



Advanced Learning Center

Your Early College & Career Center for Nebo School District

Policies & Procedures 2019-2020

POLICIES & PROCEDURES

Nebo School District has set policies that we at the ALC follow and abide by. For specific information about Nebo School District's policies, please refer to the following link: <http://www.nebo.edu/node/1143>. We also support each of the five high schools with their individual policies. We expect all students to act professionally and follow ALC and their high school guidelines. Please read the following information as it will help assure that your student has a successful experience here at the ALC.

A/B DAYS or DISTRICT ½ DAYS

When Nebo School District has an A/B day or a District ½ day, we do not hold classes here at the ALC due to busing. Students should follow their home high school schedule for these days.

REMINDER FOR LIVE INTERACTIVE COURSES: If you are taking a Live Interactive course you will follow the UVU calendar on these days not the Nebo School District calendar.

ATTENDANCE & TARDIES

Attendance at the ALC is very important, and students are expected to be in class every day. The majority of classes held at the ALC receive college credit (Concurrent Enrollment), making it imperative that you are attending your classes. If an absence or a tardy need to be excused, please contact the ALC at 801-489-2833 and press #2 for attendance. If you need to excuse your student from their home high school, please inform ALC attendance and they can excuse your home high school. Please note, attendance will not do this unless you ask them to do so. If a student misses more than 5 days in a term, a parent/teacher conference may be requested to evaluate if the ALC is an appropriate place for your student. Please communicate any concerns to the student's teacher or the ALC School Counselor.

SCHOOL ACTIVITIES AND THE ALC

ALC and your home school counselors have agreed that your college courses come before assemblies, school events, and other school activities. You must inform your home school administrators & teachers, in the event of an assembly or activity, that you are excused to travel to the ALC.

CHECKING IN AND OUT

Students are required to check in if they arrive late to the ALC, this can be done in the main office before heading to class. Students also need to be 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 Utah Valley University (UVU) or Weber State University (WSU), there are deadlines to follow if dropping or withdrawing from a course. Remember that if a student withdraws from his high school class that does not mean they have withdrawn from the college side. Students will need to go onto the University concurrent enrollment website and drop courses. The following links will direct you to deadlines for concurrent enrollment for UVU and WSU.

UVU: <https://www.uvu.edu/concurrent/deadlines/index.html>

WSU: <https://continue.weber.edu/concurrentenrollment/> (scroll to the bottom)

DRESS CODE

Please dress appropriately and follow the guidelines set forth by the district and your home high school. For more information please click the dress code link:
<http://www.nebo.edu/pubpolicy/J/JDG.pdf>

PARKING

Students parking at the ALC should park in the parking lot on the **West** side of the building. The **East** side parking lot is primarily used for ALC faculty and district trucks and/or traffic for the warehouse. Students should not be parking in the stalls close to the building in the front or east side as this is for faculty, staff and visitors.

Explore ▶▶ *Discover* ▶▶ *Create*