Credits required to Graduate: 18.5

Achievement Level: Students must score 60% in each competency

Years in program for Graduation: Typically 1 to 2 years

Year Identified/Enrolled: 11th or 12th

Diploma: Riverdale Academy Diploma

Course of Study: See Below

Requirements for Graduation

- 13 academic credits
 - Four credits of English
 - Three credits of social studies (incorporates instruction in state and local government)
 - Three credits of mathematics (Personal Finance will count as a math credit)
 - Three credits of science

- o 1.5 credits of physical education and wellness
- o .5 credit of health education
- 3 elective credits
 - o Career Exploration
 - o Job Skills
 - o Other electives of interest/Work Experience or Service Learning

Competency Pathway

Credits Required to Graduate: N/A

Achievement Level: Students must achieve a 70% in each competency (Math, English, Science) and a 65% on the state Civics exam (Social Studies)

Years in Program: 2 years pending competency completion

Year Identified/Enrolled: Spring of 10th year in school

Diploma: Riverdale Competency Diploma

Course of Study: See below

Requirements for Graduation

Four semesters of Math, English, Science, and Social Studies

GEDO #2 Pathway

Students may enroll in this graduation option if they:

- Are at least 17 years of age
- Are one year behind peers in credit earned
- Have been enrolled in the Riverdale Academy
- Attend classes at the Riverdale School District 20 hours per week
- Are a resident of Wisconsin
- Have participated in a formal meeting that includes Riverdale Staff and administration.
- Requirements
- These tests are pass/fail and are not counted into the total score of the 4 GED tests: Health Literacy: Untimed, Mental and Emotional Health, Personal and Family Health, Civic Literacy: Untimed, Principles of United States Constitutional Government, Functions of Wisconsin State Government, Individual Rights and Responsibilities, Structure and Role of the Court System, Roles of Political Parties, Community and Environment Health
- Students must also complete 40 hours of community service, individual portfolio, career awareness class/employability skills curriculum, civics test, complete one post-secondary exam, state employability skills certificate, graduation thesis/presentation and field trip to a post-secondary education institution.
- Students participating the GEDO Program must have a 90% attendance in order to qualify for the GED Test. If a student drops below a 90% attendance during a term, the student will be required to make up missed time and bring their attendance back up to 90% by the end of that term. Time made up will be arranged with the Riverdale Academy Teacher or Coordinator.

Base Pathway

Credits required to Graduate: N/A

Achievement Level: Students must score 60% in each competency

Years in program for Graduation: Until they qualify for a graduation pathway

Year Identified/Enrolled: 6-10

Course of Study: See Below

Program Requirements

Math, English, Science, and Social Studies/Health/Phy.ED (Core Subject Completion)

In between programs for students in grades 6-10 who are struggling academically and or behaviorally in the general classroom.

They are working on their skills to re-enter a graduation pathway.

Grades will be a percentage.

Graduation Ceremony and Graduating Early

Riverdale Academy students who successfully complete the requirements for the Riverdale Academy diploma may choose to participate in the high school graduation ceremony. Students may graduate early providing all course work is completed in accordance with the Riverdale Academy and the Riverdale School District.

Completed coursework documentation is submitted to the Riverdale High School where the student's permanent transcript is generated. Transcript requests should be directed to the high school guidance office.

Harassment

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. **Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.**
4. **"Cyberbullying" – the use of information and communication technologies such as email, 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."**

Other High School Experiences

Students attending the Riverdale Academy will be eligible to attend vocational courses, liberal arts courses, field trips, sporting events, etc.

Students in good standing will also be eligible to participate in extracurricular activities offered at the high school. Students in good standing are defined as those on schedule in all classes and passing with a 60%.

Students may not be in the building outside of their scheduled school day without permission from the Riverdale Instructor or Coordinator. Students found in the building before or after assigned school hours will be subject to the following consequences.

1. Verbal warning.
2. A written warning
3. The student will be suspended from school for one day, and a parent/ guardian must have a meeting with the principal before the student is allowed back to school.
4. The student will be dismissed from the Riverdale Academy.

Personal Hygiene

Students are expected to arrive at school clean and well dressed. Working students must make arrangements to change from work clothes and be free of workplace odors and dirt. Only conservative clothing styles are acceptable at the Riverdale Academy. Short skirts, short shorts, low cut tops, or spaghetti straps will not be allowed. Students should not wear clothes which reveal midriffs or underwear. Logos and slogans deemed offensive will not be allowed.

Electronic device/Cell phone;

Cell phones will not be allowed during Academy hours except for scheduled break time per the classroom instructor. Phones are to be turned into the designated areas by 8:00 or left at home.

Playing electronic devices including video games, radios, cell phones, or use of laser pointers is prohibited and these devices are not allowed in the RES building. All content (including music) will be accessed through the devices that are provided. **Personal laptops are not allowed.**

Rights and Responsibilities

Students are required to adhere to all local, state, and federal laws, and to conduct themselves in a manner as not to interfere with the educational process or endanger the safety or welfare of other people. Every student has the right to be educated under conditions of respect, dignity and safety.

Service Learning

Service learning gives students the opportunity to learn more about themselves and about others. Through our group experiences, students will learn how to deal with people who are different from themselves, such as children, the elderly, the disabled and people of diverse cultures. They will learn that they have skills they may not have thought they had, and that giving something of themselves to others gives one a sense of accomplishment and a feeling of belonging to a greater community. Students will also get valuable job skills and references for their resumes.

Service learning credit will only be given for participation in projects supervised by the Riverdale Academy instructor. Students are aware that even though they are generally off school grounds, service learning is an extension of the classroom and all school rules and expectations apply. This means that students caught smoking, stealing, defacing property, using the "f" word, or acting disrespectful toward supervisors will be subject to consequences of their actions.

Students who choose not to follow rules will lose hours for that day. In addition, the student may not be allowed to continue to participate in that project.

Students should be aware that they will not be allowed to cram in service learning hours at the end of a year in order to graduate. No extra service learning projects will be assigned to students beyond what has been regularly scheduled.

Technology Regulations

The computer hardware and software will be used solely for educational purposes specified by the Riverdale Academy staff. Every student must enter a technology use agreement specifying the rights and responsibilities regarding technology use.

Transportation

If students receive a ride to and from school, the people supplying the transportation may not loiter in front of the building whether or not they are in or out of the vehicle. This practice will result in the student being disciplined.

Students who drive to school are to park in the front of school or the District Office parking lot. The driver's conduct will be monitored and offensive action reported to police.

Work Experience

Why work experience? Having prior work experience and a high school diploma will assist students in getting a good job when they graduate.

To earn credit, students must work for a legitimate business, and they must provide the Riverdale Academy with official company documents such as pay stubs. We will not accept work hours for credit if the student is working illegally.

All hours must be documented on the proper forms and handed in each Friday. These hours may be verified by the Riverdale Academy Instructor. If a student is absent from school, no credit will be given for work hours from that day. Riverdale staff reserve the right to communicate with the students' employers at any time regarding work counted toward the Riverdale Academy requirements.

Students may work toward a Wisconsin Employment Certification. 90 hours of work will be considered .5 an elective credit.

TITLE IX

The Board of the Riverdale School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Jeff Campbell
JH/HS Principal
608-739-3116
235 East Elm Street, Muscoda, WI
jeff.campbell@riverdale.k12.wi.us

Shari Hougan
Elementary Principal
608-739-3101
800 N 6th Street, Muscoda, WI 53573
shougan@riverdale.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.riverdale.k12.wi.us. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

**Application for Admissions to the Riverdale Academy
(Blended Online Learning)**

<u>Student's Name</u>	<u>Phone</u> Cell: Home:
Student's Address:	City and State:
Date of Birth:	Age:
Parents/Guardian Name	Phone
Parents/Guardian Address	City, State, Zip
Brothers/Sisters	Ages:

Essential Information

Number of High School Credits: _____

Graduating Class Year: _____

Have you failed any classes: Yes No (Please, circle)

Give a brief summary of your attendance during high school (include information on tardies).

Give a brief summary of disciplinary referrals you received.

What is your long-term goal? (Where would you like to be in 3 years from now?)

What would you like to accomplish by the end of this school year?

What are your strengths?

What are your limitations?

Why do you want to attend the Riverdale Academy?

Work History

1. Are you presently employed? Yes No (Circle one)

2. If not, do you want a job? Yes No (Circle one)

Employer	Supervisor	Duties	Dates of Employment

3. Please fill out an employment history chart. Include paid and unpaid experiences.

4. What would you like for a career after you earn your high school diploma?

5. What kind of schooling are you interested in after high school?

_____ Technical College (Southwest Tech)

_____ Community College (Richland Center)

_____ 4-year College

_____None

_____Other _____

You

1. List your areas of interest: hobbies, recreation, sports, etc.

2. Is there anything else you would like us to know?

Thank-you!

Please return to Mr. Campbell at 235 E. Elm Street, Muscoda, WI. 53573

**Riverdale Academy Contract
Blended Online Learning
2022-2023**

Student Name:	<u>Phone</u> Cell: Home:
Student's Address:	City, State, Zip
Parents/Guardian Name	Phone
Parents/Guardian Address	City, State, Zip

I the undersigned agree to:

- Become a student at the Riverdale Academy(Blended Online Learning).
- I agree that I will put in at least 20 hours of classroom preparation/week.
- I agree to follow the time schedule of the Riverdale Academy.
- I agree to be courteous and polite to my classmates and instructor.
- I agree to abide by all rules and regulations.
- I agree if my attendance becomes an issue I will make-up for my missed hours.

I understand that if I am under 18 years of age, removal from this program may require me to return to the Riverdale High School under a regular education program, another alternative setting, or expulsion from the Riverdale School District.

Graduation Pathway

Academy Pathway _____ 18.5 credits, Junior or Senior

Competency Pathway _____ 4 semesters of core classes, Junior and Seniors (70 % competency)

GEDO #2 Pathway _____ Seniors or 18 year old students

Base Pathway _____ 10 grade or younger, core classes plus Phy Ed/ Health

Student

Date

Parent/Guardian

Date

Teacher

Date

Counselor

Date

Coordinator or Principal

Date