

**MARLETTE ALTERNATIVE
LEARNING CENTER**



RED RAIDER PRIDE

**STUDENT HANDBOOK
2025-2026**

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Alternative Learning Center Handbook

MISSION STATEMENT

The Marlette Accelerated Learning Center is an alternative program for 9th through 12th-grade students that will provide all students with multiple opportunities for success in a supportive and appropriate educational environment. This will be in a mainly virtual environment with occasional face-to-face requirements. If it is determined a student is struggling, daily face-to-face meetings will be required until the student is back on track.

OUTCOMES

- Students will complete all requirements for a High School Diploma.
- Students will be prepared to succeed in the workforce and/or continue their education or training.
- Students will possess the skills necessary to be valued members of their families and the community in which they live.

PROGRAM OVERVIEW

Much of the course work for Marlette Alternative is independent study. The student's work is done on the computer on E2020, in addition to instruction provided by the teacher. Learning will be supervised and facilitated by a mentor. Because of the nature of the alternative program, the graduation requirements for all students will consist of 20 academic credits in the Michigan Merit Curriculum. ***Any deviations due to unique circumstances from this handbook will be considered upon written request to the Program Director or his/her designee.***

This is a program of choice with limited enrollment. Students who have certain special needs may find that the services they require are not available at M.A.L.C. To receive such services, a student may need to attend classes at Marlette High School. All students will be enrolled based on available openings. All enrollments/returns will be based on a signed behavioral contract to be completed semesterly. All students will be required to take any required Michigan Department of Education assessments during the daytime period. Any violation of rules, attendance, credits, or behavior will result in suspension and/or expulsion from Marlette Alternative.

The application period for the program for students from Marlette Community Schools will be prior to the start of each semester. Three weeks prior to each semester, enrollments will open. If there is a need for a waitlist at the end of each semester applications, that will be created, with consideration given to the age of the student. Criteria for students wishing to apply to transfer to Marlette Alternative will be part of the application process. We realize that extenuating circumstances may exist that require students to be admitted after the semester begins. If space is available, these considerations will be reviewed by the program director.

GRADUATION REQUIREMENTS AND CURRICULUM

- English - 4 credits
- Mathematics - 4 credits
- Social Studies - 3 credits
- Science - 3 credits
- Health/Physical Education - 1 credit
- Foreign Language – 2 credits
- Visual/Fine/PerformingArts-1 credit
- Careers & Technology- 1 credit
- Elective- 1 credit

Graduation = 20 Credits

Transcripts from other schools will be reviewed for conversion to credits in the alternative program. This conversion will be at the discretion of the program director. Computer literacy is an expected outcome for every student. This will be accomplished by the integration of technology throughout all coursework. Students must be enrolled full time. Each student must demonstrate sufficient progress toward graduation or be placed on probation. Sufficient progress is defined as earning 3.5 credits per semester. A diploma issued by the MARLETTE COMMUNITY SCHOOLS will be awarded to all students who complete the requirements for graduation. Students will not participate in the standard commencement ceremony. A separate service will be scheduled.

Each student's class placement will be based upon total credits earned. The breakdown is as follows:

0 – 5 credits – Freshman	5.5 – 10 credits – Sophomore
10.5 – 15 credits – Junior	15.5 – 20 credits – Senior

SANILAC CAREER CENTER

Students who are of junior standing (at least 10.5 credits complete toward the Michigan Merit Curriculum), and who have completed biology, physical science, Algebra I and Geometry may apply to enroll in one of the programs offered by the Sanilac Career Center. Students must obey guidelines of both Marlette Alternative and the Sanilac Career Center to continue in the program.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and regulations in this Handbook are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to be respected and to receive fair treatment as long as they respect those rights for others. Students are expected to follow all directions from staff members and to obey all school rules. The alternative program will utilize the Marlette High School handbook to address discipline problems/ infractions. Students are expected to arrive at school with a good attitude and be prepared to learn. Attending in person is a privilege, we reserve the right to refuse an in person opportunity, if the student is abusing the learning lab or not gaining progress.

PARENT RIGHTS AND RESPONSIBILITIES

Parents and guardians have the right to know how their student is progressing in school. We will provide that information on a regular basis and as needed. We ask all parents and guardians to call for an appointment if they wish to talk with a member of the staff.

Parents and guardians are encouraged to build a partnership with their student's teachers by informing the staff of suggestions or concerns that may help their student accomplish their learning goals. We expect parents and guardians to attend our parent conferences and read this handbook. They should also encourage their students to work hard, attend school on a regular basis and treat everyone with respect.

STUDENT SAFETY AND WELL BEING

We expect all students to follow the directions of our staff in case of an emergency such as; fires, tornadoes and drills conducted for student safety. All students must take part in these drills and will be disciplined if they do not. If students or their parents or guardians are aware of any dangerous situation, they should tell a staff member or administrator immediately. State law requires that all students have an emergency medical card completed, signed by a parent or guardian and filed in the school office. It should be kept up to date. A student may be excluded from school until this requirement has been fulfilled.

Medications should be taken outside school hours. Special circumstances or specific health care needs will be addressed with the teacher by the parent. All prescribed and over the counter medications are to be given to the teacher with parent or guardian directions in the original container. A physician letter must be on file for medications to be administered at school, updated yearly. Medications will be kept in a locked cabinet. All injuries must be reported to the teacher. If the injury is minor, the students will be treated and then return to class. If medical attention is required we will attempt to contact the parents, guardians or named responsible adult. If not possible, the student may be taken to the hospital or we may call 911, following the District's policy.

STUDENT EXPECTATIONS

Students will demonstrate good character by the following behaviors:

- Being respectful
- Being responsible
- Being trustworthy
- Demonstrating good citizenship

SCHOOL HOURS

Students who work in-person will be expected to follow the class schedule as laid out by the instructor. Students should be in the Alternative Learning Lab by the bell at 8:06. The school day will end at 3:00pm. Students will attend the lunch schedule that the instructor has selected for the class. The lunch schedule may vary by day.

SCHOOL CLOSINGS

Marlette Alternative Learning Lab will be closed when Marlette Community schools are closed.

TRANSPORTATION

Marlette Community Schools may provide transportation to or from school if students reside within the boundaries of Marlette or are able to provide transportation to a School of Choice pick-up/drop-off location. Riding the bus is a privilege and this can be revoked at any time. If students are signed up for the bus and will not be riding, it is the family's responsibility to notify transportation of the change in routine.

TRANSPORTATION TO SCHOOL

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves. **If a student is transported to school by bus, and after arriving leaves school grounds/skips school, the student will not be allowed to ride the bus home.**

BUS CONDUCT

- Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses, as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following rules are for the safety of all riders:
 - A substitute driver has the same authority as a regular driver.
 - All bus rules apply to the student while at the bus stop.
 - Students are to be at the bus stop five minutes prior to bus arrival. Drivers will not wait for tardy students. Students are to stay 10 feet back from the loading zone.
 - Students should be courteous and respectful to the driver and other passengers and use a normal tone of voice when speaking. No name calling, no spitting, etc.
 - Dangerous conduct is unacceptable. Students should not fight, get out of their seat, throw objects, trip others getting on or off the bus, put any part of their body out of a window (including hair). Remain seated and keep the aisle clear.
 - Students should not use profane language or obscene gestures.
 - Students must be silent at all railroad crossings.
 - Destruction or stealing of property (another student's or the schools) will require restitution.
 - Students should not spray anything.
 - The following items are not permitted on the bus for safety reasons: hard candy, suckers, glass, animals, tobacco products, water, shaving cream, student radios, matches, lighters, balloons, rakes, illegal substances, etc.
 - The emergency door and windows must stay closed except in an emergency situation.
 - By state law, students must always cross in front of the bus, watching for the driver to give the school's hand signal.
 - Students are not permitted to bring any object which is too large to be held on their lap.
 - If a student will not be riding the bus in the morning, please call your driver, or the bus garage at 989.635.4927.
 - Any bus change for the day needs a note from the parent or guardian with the student's name, a phone number to reach the person writing the note and directions to where the child needs to go.
 - The above rules apply to all field trips and athletic events.

VIDEOTAPES ON BUS

In accord with Board policy, the transportation assistant may install the appropriate equipment for video-taping the interior of the buses while transporting students. Any

disciplinary action resulting from the use of the video tapes shall be determined by the appropriate principal who shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline. Any use of photographs obtained through the use of video tapes shall be in accordance with Federal and State law. The bus driver shall be responsible for reviewing the tapes for the purpose of assuring that bus safety procedures are being followed properly and the buses are being operated in accordance with District guidelines and State law. (AG 8600)

WIFI ON BUSES

WiFi is up and running on our buses. The password is smartbus.

Students are required to adhere to the same policies on the bus as they do while in school. "A student may possess their cell phone(s), earbuds/headphones, smart watch, or other ECD/ESD in school and on school property at after-school activities and at school related functions provided that its use respects the privacy of others and is not disruptive or distracting to the educational process, the scheduled activity, or other participants."

All students and their parents have also signed an Internet Acceptable Use Policy regarding the use of the district's internet. Failure to abide by all the terms of the agreement may lead to termination of the student's internet privileges, possible disciplinary action up to and including, suspension from school or referral to law enforcement authorities.

TRANSPORTATION DEPARTMENT DISCIPLINE POLICY

1st Offense Notify the parent Student Conference, Warning, Assigned Seat

2nd Offense Notify the parent, Student Conference

3rd Offense Loss of bus privileges for three (3) school days.

4th Offense Loss of bus privileges for ten (10) school days.

5th Offense Loss of bus privileges for thirty (30) school days.

6th Offense Loss of bus privileges for the remainder of the school year.

Loss of bus privileges may affect field trips.

Gross Misbehavior

Any offense in the following list will automatically be a three (3) day suspension:

1. Fighting
2. Disrespect exhibited toward the driver
3. Dangerous behavior
4. Destruction of school property
5. Emergency door violation.

DRIVING PRIVILEGES

Driving to school is a privilege. If it is abused, it may be revoked at any time. **Students are to park only in the designated parking lot and not in staff, bus parking or restricted areas.** No parking is allowed on Moore Street. Revving of engines, creating a disturbance (including loud music), speeding, erratic driving, drifting and improper parking are prohibited. Students driving to school are to park their vehicles immediately upon arrival and not remain in them, or return to them, until it is time to depart from school for the day. Use/access of vehicles during lunchtime is prohibited. Loitering in the parking lot is prohibited. Students found sitting in their vehicle during the school day will be subject to disciplinary action. Vehicles are to be locked during the school day and not used except

with parent permission and principal notification. Only the American flag or school spirit flags are allowed to be flown from your vehicle. The District will not assume any liability for damage, loss, or theft. Students must register their primary vehicle, that of which they commute to school with, at the Jr./Sr. High Main Office. The student must complete the required registration form, and the student pay a \$3 vehicle registration fee. Upon completion of the registration, the student will be issued a parking permit, which must be visible from the exterior of the vehicle while the vehicle is parked in the parking lot during each school day. Any student who refuses to register their primary vehicle may lose their driving-to-school privilege.

Students shall not drive to school-sponsored activities. In specific cases, permission may be granted by the principal with permission by their parent/guardian. No other student(s) are allowed to be driven to a school sponsored activity by the approved student driver without a note from parent/guardians granting permission and approved by the principal. Motor vehicles must be operated in a safe and legal manner on, and around, school property. Speed should not exceed 10 miles per hour.

Failure to follow proper procedures, on and around school property, will result in disciplinary procedures including, but not limited to, forfeiture of driving privilege and/or disciplinary action.

ATTENDANCE

It is imperative that students regularly communicate with the teacher. In this setting, students will be communicating via face to face appointment, phone call, email, etc. at a minimum of twice per full school week (one time if the week is two days or less).

There are three ways to observe student attendance and participation. Students should ensure they are active in their courses for attendance to be verified.

Attendance is verified by:

1. Checking the activity log daily. Students should be logging 3-6 hours daily in their E2020 coursework.
2. Responding to communication with the mentor.
3. Coming into the building for learning lab time.

Any student who does not meet the minimum attendance requirements in a semester will receive a written notification that they are in danger of violating the attendance policy. If improvement is not made by the end of the semester to complete their coursework in a timely manner, the mentor will require a meeting and possible return to face to face will result.

SUBSTITUTE TEACHERS

Substitute teachers deserve respect! Students should always be on their best behavior and particularly during the difficult time when the regular teacher/mentor is absent. To assist substitutes in the job of teaching, the following rules will be in effect:

- Any student creating a disruption or not carrying out a reasonable request from a substitute teacher will receive a one-day suspension.
- If a student's name is left by a substitute after a conference with the regular teacher/mentor, they may receive a multiple day suspension.
- Substitute teachers should be treated as guests in your school. Students should act especially courteous and well behaved toward them. These are minimum

penalties. Progressive penalties may occur if student behavior warrants it.

STANDARD OF DRESS

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory or hairstyle) that disrupts the educational process, or presents a safety risk, will not be permitted. The intent of this dress code is to promote professionalism and minimize distractions. Personal expression is permitted within these general guidelines.

- A. Student dress should be appropriate and not considered detrimental to the process of learning. One's dress should comply with applicable school laws for the State of Michigan. Additionally, the administration reserves the right to determine what is appropriate dress for the place and situation.
- B. Students should avoid clothing that is revealing, suggestive or otherwise distracting. This includes the length of bottoms (shorts/skirts). Bottoms should be a minimum of mid thigh length as we understand all bodies are different and clothing fits each individual differently. Rips and holes in pants may only occur below mid-thigh. Shirts should overlap the bottoms on all sides while arms are at rest. Tanks should have straps that are at least 2 finger tips wide and no undergarments (straps or otherwise) should be seen. Shoes or sandals must be worn at all times. Slippers are not allowed. Clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity, or other behaviors/topics that create conflict among the student body may not be worn at school.
- C. Hats and hoods are not to be worn while in the building. Hats should remain in the students' locker during the school day. The only exception is when the school sponsors a "hat" day.
- D. Students are not to carry backpacks with them to class.
- E. Students violating the dress code will receive a warning and their parents will be notified for the first offense. A detention will be issued for a second offense and a one (1) day in-school suspension will be issued for the third offense.

TECHNOLOGY ASSIGNED

Marlette Community Schools may provide your child with a school issued device to complete work from home. If a device is issued, students and family will be responsible for the cost of the device to replace if lost, stolen, or damaged. Costs will be reflective of the current market value. Any devices issued should be returned upon completion of the program or disenrollment. Devices are collected at the end of every school year and reissued at the beginning of every school year.

HARASSMENT POLICY

The Board of Education recognizes that a student has the right to learn and employees have the right to work in an environment untainted by sexual or other forms of harassment or discrimination.

The harassment by a student or staff member toward any person is strictly forbidden. Any student or staff member who is found to have harassed someone will be subject to discipline in accordance with law and the Code of Conduct. Reports of harassment may be made to the Building Administrator.

FIRE, TORNADO, LOCK DOWN AND OTHER EVACUATION DRILLS

Fire drills: The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills: Will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a PA announcement, or if the electricity is out, the use of a coach's whistle in the hallways.

Lock Down drills: Will be conducted throughout the school year using the procedures provided by the State. The alarm system consists of a PA announcement. Other Evacuation Procedures: Based on the situation students may be evacuated from the building to an area deemed to be the safest for all students.

GUIDELINES FOR STUDENTS WITH DISABILITIES

Alternative Education is an option for students with disabilities who reside within Marlette Community Schools boundaries.

The IEP team should meet to consider if Alternative Education is the most appropriate placement to meet the student's needs. A representative from the program (Alternative Education) should be invited and encouraged to attend the IEP meeting in which this discussion takes place.

When one of our students is placed into the Alternative Education program, an IEP will be conducted to reflect the change in placement. The student will remain on the caseload of a special education teacher within the Marlette Community Schools. The teacher will be responsible for implementation of the IEP while the student is attending the Alternative Education program.

In most cases, monitoring goals can be written for students attending these programs since these programs offer the student a specialized program. However, each IEP team must consider the needs of each student individually.

PREPAREDNESS OF TOXIC AND ASBESTOS HAZARDS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction. The District has developed the following plans which are on file in the Superintendent's Office: Hazard Communication Program, Asbestos Plan and Emergency Safety Response Plan.

PESTICIDE APPLICATIONS

As part of the Marlette Community Schools pest management program, pesticides are occasionally applied. Postings of any pesticide applications will be placed at the entrance of the affected school building. You also have the right to a contact by mail prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice. If you wish prior notification, please send the information listed below to:

**Marlette Community Schools
Attn: Superintendent
6230 Euclid St.**

Marlette, MI 48453

NETWORK HOME DIRECTORY USE POLICY

A Home Directory on the MARLETTE JR/SR HIGH SCHOOL NETWORK server will be provided for all students but managed by the Jr/Sr High School Technology Administrator. This Home Directory will serve to provide students' space to store all school related documents. Non-document files may not be kept in a student's Home Directory. Occasional scans of the Home Directories will be scheduled and students with unapproved files will receive appropriate discipline.