



Student Handbook

Mandatory Charter Meetings

All students must attend the Charter meetings before the start of each semester and one at the end the year. Fall meetings will be held late August or early September, Spring meetings will be held in late December early January, and the end of the year meeting will be held in May. Students will receive textbooks, student planners and other important information for the upcoming semester in the Fall meeting. Students will receive scholarship, FAFSA, graduation information in the Spring meeting, and students will receive diplomas, scholarships, and an exit survey at the end of the year meeting. Attendance at these meetings is mandatory.

Books & Clickers

Books are loaned to students for free. Students attending in Storm Lake will receive their books at the orientation meeting. Fort Dodge students must go to the campus bookstore the first day of classes each semester to receive their books. Students taking classes at BVU must obtain a purchase order from SLHS to take to the bookstore on campus. Students must return books at the end of each semester. Old books must be returned before new ones will be issued the following semester. Students will be billed for any books lost or not returned. Some courses will require you to have a clicker to participate in classroom activities and quizzes. You can purchase one from the Iowa Central Bookstore or check one out through the Charter Counselor. Failure to return the borrowed clickers will result in the student paying for the cost of a new one. The cost to replace one is \$40.

Attendance

Charter students must attend class! Student who attend classes have a much better chance of passing their classes and being successful during their Charter year. Those who do not attend, very often fail. Attendance will be tracked by the charter counselor through WebAdvisor and through communication with your instructors and on-campus advisors. If you have to miss a class for any reason it is your responsibility to contact the instructor via text or email.

Email / Mail / Social Media

All charter students will have an Iowa Central email account. Students should log on to TritonPass to check their email. (Go to iowacentral.edu and click the TritonPass link). To help you find your username and password for TritonPass, click on the TritonPass link at the top of Iowa Central's homepage. Underneath the box where you type your username and password, you will find a link that will help you identify your login information. **Charter students must check email daily!** It is often the easiest way to communicate with the charter advisor and with your instructors. The charter advisor will also send some communication through the mail, so students must check mail at home as well. The Charter school also has a Facebook page and Remind 101 account where information will be posted/sent throughout the year. It is also a great way for students to connect to one another for dates, meetings, deadlines, etc.

WebAdvisor

Through WebAdvisor, students can access current grades, attendance, view transcripts, class schedules, and financial information about their ICCC accounts. WebAdvisor can be accessed by logging on to TritonPass. Charter students will not be able to add or drop a class through WebAdvisor. Students will need to contact the Charter Counselor and their Iowa Central advisor to make any changes.

Adding / Dropping a Class

Classes may be added or dropped within the first 5 days of each semester without penalty. Students must contact the Charter Counselor to get permission to drop. Students can NOT use the online drop request on the ICCC web page. Instead, a "Change of Enrollment Form" must be filled out. Fort Dodge students may visit Sara Scharf in admissions or Phyllis Minnihan if you are an Industrial Tech student in Fort Dodge to get a copy of this form AFTER they have obtained permission from the Charter Counselor. Storm Lake students may obtain the form from Gretchen Miller or the Charter Counselor.

Under extenuating circumstances, students may be allowed to drop a class after the 5-day deadline date. However, a grade of a "W" will show on the student's transcript and he or she will be charged to retake the course in the future. If a student drops a class after the deadline and has less than 12 credits (full time status), that student must obtain permission from Mr. Ruleaux to continue on in the Charter program.

Failing a Class

Students failing a class are not required to reimburse the Charter School for tuition. HOWEVER, if they must retake the course, they will be required to pay tuition. (see "Retaking a Class" below) If a student is not in good academic standing, he or she may be dropped from the charter program at the discretion of the Charter Counselor and High School Principal.

Retaking a Class

Students failing or withdrawing from a class that is required for their program will be required to retake the class. **Students must pay for the class they retake.** Tuition rates change each year. Current tuition for 2016-2017 is \$158 per credit hour. If a student retakes a 3 credit course, they will be billed for \$474 plus the cost of the book and any additional course fees. A payment arrangement may be set up with the ICCC business office. Students failing to pay will be dropped from the class.

Registration

Registration for the next semester starts at approximately midterm time. **Charter students must register using PURPLE enrollment cards.** Some of your instructors may pass out white enrollment cards in class and ask you to fill them out. DO NOT fill these out or you will get billed for your courses. The purple cards are specifically for charter students and will ensure the proper billing of the school district for your courses. **Fort Dodge** students riding the bus or living on campus should see Sara Scarf in admissions or Phyllis Minnihan if you are an Industrial Tech student. **Storm Lake** students should meet with Gretchen Miller at the Storm Lake campus.

All charter students must be full-time students, registering for at least 12 credit hours through Iowa Central, 6 classes through Storm Lake High School, or a combination of both. Students choosing to drop a class that makes them less than full time during the course of a semester may be required to drop from the charter school. This decision is up to the Charter Counselor and High School Principal.

Transcripts

Unofficial copies of student transcripts may be accessed through WebAdvisor. Students needing official copies sent to schools should use the online request form available by visiting Iowa Central's homepage; from the Iowa Central homepage, click on "Current Students." Scroll down to the Student Services category and click on the link "Student Records." From this page you will see some links on the right side of the page under Related Links. Click on the link "Transcript Request" and complete the form.

Degree Audits

Students should visit their advisor (program advisor, charter counselor, or admissions counselor). If they have questions about their progress toward a degree or diploma program, the advisor will do a degree audit to determine if all requirements have been met by the student to graduate.

Weather Alerts

Charter School will follow Storm Lake School District on most weather announcements. If Storm Lake has a late start, most likely the charter bus will leave 2 hours late as well. However, all students should sign up for weather alerts at <https://schoolalerts.iowa.gov> and Triton Alerts through your TritonPass account listed under the Emergency Notifications link. Signing up for these notices will send text messages directly to your cell phone when school is late or if the charter bus is cancelled. You can also have messages sent to an email account. WHEN IN DOUBT, CHECK THE IOWA CENTRAL WEBPAGE, KTIV Channel 4 News, or check the Storm Lake Community School District for weather related announcements.

Charter Bus

Students may ride the charter bus to Fort Dodge each day free of charge. The bus typically leaves Storm Lake from the high school parking lot at 6:30 a.m. and returns around 5:30 p.m. Students are not required to ride the bus and may drive separately if they choose. Charter students living on campus in Fort Dodge may ride the bus to and from Storm Lake on weekends. ONLY current charter students have permission to ride the bus each day and students who have been granted special permission from the Charter Counselor, High School Principal and Superintendent. Once schedules are established for each term, a bus schedule will be distributed by your bus driver. It's important that the bus driver has an accurate phone number so he can contact you in an emergency. He will also provide you with his cell phone number so you can reach him if needed. Please be respectful to your bus driver and throw away any trash you produce. If you happen to miss the bus in the morning, it is your responsibility to have a back-up plan to get to school. You will not be excused from class for missing the bus. If you miss the bus returning to Storm Lake, you will need to let Sara Scharf or any personnel in the Admissions office know right away so they can try and notify the bus to turn around.

Living on Campus

Charter students enrolled in programs offered only in Fort Dodge may choose to live on campus. However, students are responsible for paying their own room and board. Students will be billed for the full amount at the beginning of the semester. This balance must be paid prior to moving into the housing facilities or a payment plan may be established by Iowa Central. If you decide to move out at semester, it will be your responsibility to notify housing and follow the proper checkout procedure. Failure to do so may result in fines that you will be responsible for.

Fees

All charter students must pay a \$30 registration fee each fall to the Storm Lake Community School District. If students do not test in the college level on their Iowa Assessments, Accuplacer, or ALEKS assessment, they may have to take developmental courses. Charter students will be responsible for paying for the tuition, book, and course fees for any developmental courses they take. All other fees are paid by the charter, including tuition, books, tools, graduation fees, etc.

Student Success Center

Storm Lake and Fort Dodge both have resources to help students with tutoring services, computer assistance, study skills, and career exploration. The Fort Dodge center is located in the Student Resource Center building. The Storm Lake center is located next to Dairy Queen in the Prairie Lakes AEA building and contact number is 712-749-5179. Both centers also offer Accuplacer, ALEKS testing and CLEP testing.

Nursing Students

Nursing students most often attend the Storm Lake center but may attend in Fort Dodge if they choose. Storm Lake students attend classes at the ICCC center on the Buena Vista University campus. Prospective students must apply to be accepted into the ICCC nursing program. Nursing applications are accepted each spring and are available in the Storm Lake office. A minimum high school GPA of 2.5 and qualifying scores in reading, writing and math on the Accuplacer and TEAS tests are required. Students not accepted into the nursing program must visit the charter advisor to choose a different program of study. **Students are strongly advised to keep the number of work hours to a minimum (less than 10 hours a week) due to the rigor of the program.** Students must pay for their own uniforms, a cost of approximately \$75 - \$100 as well as a nursing supply kit, an additional cost of approximately \$100. Students accepted into the program will take the Practical Nursing exam at the completion of their first year. Charter will pay for the cost of testing.

Scholarships

Charter students generally are not eligible for scholarships and/or other types of financial aid since they are still reported as high school students to the Department of Education. **Students may search for scholarships but would have to look at the individual criteria of each to see if they were eligible. Since all costs of attending charter school are covered, there should be little need for financial aid. Students choosing to live on campus must cover these expenses out-of-pocket.**

Accuplacer Testing

Accuplacer is a computer-administered assessment. The test is available through the Student Success Centers on both Storm Lake and Fort Dodge campuses.

Changing Programs

Students wishing to change programs or majors must meet with the charter advisor and Iowa Central advisor prior to doing so. Students must be able to provide good reason for the change and it must be approved by parents, the charter advisor and the high school principal.

Dropping Charter

There is no penalty for dropping the charter program before completing the diploma or degree other than missing out on the opportunity for a FREE college education. Students will not be allowed to re-enroll in charter once they drop. If a student drops **after** the 5-day drop window, that student will not be eligible to get their 2016 diploma. Their names will be submitted with the list of students receiving their 2017 diplomas. Any student who enters the charter program and drops **before** the 5-day drop window will be allowed their May 2016 diplomas.

Graduation

Students finishing their programs of study will graduate from Iowa Central Community College and receive their diplomas or degrees. Charter will cover the graduation fee charged by ICCC. Students will also receive their 2017 Storm Lake High School diplomas at this time once ALL textbooks and clickers are returned. If you still have obligations at the end of your charter year, your diploma and college transcripts may be put on hold until they are taken care of.