

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 LEAPP by the Deerfield High School Building Concerns Team or by their teachers or parents, or they may recommend themselves. Students are generally considered for the program only after a series of interventions has been tried in the high school setting.

After a student is recommended, that student and his or her parents or guardians will meet with LEAPP staff to determine if the program is an appropriate placement. Students and parents or guardians must sign contracts stating that they understand and agree to abide by all LEAPP policies and procedures.

For those students wishing to enter the Age 17 LEAPP Graduation Program, a separate meeting must be held and a Department of Public Instruction contract must be completed and signed by all meeting participants.

If an applicant's attendance average has been below 80% in the high school setting, they may only apply to the LEAPP Transition Program, even if otherwise qualified to enter the Graduation Program. Students will then need to show significant improvement in their attendance before they may apply to the Graduation Program.

Students with exceptional education needs are recommended if they and their parents or guardians feel that the student would be successful in the program. Curriculum can be adapted to suit the needs of exceptional needs students, and these students maintain contact with Deerfield High School case managers for support.

Under 17 Transition Program

Enrollment in High School

A transition student's day typically includes one or more classes in the high school and one or more independent or group courses taken in LEAPP. Unless a special exemption is granted by the Building Concerns Team, all ninth and tenth grade LEAPP students must carry a full-day schedule. Juniors may be placed on a shortened-day schedule with the consent of their parents or guardians.

Transition Back to High School

Ninth and tenth grade students have the option of returning to a full-day high school schedule after the student and advisory team meets and determines that the student is academically and socially prepared to graduate on time with his or her class.

Age 17 LEAPP Graduation Program Requirements

You may enroll in this graduation option if you

- are at least 17 years of age.
- are one year behind peers in credit earned.

- are able to pass a 9th grade reading level assessment (included in the *Test of Adult Basic Education*, required for GED testing at MATC).
- have demonstrated the ability to meet attendance requirements.
- have participated in a formal meeting that includes LEAPP staff, the school counselor, and an administrator.
- have signed an official Department of Public Instruction contract along with your parent/guardian and the participants in your meeting.

Requirements

Students must be enrolled in a combination of the below equal to 15 hours a week of work toward the graduation requirements listed below. (Ten hours a week must be instruction in math, science, social studies, language arts, or health until LEAPP staff can certify through pretest scores that the student is able to take their final GED test. At that point, a greater portion of the student's 15 hours may be work experience.) Students must maintain an attendance rate of 90% in order to be eligible for GED testing at MATC (see Attendance Policy section).

Health .5 cr.

Social Studies 3 cr.

Civic Literacy (includes a .5 credit American/local government class and 45 hours of service learning, equal to one semester of group service learning projects)

Personal Finance .5 cr.

Career Exploration (includes a .25 credit Career Planning class, a .25 credit Senior Career Research Paper, and 90 hours of work experience)

Senior Portfolio/Presentation .25 cr.

Successful completion of GED test battery (Students prepare by participation in individual or group classes that target specific skills needed to pass GED tests.)

Note: EEN students and students with challenges in one or more academic areas may be eligible for GED test accommodations under their IEP or by professional assessment.

Service Learning (Age 17)

Why 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 work 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 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 LEAPP staff during the time students are enrolled in LEAPP as a graduation or transition track student. As with academic study areas, 90% attendance in projects must be maintained. Students should be aware that even though they are generally off school grounds, service learning sites are 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 defiantly or disrespectfully toward LEAPP staff or site supervisors will be subject to

consequences such as in or out of school suspensions and possible dismissal from the program. Students who do not report to school at the scheduled departure time or start time of the project should not proceed to the work site on their own or report late; they will be considered absent that day.

If a student chooses not to follow classroom rules and expectations or chooses to leave a service learning project before the project's scheduled end time, that student will not receive credit for any time spent on the project that day. In addition, that student will not be allowed to participate in the next project, thereby prolonging the time it takes that student to complete his or her service learning graduation requirement.

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 such students beyond what has been regularly scheduled.

Work Experience (Age 17)

Why work experience? Having prior work experience – and all the skills and wisdom that comes with it – on their resumes helps students get a good job when they graduate from high school or college.

Students in the Age 17 LEAPP Graduation Program must have a job outside of school or they must work as a teacher's aide in order to fulfill graduation requirements and to fulfill Department of Public Instruction mandates. Students who have completed all graduation requirements except for the last GED test, must be working at least 15 hours a week and they must be reporting those hours to LEAPP staff in order to remain eligible for that test.

To earn credit, students must work for a legitimate business, and they must provide LEAPP with copies of 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 will be verified by LEAPP staff. If a student is absent from school no credit will be given for service or work hours completed the day the student is absent. Because work experience is part of all Age 17 LEAPP students' school programs, LEAPP staff reserve the right to communicate with students' employers at any time regarding work counted toward LEAPP requirements.

If hours are not handed in regularly (per the student's pay schedule) with a supervisor's signature or with a pay stub for that pay period, the student will need to make up that portion of their 15-hour week that was being filled by work hours.

Please note: Under extenuating circumstances, service learning hours earned with the LEAPP program may be substituted for work experience hours.

Attendance Policy

It is the responsibility of the student to punch in and out on the time clock each school day. Any absence must be excused by parents or guardians with a signed and dated note or by calling LEAPP staff at 764-5431, within five days of the absence or it will be considered unexcused. *A doctor's or other medical professional's note will be required for each absence after 10 excused absences during a semester. If no note is received, all future absences will be considered*

unexcused.

In compliance with State law, a student under the age of 18 who misses five unexcused school days during a semester may be referred for truancy filing. For these purposes, a student will accrue an unexcused absence if he or she is absent for all or part of a school day and no excuse is received. (Excuses received after five days will not be considered valid.) For any student, regardless of age, excessive absences will result in program probation and/or a review to determine if the student will continue to be enrolled in the program.

As mandated by the Department of Public Instruction, students participating in the Age 17 Graduation Program must maintain an attendance average of 90% in order to qualify for GED testing. If a student drops below 90% attendance during a term, that student will be required to make up missed time and bring their attendance back up to 90% during hours determined by LEAPP staff. Students will be required to do school work during make-up time hours. *Students who do not bring their attendance average up to 90% will not be allowed to test at MATC, and, consequently, will not be able to graduate under GEDO#2.* Making up time will not excuse a student under 18 from a truancy ticket.

For attendance purposes, in school suspensions served during a student's regular school hours will count as a regular school day. If a student chooses to leave school before the end of their scheduled school day or is asked to leave school, the time missed will count against their attendance. Out-of-school suspensions will also count against a student's attendance and may result in make-up time. All classes taken outside LEAPP in the high school as part of a student's 15-hour schedule will be subject to the 90% policy. LEAPP staff will monitor students' attendance in outside classes.

Important Notes on Daily Schedules

Daily schedules may be modified for high school events, whole-school field trips or service learning projects.

Each term students will be given a schedule of their regular school hours, their early release hours, and their school hours in the event of a weather delay. If there is a one- or two-hour delay due to inclement weather, LEAPP students are responsible for following their given delay schedules. A copy of each student's schedule will be given to the main office.

Students may attend high school lunch and class or club meetings from 11:15 to 11:45 a.m. provided they follow all high school expectations for conduct. Students who ignore these expectations will be subject to the high school discipline policy and may lose their lunch privileges.

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

1. A verbal warning.
2. A written warning.
3. The student will be suspended from school for one day, and a parent/guardian must attend a meeting before the student is allowed back to school.
4. The student will be dismissed from the LEAPP program.

Grading Policy

Grades on LEAPP courses are calculated by adding the points awarded to the student divided by the number of points possible. The percentage established by that equation is then labeled according to the following scale:

A	93-100%	B+	87-89	B-	80-82	C	73-76	Below 70%
A-	90-92	B	83-86	C+	77-79	C-	70-72	No Credit

For group courses (as opposed to independent courses), a student with an excused absence must complete and hand in missed work within three days of the absence in order to earn full credit for it. (Make up work for unexcused absences will only receive half credit.) It is the student's responsibility to ask for make-up work, ask questions about the work, and to complete it. If a student misses a field trip, discussion, hands-on project or other non-written assignment, an alternative activity may be assigned. Make-up work may be turned in after the three-day grace period for half credit. (Credit will be given for half of the grade received on the assignment.) If a student is absent on the last day of a term, that student will have two days to make up missed work before his or her term grade becomes final.

LEAPP follows an eight-term schedule, with four terms per semester, and grades will be issued approximately every four and a half weeks at the conclusion of each term. Independent courses will appear on grade reports as "In Progress" until the student has completed the course and has earned a grade for it.

Participation in High School Classes/Activities

LEAPP students are welcome to participate in Deerfield High School classes and in extracurricular activities. All high school policies and expectations and the co/extracurricular code will apply to participating students. Please note that LEAPP students must pay their class dues if they wish to participate in class activities—including the graduation ceremony.

Youth Options

Eligibility for Youth Options, a program that allows students to attend classes not offered at Deerfield High School at MATC or other local post-secondary institutions, will be evaluated on a case-by-case basis. In general, LEAPP students must have a "C" average, good attendance, and a demonstrated interest in the applied-for coursework. LEAPP students will not be allowed to participate in Youth Options if they are on program probation (see page 9) at any time during the application process or at any time before the course begins.

Please note: By state law, any Youth Options student who earns an "F" in a course will be responsible for paying tuition for the course rather than the school district.

LEAPP 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 bin, 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 drugs or alcohol (unless the discussion is part of a class assignment).

* As in the high school, saying the "f word" in school will result in the student being sent to the office to serve out the remainder of the student's school day.

3. Leave pagers, cell phones, tobacco products, and offensive or suggestive clothing at home and leave hats on the coat hook.

Please do not wear clothing with references to drugs, alcohol, smoking, or sex or clothing that displays racist symbols or remarks. Wear clothing that covers most of your body--including your stomach.

4. Follow the rules and expectations of the regular high school when you step out of our room.

Enter and leave the school from the doors by the front office. If you choose to go to lunch, leave all open food containers in our room (they are not allowed in the hallways) and remove your head coverings and coats. If a staff member asks you to do something, treat that staff member with courtesy and comply with his or her request. Failure to do so will result in loss of lunch privileges.

5. Stay on task and strive for success!

Your time at school is what YOU make of it.

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

Discipline Policy

Inappropriate or disrespectful language or actions toward others, excessive disruptions during class, and refusal to comply with teacher requests

1. A verbal warning will be given.
2. If the student persists, he or she will be asked to “cool off” in the hallway outside of our room. The student will be welcome to rejoin the group when he or she feels ready to be respectful and to concentrate on school work.
3. If the student does not choose to rejoin the group, he or she will be issued an in-school suspension in the office for the remainder of the student’s school day, which includes notification of parents or guardians.

If the student chooses to leave school grounds rather than report to the office, he or she will be issued an in-school suspension for the following school day.

4. If behavior is directed at someone in school, an apology will be required for admission back into school, and, depending on the severity of the behavior, a meeting between school staff, administration, the student, and the student’s parents or guardians may be required before the student is admitted back to school.

Violent, dangerous, illegal, and physically aggressive acts

Parents or guardians and police will be notified immediately, and they will be asked to pick up the student. The student will be suspended, and parents or guardians will be required to attend a meeting with LEAPP staff to discuss reentering the student into school.

* At all times, students are welcome to ask LEAPP staff out into the hallway to discuss issues before they get out of hand. Respectful conversations outside of the room can often resolve problems and misunderstandings between students and staff before they result in anger and discipline procedures.

Program Probation

Program probation will be issued for excessive absence from the program, for failure to complete make-up time, for repeated or serious violations of the discipline policy, for failing to fulfill service learning or work experience requirements, or for continued lack for academic effort. For Graduation Track students, unexcused absence, a serious violation under the discipline policy, or failure to improve in a specified area while on probation may result in dismissal from the program. If a student is dismissed from the program, the student will need

to reenroll in the high school and he or she will not be allowed to reapply to LEAPP in the future. For Transition students who have been placed on probation for reasons other than discipline violations, a program probation results in the student being unable to apply to the Graduation Track of the program. That student will be allowed to apply once the probation has been lifted and a sufficient amount of time has passed with the student showing that he or she can be successful under the program's requirements.

In some cases, a student may be suspended from the program, and he or she would need to reenroll in the high school. A suspension from the program would allow the student to reapply to the program in the future when he or she can demonstrate a commitment to earning his or her high school diploma.