

CEDAR VALLEY WEST CENTER HANDBOOK

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This Cedar Valley West Center handbook has been developed to better acquaint instructors, parents, and students with Hawkeye Community College's CollegeNow! program and the center. Please use this handbook as a guide and reference for its purposes, policies, and procedures. For more specific information contact Hawkeye Community College and guidance counselor or District designee.

Family Educational Rights and Privacy Act

According to Hawkeye Community and College and their CollegeNow! program:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA does allow for guidance counselors/high schools to request grades of their high school students, and to discuss issues in the classroom. However, FERPA does not allow an instructor or any other college employee to speak to parents unless the student has signed a release form. Students can sign release forms in the Registration and Student Records office at Hawkeye.

It is preferred that guidance counselors in high schools refer students to instructors with questions regarding a specific course. However, if guidance counselors have specific questions, instructors are also allowed to visit with the guidance counselor regarding a specific student. See General Communications in this handbook to view a hierarchy list and the communication process (p. 8).

Senior Year Plus Programs

Post Secondary Enrollment Options (PSEO)

The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Now offered through Senior Year Plus, the program is available to eligible juniors and seniors as well as freshmen and sophomores who are identified as gifted and talented according to the school district's criteria and procedures.

Concurrent Enrollment

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing

opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area. Parents of students will not receive grade reports for these classes. This is a violation of privacy guidelines and the age of the student is not a factor.

Career Academies

Career academies are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs.

Iowa defines career academies differently than national models which often involve small learning communities. In Iowa, career academies are programs of study that combine a minimum of two years of secondary education with an associate degree in a career preparatory program. The career academy is a program of study that is non-duplicative, sequential, and ensures that the course of study is skill standards-based, integrates academic and technical instruction, utilizes work based and work site learning where appropriate and available, utilizes an individual career planning process with parent involvement, and prepares an individual for entry and advancement in a high-skill and rewarding career field.

Enrollment Requirements

In the fall of 2009 the Senior Year Plus guidelines were put into place and this has changed the requirements for students taking college or concurrent classes. The first requirement is students must be proficient on their most recent Iowa Test of Educational Development (ITED) tests, in the areas of **math**, **reading**, and **science**. In order for students to be proficient, they must score above 41 percentile on ALL three tests.

The second requirement comes from Hawkeye Community College which will again require students taking concurrent classes (college classes) at the Western Outreach to take the COMPASS tests or ACT test. Students taking concurrent classes must have the following scores in order to take the classes **and** receive college credit. The scores that are required are a reading score of **82** and a writing score of **65** on the Compass test or an ACT Reading score of **19** and an ACT English Score of **19**.

Again, the following courses require reading score of 82 and writing score of 65 on the Compass tests OR an ACT Reading score of 19 and an ACT English Score of 19:
Western Civilization I, II and III, Exploring Physical Science, Essentials of Anatomy &

Physiology, Human Biology, Introductory Biology, Basic Nutrition, Environmental Science, College Physics I & II, Introduction to Sociology, Introduction to Psychology, Personal Wellness, Human & Work Relations, Composition I & II, Introduction to Literature, Fundamentals of Oral Communication, Children's Literature, Art Appreciation, Child Growth & Development, Introduction to Teaching, Introduction to Business, Business Law.

Students wanting to take concurrent math classes must have the following scores:

Math for Liberal Art - Compass (Algebra) **42** or ACT-Math **19**

Statistics - Compass (Algebra) **42** or ACT-Math **19**

Calculus I - Compass (Trigonometry) **51** or ACT-Math **27**

For more information, see your guidance counselor's CollegeNow! handbook, Appendix B.

Student Registration

Students can register for all eligible classes through a CollegeNow! representative for both fall and spring registration, but the school's guidance counselor or other District designees can assist. No student will be allowed to register after the second week of a course.

Dropping a Course

On or before the 14th day of the course (count the start date)	Students will not have to pay anything for the course and nothing will be reflected on the college transcript. Books must be returned or student is responsible for cost.
After the 14th day of the course (count the start date)	Students will be given a "W" grade which will show up on the college transcript but will not be factored into the college GPA.
On or after the 8th day from the course's end (count the end date)	Students will be given the grade issued, which will appear on the college transcript and may have to pay for the course.

Textbooks

Senior Year Plus guidelines also allows school district to charge students taking concurrent classes a \$35.00 per class book fee. College textbooks change frequently at the community college level and the districts need to find a way to stay current with the books being used.

Textbooks belong to the school and students pay the “textbook” fee to use the books. If a textbook is lost or returned damaged, the student will be responsible for the cost of a replacement.

Academic Policy

Instructor Syllabus

It is a requirement of Hawkeye Community College and the National Alliance of Concurrent Enrollment Partnerships (NACEP) that each instructor provides a syllabus adhering to the associated department’s guidelines. Most syllabi will include course description, course objectives, instructional resources, major course requirements, evaluation policies, and grading system. Each syllabus should be read thoroughly and honored.

Grades

The grades earned in these courses will become a permanent part of a college transcript. Periodic evaluation of student learning is mandatory and will be shared with the student. Students can view grade and progress reports online through the designated online management system (e.g. Canvas, Angel) as designated in the instructor’s syllabus. Parents of students taking courses at the Cedar Valley West Center will not receive grade reports. This is a privacy issue according to FERPA and Hawkeye Community College and age of the student is not a factor. Parents may view grades via their student’s access.

Midterm reports will be sent to associated guidance counselor or another District designee indicating Ds, Fs, and/or other concerns. The District will then take appropriate action as deemed fit.

A final grade will be assigned within three working days of the course’s conclusion and will be reported to Hawkeye Community College and the District.

Transcripts

Students can view their unofficial transcript in their MyHawkeye account. Students needing an official transcript can contact a CollegeNow! representative or the District’s guidance counselor or other designee for instructions following Appendix D in the CollegeNow! handbook.

Student Disability Services

Hawkeye is committed to helping all students be successful. We will make every effort

to assure that qualified students with disabilities have equal access to education and services.

Eligibility for services is based on Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. These regulations apply to students who have disabilities that substantially impair their ability to participate in college programs without accommodations.

To determine if a student is eligible for disability services, documentation including medical and / or psychological reports and other records are examined for evidence indicating whether or not a student is disabled as defined by federal statutes.

For more information and specific process, see Student Disability Services at: <http://www.hawkeyecollege.edu/students/services/student-disability-services/default.aspx>

Calendars and Schedules

The CVWC follows the general calendar established by the four districts in addition to the Hawkeye Community College calendar. Each variant in schedule is taken under consideration and a change is made to the CVWC calendar. The school year consists of three trimesters. Each term will begin and end on a designated day as deemed fit by the Districts and may not be in accord with the general school calendar.

Western Outreach Daily Schedule

General Building Hours:

Monday - Thursday 7:45 AM-3:00 PM (exception = evening nurse aide class as scheduled)

Friday 7:45 AM-3:00 PM

Front doors are locked at 2:00 PM each day.

Hours will change according to semester and trimester schedules. Check schedule posted on doors.

Period 1: 8:10-9:00

Period 2: 9:20-10:10

Period 3: 10:25-11:15

Period 4: 12:00-12:50

Period 5: 1:00-1:50

Period 6: 2:00-2:50

Student Attendance

The Board of Education has commissioned the school to provide the best possible education for the students. The educational progress of each student is directly related to regular classroom attendance. All students are expected to attend all scheduled class sessions. Whenever a student is absent from school, the value of the work missed is something that is difficult to make up by out-of-class work. Many out-of-school activities have educational value, but these may or may not contribute to the skills and concepts taught in the classroom. They cannot be considered a substitute for classroom attendance. Students have the right to make decisions concerning school attendance, but the CVWC instructors have the responsibility of passing judgment on the validity of the excuse presented by the student. The student is to provide the reason for the absence prior to class, and the CVWC instructor will determine whether the absence is excused or unexcused. In order to arrive at uniformity, the following policies have been adopted for excused absences:

1. Illness of the student
2. Death or emergency illness in the family
3. Working at home when parent or guardian urgently needs the help
4. School sponsored activities
5. Professional appointments unable to be scheduled outside of school time.

It is the student's responsibility to contact the instructor prior to class and for school functions and activities, well in advance.

Excessive Absences

Any student with excessive absences or excessive tardies will be addressed on a case-by-case basis. Two (2) unexcused absences require the instructor to inform the guidance counselor or District designee. Excessive absences may result in the student being dropped from that class; this will be up to the discretion of the instructor and District.

Make-up Work

Each CVWC instructor will determine his or her appropriate plan for absent work. Please see course syllabus for specific expectations. These CVWC courses have many due dates and deadlines that cannot be accommodated for and many absences may not signify make-up work.

Inclement Weather

When a single school requires an early dismissal or school cancellation due to bad weather or unsafe roads, CVWC courses will be cancelled as well. See individual District's plan for notifications. The CVWC will use KCRG and individual instructor's plans for student notification. It is the student's responsibility to keep informed using both modes as students may need to continue with scheduled calendar and must adhere to any expectations stated in the syllabus due to minimum seat time and course objectives.

Late start

In the event of a late start for any of the Cedar Valley school districts, period one and two will not be held. Courses will resume at 10:40 with period three. See above for more information.

Emergency Drills:

Fire: In case of a fire, students are to exit either the east or west doors. If either or both entrances are blocked, students should exit the window.

Tornado: In case of a tornado, both bathrooms have been the designated safe area.

Intruder: In case of an intruder, 'The Sleeve' should be placed on inside of door.

Health, Injury and Incident Statement

Students should abide by individual school's health, injury and incident policies including illnesses, diseases, harassment, and abuse. Students should also feel comfortable addressing such issues with the CVWC instructor. Complaint/reporting procedures should include:

- Address situation with those strongly involved (e.g., student and/or instructor, CVWC administrative assistant)
- Write down details needed for current or future discussions; collect any other necessary data
- Contact associated school's guidance counselor and District designee

Behavioral Expectations Statement

The Cedar Valley West school districts' behavioral policies are expected to be upheld on the premises and grounds as well as in the CVWC specifically including the jurisdictional and behavioral policies.

General Communications

A hierarchy has been established to aid schools, parents, and students when concerns and issues arise.

Student-Instructor

Instructor-Guidance Counselor

Student-Guidance Counselor

Parent-Student-Guidance Counselor

Guidance Counselor-District Designees

Instructor-Guidance Counselor-District

Parent-Student-District

District-Hawkeye Liaison

Instructor-Hawkeye Liaison

Parking Lot

The Cedar Valley West Center does not have cameras in the parking lot. It is considered a public parking area and **Hawkeye Community College is not liable in any way for damage done to vehicles**. If the damage is enough that the affected party would like to turn in a claim to their private insurance the local sheriff's office will be called. They will come out, assess the damage and an accident report will be filed. If the damage is going to need repair and a claim filed DO NOT drive home first and then call back to the CVWC office. Don't move your car. Report it to the CVWC office and the sheriff will be called.