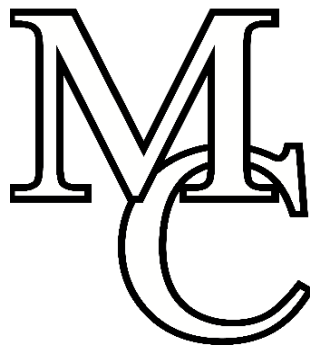


**Middle Country Central  
School District**

**Alternative Learning Center**

**Staff Handbook  
2020-2021**



***“Creating futures through RIGOR,  
RELEVANCE and RESULTS”***

*Newfield High School  
145 Marshall Drive  
Selden, NY 11784  
ALC Telephone #: 285-8346*

### **Mission Statement**

*The mission of the Alternative Learning Center Career Academy is to provide a supportive educational environment for students who are focused on academic and career oriented goals. We are committed to providing a positive learning environment that:*

- Empowers students to take ownership of their education
  - Encourages students' intellectual growth
- Is student-centered and educationally challenging
  - Is sensitive to varied learning styles
- Is emotionally and socially nurturing to all participants
  - Is conducive to safe and supportive learning
    - Promotes community
- Promotes connections to careers and future goals

### **STAFF AND CONTACT INFORMATION**

#### **Directors:**

Steven Mercorella (CHS)  
Danielle Rapisarda (CHS)

#### **Guidance Counselors:**

Renee Davis  
Michael Zodda

#### **Psychologists:**

Christina Chiarulli

#### **Social Worker:**

Tracey Lohmann

#### **Clerical:**

Colleen Moore  
Celia St. John

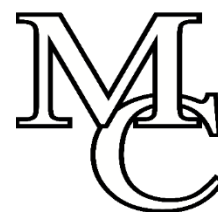
### **DAILY SCHEDULE (Monday through Thursday)**

**Period 0** 3:00-3:45pm (GEWEP)

**Period 1** 3:45-4:40pm

**Period 2** 4:45-5:40pm

**Period 3** 5:45-6:40pm



## ALC Teaching Staff

### English:

Jeannette Improte  
Joan Landgrover  
Arielle Stowell

### Math:

Tanyalisa Agha  
Lisa Albino  
Angela Baron

### Science:

Donna Bolognesi  
Matthew Donoghue  
Cynthia Rice

### Social Studies:

Keith Gillespie  
Thomas Morturano  
Nicole Peterson

### Special Education:

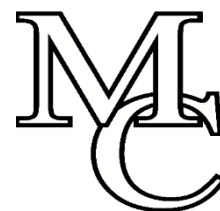
Kathleen Brennan (English)  
*TBD* (Math)  
Gene Moreno (Social Studies)  
Stephen Pavlicko (Science)  
Jennifer Brunet (Consultant Teacher)

### Electives:

Shelby Petruzzo (Art)  
Gina Malone (FCS)  
Diane Sanicola (GEWEP)  
Christine Staker (OCC)  
Paul Pedersen (PE/Health)  
Patrizio Marrero (WL)

### Teaching Assistants:

Geraldine Bartnik  
Mary Moore  
Carol O'Donohue



# GRADING POLICY

## Minimum Participation Grade (15%)

Higher departmental minimums may be established and maximums must be established departmentally. Within those boundaries, individual teacher practice will prevail.

## Minimum Grade Definition:

No numerical quarter average lower than 54 may be recorded. Minimum passing grade for all courses will be 65. Final exam grades will be reported as the grade earned.

Grading:

65 – 100	Passing
0 - 64	Failing
P	Passing
I	Incomplete
S	Satisfactory
U	Unsatisfactory
NCA	No Credit – Attendance
NL	No Labs
CRD	Credit Denied – No Summer School

## Exams and Finals:

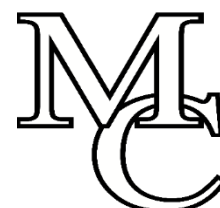
- A minimum of at least 5 teacher selected student assessments should be administered in each quarter.
- No single assessment administered within a marking period may carry a weight of 25% of a student grade.
- For courses ending in a Regents exam, the Regents exam will serve as the final.
- Courses without a State exam will also culminate in a final, which will be departmental.
- Any assessment administered at the end of the marking period must be part of an established pattern of the on-going assessment of students.
- Students will be advised each marking period as to the types of assessment that will be used.
- Teachers may assess students' performance using alternative forms of assessment (project, portfolios, multimedia presentation, research, etc.), as well as traditional pencil and paper tests.

## Computation of Final Mark:

- Full year courses: 20% for each marking quarter plus 20% for final exam or Regent's exam.
- Half year courses: 40% for each marking quarter plus 20% for final exam.
- No quarterly grade will be issued below 54.

## Promotion

Senior high school students are promoted by credits, not by grade. To be assigned to a grade level, a student needs to have accumulated the following number of credits: 10th-6 cr., 11th-12 cr., 12th-18 cr.



## ATTENDANCE POLICY

Teachers will notify the ALC administrator of his/her absences with an Alert form. The student and the student's parent/guardian **must** be contacted **before** giving the Alert form to the ALC administrator. It is the classroom teacher's responsibility to fill out the alert form.

When a student reaches the appropriate absences (listed below) a letter will be generated with copies going to the student's parent, teacher, guidance counselor and Records Department.

The parent then has 10 days to appeal the denial of credit to the ALC administrator with doctor documentation. If this occurs, the denial is reversed. You will be notified with an updated letter. Please make sure to change the student's grade if you receive an update.

When grading, teachers must enter NCA on the student's report card if he/she is denied credit or CRD if the student is denied summer school. The NCA must be put in for each quarter the student is denied credit and in the final grade column, (Y1).

### 1. SEMESTER COURSE

- **3 days absent**
  - Teacher notifies parent/guardian and student.
  - Alert form submitted to Director
- **5 days absent**
  - Denial of credit.
- **10 days absent**
  - Denial of summer school.

### 2. FULL YEAR COURSE

- **7 days absent**
  - Teacher notifies parent/guardian and student.
  - Alert form submitted to Director
- **10 days absent**
  - Denial of credit.
- **20 days absent**
  - Denial of summer school.

### ALC Responsibilities

Steven Mercorella	Danielle Rapisarda
<b>Scheduling</b> <b>Attendance for Students</b> <b>Grades/Gradebooks</b> <b>Lesson Plans</b> <b>Progress Reports</b> <b>Parking Permits</b>	<b>Staff Attendance</b> <b>CSE's/Annual Reviews/504's</b> <b>IEP Progress Reports</b> <b>Transportation</b> <b>Testing Schedules</b> <b>Ordering of Regents Exams</b>

