



Policies & Procedures 2017-2018

Here at the ALC, we abide by all the same Nebo School District policies, as well as support each of the five high schools with their individual policies concerning attendance, dress code, tardiness, and the use of technology. We expect all students to act professionally and follow their school guidelines. In addition, we would like to clarify some ALC procedures in regards to:

A/B DAYS or DISTRICT ½ DAYS

Anytime Nebo School District has an A/B day or a district ½ day, we cannot hold classes here at the ALC due to our bus schedule. Students should follow their home high school schedule for that day.

ATTENDANCE & TARDIES

It is really important for students to be in class **every day** so learning can occur. Parents, if you ever need to excuse an absence or a tardy, please call the ALC directly. We can excuse absences at **both** high schools, so it is best to contact us in order for excused absences to be recorded properly. Please call (801) 489-2833, and press #2 for Attendance.

Most of our classes are college courses, so it is imperative to be in class as much as possible and make up any missing assignments. We also encourage students to email their teachers if missing more than one day of class. If students miss more than 5 days in any given term, their in-class learning has been greatly impacted and a parent/teacher conference may be needed to evaluate whether the ALC is working for your student. Please communicate any concerns to your student's teacher or our ALC counselor.

Differences in bell schedules between high schools, live interactive class times, transportations issues, etc. need to be worked out at the beginning of each semester with your ALC teacher and/or high school teacher. You may need to adjust when you eat your lunch in order to be to class on time. *When coming in late, please do not be disruptive to your class & infringe on the learning of your fellow classmates.* We appreciate your support.

CHECKING OUT

Please make sure your student is checked out by a parent/guardian before leaving class early to avoid being marked as an Unexcused Absence. Students will need to sign out in the Main Office before leaving.

CONCURRENT ENROLLMENT

If your student signed up for CE, either with UVU or Weber, there are deadlines to follow if dropping or withdrawing from a course. We will be sending out periodic emails throughout the year to inform and remind you of any CE deadlines and policies. Also, CE grades will not appear on your student's college transcript until either the end of the semester or the end of the school year. Only one grade goes on the college transcript. For specific questions regarding how the college class is graded (whether it is an average of the terms or a cumulative grade), please talk with your ALC teacher.

DRESS CODE

Please dress modestly. Follow the guidelines set forth by the district and your home high school.

GRADING

Most of our ALC teachers use Canvas instead of SIS to track our students' assignments and grades. If this is the case for your student, please have your student login to his/her Canvas account to see details on assignments/grades. If his/her teacher is only using SIS, you'll be able to see all your student's assignments/grades. In any case, our teachers will try to post a grade into SIS once a week. To view these grades, scroll down past the list of courses under the high school to view the ALC classes.

PARKING

We would like to inform students and parents that the east side parking lot should be primarily used for ALC faculty and district trucks and/or traffic for the warehouse. We advise students to park in the front or on the west side of the school.

For specific information about Nebo School District's policies, please refer to the following link: <http://www.nebo.edu/node/1143>