



Lakota Career Readiness Academy

5030 Tylersville Rd.

West Chester, OH 45069

(513) 682-4117

General Information

Address:

5030 Tylersville Rd.
West Chester, OH 45069

Phone Number:

(513) 682-4117

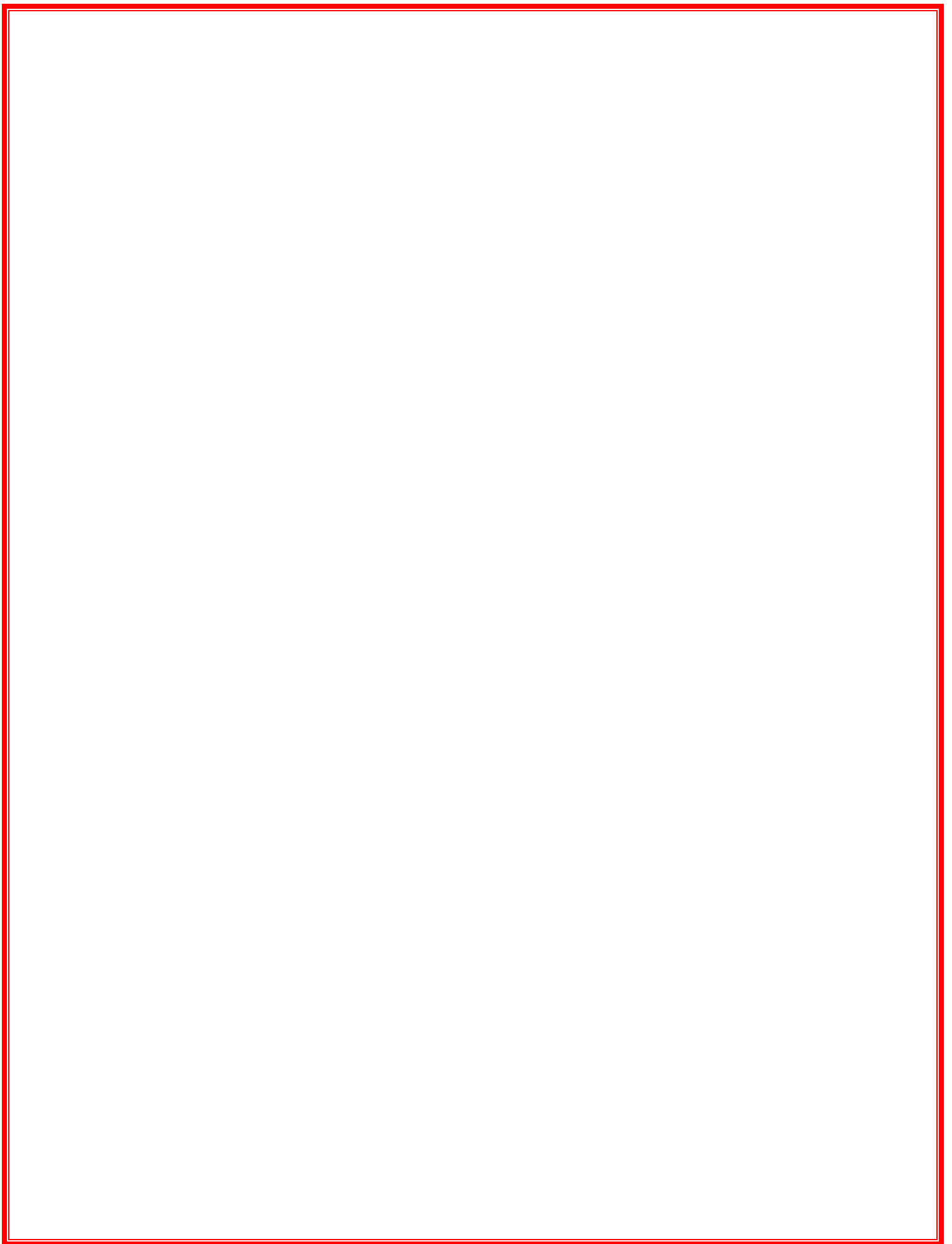
Hours in Session:

AM Session 7:45-10:45

PM Session 11:40-2:40

Staff:

<u>Title</u>	<u>Name</u>	<u>Email</u>
Principal	Mindy Reichelt	melinda.reichelt@lakotaonline.com
Guidance Counselor	Michele Hively	michele.hively@lakotaonline.com
Community Liaison	Adam Bowling	adam.bowling@lakotaonline.com
Social Studies Teacher	Amanda R Hoffman	amandar.hoffman@lakotaonline.com
Math Teacher	Shay Lenos	shay.lenos@lakotaonline.com
Science Teacher	Lisa Kiesewetter	lisa.kiesewetter@lakotaonline.com
English Teacher	David Mosure	david.mosure@lakotaonline.com
Intervention Specialist	Katie Steverson	kathryn.steverson@lakotaonline.com
Connections Teacher	Shelley Stewart	Shelley.stewart@lakotaonline.com
Secretary	Kelley Kruback	kelley.kruback@lakotaonline.com



2018-2019 Bell Schedule

AM

Monday/ Wednesday

Bell 1 7:45-9:15

Bell 2 9:15-10:45

Tuesday/Thursday

Bell 3 7:45-9:15

Bell 4 9:15-10:45

PM

Monday/ Wednesday

Bell 1 11:40-1:10

Bell 2 1:10-2:40

Tuesday/Thursday

Bell 3 11:40-2:40

Bell 4 1:10-2:40

Fridays will rotate Bells 1-4 for first block and second block will be Genius Hour or Advisory groups.

CLASSROOM PROCEDURES

Arriving/Departure

Students and families should enter through the main door only. Classroom doors be unlocked 15 minutes prior to the start of each session.

Assigned Sessions

No student can transfer to another session (i.e.—from AM to PM or PM to AM) without the permission of the Academy Principal. Students can only stay later with the permission of the Academy Principal or Secretary.

- This must be done in a meeting with the student and the principal
- The students and/or parent must give reason for the transfer
- Discretion is up to the Academy Principal
- The Principal has the ability to change a student's session at any time**

Bus Shuttles

Academy students have the opportunity to use provided shuttles to and from EAST and WEST main campuses. These shuttles are open only to Academy students. If you wish to sign up for the shuttle, please see Mrs. Kruback. Students should follow all bus/school rules. If a student's fails to follow the rules, they will no longer have the opportunity to use the shuttles. All school code of conduct rules apply. **There will be zero tolerance for behavior issues on the shuttle.**

Computer Usage

Students are to follow the Lakota Acceptable Use Policy (AUP) and use the Internet for educational purposes only during working hours. Students will be assigned a laptop for the school year as a part of our 1-1 program. It is the responsibility of the student to bring it every day to school charged. Student and Parent/Guardian must sign the 1-1 contract to participate in this program. Please be respectful when using the Lakota issued laptop, classroom materials, and/or other equipment. Students who are misusing the laptops, equipment, or classroom area will be disciplined accordingly.

Food Policy

We serve lunch after the AM session and before the PM session. Please be respectful and clean up after yourself when using the lounge area and furniture. Students should have eaten lunch/breakfast prior to the session. **Food delivery is prohibited.** Students are to be ready to work at the beginning of their sessions (7:45AM and 11:40 AM).

Students will be considered tardy if they are not working at the beginning of the session time. Students are not to eat while working at laptops. All snacks must be eaten away from computers. Students receiving school lunch must eat only in assigned areas.

Signing In/Out

For attendance purposes, please sign in with Mrs. Kruback daily at beginning of each session.

- Students will report their assigned classroom schedules per bell.
- Bathroom breaks are at the discretion of the teacher or during bell change.

Student-Teacher Advisor Assignments

In an effort to take advantage of the low student-teacher ratio teachers, teachers will be assigned to specific students. The purpose of this is to:

- Help set short and long-term goals
- Track students' progress
- Facilitate communication to parents
- Facilitate Genius Hour Projects

Visitors

All visitors must sign in Academy office and wear a visitor badge at all times and must sign in with Mrs. Kruback. Visitors are not permitted on Academy campus during school hours without administrative permission.

Student Attendance

Regular attendance is imperative for successful school achievement. Therefore, students are expected to attend their session on a regular basis. Absences shall be excused for personal illness, illness in the family, religious reasons, death in the family, or for other reasons the home and school agree are for good cause. All other absences shall be unexcused.

Students should always be on time for the session.

-Students will attend daily 100% (3 hours) of their session.

-A student who has been absent from school / class more than ten (10) times per year will be required to have a doctor's note for any additional absence. All absences beyond that number (10) per year without medical verification will be considered unexcused. A student must have a medical note for absences beyond ten (10) per year. Doctor's notes will be presented to the Academy Secretary for verification. Any student who has an extended period of illness will need to have a doctor's note on file explaining the chronic illness.

-Students are to be ready to work at the beginning of their session time.

*****Excessive absence from school may result in dismissal Lakota Career Readiness Academy or pursuant to HB410, truancy charges. *****

Please call the Lakota Career Readiness Academy office at (513) 682-4117 to report a student absence.

When the student returns, the student needs to bring a note excusing his/her absence.

Tardies

Our goal is to teach students the life skill of punctuality. Tardy to the Academy is any time a student is not in the classroom and ready to work at session time. Session start times are 7:45AM and 11:40 AM; Students are expected to be in the classroom at that time. Arriving tardy will affect progress, and will factor into the consideration for continuation at the Academy. Congruent with the high school policy, each student will receive five tardies a semester. All Ohio truancy laws are applied.

Early Dismissal

The Academy Secretary must have a note, an email, or a phone call from a parent/guardian requesting an early dismissal before the start of the class.

Enrollment

Enrollment for the Career Readiness Academy is based on a yearly placement. Once a student is enrolled to CRA, they will not be able to transfer back to their home school until the following school year. The Academy Principal, counselor, student and parent/guardian will hold yearly transition meetings to ensure this is a good fit for each student. Students can transition throughout the school year from their home school to CRA.

Emergency Dismissal for a Student

It is of utmost importance we have the most updated information on file for emergencies. Please make sure you have turned in all emergency paperwork at the time you have entered the Career Readiness Academy.

- A student who becomes ill during school hours must report to the school nurse/office in order to secure authorization to go home.
- Permission to leave will be granted only after a parent/guardian has been contacted.
- No student is to leave the building without authorization of the school nurse or school administrator.

Online Flex Guidelines

The Career Readiness Academy provides students with the flexibility and personalization of learning to flex their work time and complete the necessary APEX classes online via distance learning. This program is something that you MUST get approval from Academy Principal to participate in. Students enrolled in online flex report once a week and work virtually for the remainder of the time.

1. Students must complete three or more assignments daily in each of their classes to be counted present for the day.
2. Students must report once a weekly during an assigned session on an assigned day. This allows students time to take exams, have access to face-to-face instruction from the teachers, and allow teachers to help progress monitor the students' progress.
3. Students must receive a 70% on quizzes to be moved on to the next assignment.
4. Students must message the teacher to take a unit test at home. Exams must be administered on campus.
5. If students do not make progress and are in the RED, they will be removed from Online Flex and must report to the Academy until they are back on track. The CRA administrator reserves the right to remove students from Online Flex at any time.
6. When students finish courses, they will need to contact the guidance counselor to be added to another class. The guidance counselor can be reached at 513- 682-4117 or Michele.hively@lakotaonline.com. Please contact Mrs. Reichelt with any questions at 513-682-4117 or melinda.reichelt@lakotaonline.com.

Lakota Career Readiness Academy

The Lakota Career Readiness Academy provides students with an innovative, flexible, student-centered learning environment. Our goal is that each student will graduate with the skills and preparation to take the next step toward a career or college opportunity.



Acknowledge of Student Handbook and Code of Conduct

I, _____, acknowledge that I received a copy of the Student Handbook and Code of Conduct for Lakota's Career Readiness Academy. I understand it is imperative to the success of the student to follow these expectations. I also understand failure to follow these expectations can result in the removal of the student from the Academy.

Parent Signature

Date

Student Signature

Date

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