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***Serving the Districts of:***

Blue Earth Area

Fairmont Area

Granada Huntley East Chain

Martin County West

Truman

United South Central

# Southern Plains Area Learning Center Student Handbook

## 2015-2016

## Southern Plains Area Learning Center Staff Members

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## **SPALC Expectations**

At SPALC, our rules and expectations can be summed up in our three expectations:

Be Safe  
Be Respectful  
Be Responsible  
Be Kind

We strive for a safe and positive school. We treat ourselves and others with respect. We take responsibility for our learning and behavior.

## **SPALC Food Service**

Meals for SPALC students are cooked on-site and meet federal food service guidelines. If you would like further information on federal food service guidelines, information will be provided upon request.

Full-Pay Student Rate:

Breakfast: \$1.65                      Lunch: \$2.50

Adult Rate:

Breakfast: \$2.25                      Lunch: \$3.50

Reduced Student Rate:

Breakfast: Free                      Lunch: Free

Each lunch includes 1 carton of milk. Each additional milk will result in a lunch account deduction of \$.40 per milk.

If you are having difficulty paying for your student's lunches, a free/reduced lunch application will be made available for you.

## **Mission Statement**

Southern Plains Education Cooperative (SPEC) understands the importance of alternative program options for some students. The school board recognizes that some students may become successful learners if given an opportunity to learn in a different environment and through different learning styles. The primary goal of SPALC is to help students learn to be contributing members of society. Students who graduate from SPALC will possess academic, social, and life skills that will prepare them to function as responsible citizens.

## **Equal Educational Opportunity**

It is the school district's policy to provide an equal educational opportunity for all students. Southern Plains Education Cooperative does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. Southern Plains Education Cooperative makes reasonable accommodations for students with disabilities.

### **Students with Disabilities**

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order to receive a free appropriate public education (FAPE). A learner eligible for protections under Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more of such person's major life activities
- Has a record of such impairment
- Is regarded as having such impairment

A learner does not need to be eligible for special education services as defined by the Individuals with Disabilities Education Act in order to be eligible for programs under the provisions of Section 504.

It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners receive FAPE.

Should you encounter further questions or concerns in relation to the provisions of Section 504, please contact the School Social Worker, Caroline Unke.

### **Title IX Protections**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. Southern Plains Education Cooperative provides equal educational opportunity for all students, and does not lawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

Any student who believes that he/she has been a victim of unlawful sex discrimination by a teacher, administrator, or other school personnel should contact the School Social Worker, Caroline Unke.

## **Pledge of Allegiance**

Southern Plains Education Cooperative recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect for the flag. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America a minimum of one time each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel will respect another person's right to make that choice. Students choosing not to participate will be asked to sit quietly until the Pledge of Allegiance has been recited.

## **Referral**

Students enrolling at SPALC are either self-referred or referred by their home school districts. Other agencies may assist in the referral process. In order to enroll at SPALC, a referral including the following must be submitted: referral form, student transcript, special education status (including documentation), attendance records, and any other information deemed necessary in order to create an individual learning plan for the student. Referral paperwork can be obtained by contacting SPALC or the guidance office of the home school district. When a referral is received, a meeting is held to determine the best way in which to meet student needs. In situations in which SPALC is at maximum capacity, students will be rank ordered based on the order in which the referral was received.

## **Eligibility**

Students or their parents may choose to make a self-referral to SPALC without resident district approval if the student is eligible according to the Graduation Incentives Program as outlined in Minnesota Statute 124D.68 subd. 5. All school districts within the state of Minnesota must inform all students and parents about the learning year program and that participation in the program is optional (MN Statute 124D.125, subd. 3). The following students are eligible to participate in the Graduation Incentives Program:

Any student under the age of 21 who:

- (a) performs substantially below the performance level for pupils of the same age in a locally determined achievement test.
- (b) is behind in satisfactorily completing coursework or obtaining credits for graduation.
- (c) is pregnant or is a parent.
- (d) has been assessed as chemically dependent.
- (e) has been excluded or expelled according MN Statute Sections 121A.40 to 121A.56.
- (f) has been referred by a school district for enrollment in an eligible program pursuant to MN Statute Section 124D.69.
- (g) is a victim of physical or sexual abuse.

- (h) has experienced mental health problems.
- (i) has experienced homelessness sometime within six months before requesting transfer to an eligible program.
- (j) speaks English as a second language or in an English learner.
- (k) has withdrawn from school or has been chronically truant.
- (l) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

### **Continual Learning Plan**

Individual Continual Learning Plans (CLP's) will address the specific needs of the student, which may include any of the following methods of instruction:

- Direct Instruction
- Independent Study
- Computer Based Curriculum
- Homebound Instruction
- Supervised Community Employment

The CLP's must include, according to Minnesota Statute 124D.128, subd. 3:

- The student's learning objectives and experiences, including courses or credits the student plans to complete each year, and the graduation requirements the student must complete.
- The assessment measures used to evaluate the student's objectives.
- The requirements for grade level or other appropriate progression.
- For students generating more than an average daily membership in a given grade, an indication of which objectives were unmet.

CLP's must be developed at least annually, but can be modified as needed during the course of a school year during a student conference. Such a conference must include the student, parent or guardian, and teachers and be documented as such. The student's progress in the program is evaluated based on credits earned, attendance, behavior, and goals as outlined in the CLP. If a student has not made academic progress as set forth in the CLP, the student and the ALC must evaluate whether the alternative program is appropriate for the student. The CLP may also inform the student that a consequence of non-academic progress may be termination from the program. A student's CLP must inform a student and the student's parent or guardian steps necessary to improve academic performance in order to stay in the program. The student's resident district will be notified and consulted in the event a student needs an alternate educational plan.

## Academic Credit

Graduation credit requirements have been set forth by the Southern Plains Education Cooperative School Board. The school board is comprised of one member from each of the Cooperative's school districts. Upon referral to the ALC, the student's transcripts will be requested from all high schools attended. All credit earned at previous high schools, will be transferred in as the credit was earned. For example, if a class is credited to a transcript at a "math" credit, it will be transferred in as a "math" credit.

Once at the ALC, a student earns credit in quarter (.25) increments based on successful completion or course material and attendance requirements for that course. For students age 16 or older, successful completion is measured by 75% mastery of coursework, exams, projects, and/or demonstrations. For students age 15 or younger, 60% mastery is required.

## Graduation Requirements

Students attending SPALC must meet the graduation requirements as set forth by the Southern Plains Education Cooperative School Board. In short, students must complete the following requirements:

*4 English/Language Arts*

*3.5 Social Studies*

*3.5 Mathematics (Including a full year of Algebra II and a semester of Consumer Math)*

*3.0 Science*

*1.5 Health/Physical Education*

*1.5 Career & Technical Education (CTE)*

*1.0 Art*

*5.0 Electives*

A full copy of the graduation policy is available upon request.

In addition, students in the state of Minnesota are required to take graduation assessments as outlined by state law. Assessment requirements vary by graduation standard year and will be evaluated for each student on an individual basis.

## Scheduling Options

Students 16 years of age or older may enroll with SPALC in the following capacity:

- *Independent Study (IS) only.* When students are unable to attend school during the traditional school day due to medical issues, childcare issues, and work schedules, etc., they may enroll in Independent Study courses only.
- *Dual Enrollment.* When students are enrolled in and are attending a traditional school district on a full-time basis and need to recover credit

due to course failures, students may enroll in Independent Study courses after the traditional school day has ended.

- *Concurrent Enrollment.* When a student is attending a traditional school system on a part time basis, the student may enroll at SPALC on a part time basis. Students taking advantage of this option may also access extended day or year programming as well.
- *School Recommendation:* When a student is referred to Independent Study by a traditional high school, the student may attend for credit recovery purposes.

Each Independent Study course requires that students attend class for a minimum of 20% of the traditional seat time, or in-class time, with an instructor in addition to additional homework completion outside of class. For example, if a course would have been in session for 38 hours; a student must attend an Independent Study course for a minimum of 8 hours in order to earn credit. Independent Study courses typically meet an average of two (2) days per week. In addition to class attendance, students must also satisfactorily complete all assigned coursework and evaluations at 75% or better.

Students enrolled in Independent Study are responsible for their own transportation to and from the program. Meetings with staff should be scheduled during Independent Study hours or by special arrangement with the instructor.

If an Independent Study student has been absent for 15 consecutive regular school days or 3 weeks of class time, the student will be considered withdrawn from the program.

### **Definition of School of Location**

School location includes any school building, grounds, whether leased, rented, owned, or controlled by the school district, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under jurisdiction of the school district.

### **School Visitors**

Prospective students who wish to visit SPALC should make arrangements through the guidance counselor in their resident school district. All visits must be arranged as far in advance as is possible. All visitors must stop and register in the designated office location prior to entering any other school area.

An individual or group may be denied permission to visit a school or school property and such permission may be revoked if the visitor does not comply with district regulations or if the visit is not in the best interest of students, employees, or the school district. An individual or group who enters school property without complying with procedures may be guilty of criminal trespass and thus subject to criminal penalty.



## **School Volunteers**

An individual or group wishing to volunteer in any capacity at SPALC must make arrangements through the School Social Worker or the Coordinator. This request will be approved or denied based on the instructional intent, the interruption to the educational environment, and possible violations of the Family Educational Rights and Privacy Act (FERPA). All efforts will be made to protect the privacy of the students attending SPALC. Decisions made by the Coordinator will be final.

## **Personal Property**

Students, staff, and visitors are responsible for adequately securing their personal property while on a school site or in attendance at a school sponsored event. The school cannot be held responsible for property that is lost, damaged, or stolen.

### **Lost, Damaged, or Destroyed Learning Materials**

In the event that school materials are intentionally lost, damaged, or destroyed, the school district reserves the right to charge a fee for said items.

## **Theft**

Theft is an act of intentionally taking, using, transferring, concealing, or keeping someone else's property without expressed permission. This includes finding lost items and not attempting to return the item to its rightful owner. Violations of this policy will be subject to the Student Discipline Policy

## **Damage to Property**

Any student who willfully and knowingly damages school property and/or the personal property of other students or staff will be required to make restitution and may be subject to further disciplinary action in accordance with the school district's Student Discipline Policy. The student will be referred to legal officials as appropriate.

## **Cheating**

Cheating includes the following, but is not limited to: cheating on a school assignment or test, plagiarism, collusion, and the use of picture phones or other technology when not given permission to do so.

## **Student Services**

### ***Medication***

When possible, students are responsible for their own medication management. However, prescribed medications are considered controlled substances. These medications require a doctor's order and parental consent in order for the medication to be administered on school grounds. School personnel are trained in medication management. The prescribed medication must be kept in a locked cabinet at the school. All medications must be brought to school by an adult in the original prescription containers. At no time is a student allowed to be in possession of a prescribed medication unless verified by school administration. At no time is a student allowed to be in possession of a prescribed medication that is not meant for him or her.

### ***Telephone***

If a student needs use of a telephone, one can be made available by going to the main office. If a student receives a phone call during the school day, the message will be relayed and the student may return the call at a natural break in the school day.

### ***Use of Cell Phones***

The school district is aware that many students and staff are now in possession of cell phones. However, the use of a cell phone during class is considered especially obtrusive to the learning environment. For this reason, the use of cell phones in the classroom is expressly prohibited. Students who bring cell phones to school have two options. Students may either leave their phones in their lockers or hand their phones into the designated location in each classroom. Should a student be caught using his or her cell phone in class (this is defined as any activity in which a student is found to have a cell phone in his or her possession), the cell phone will be taken until the end of the day. If the student willingly gives up his or her cell phone, the phone will be returned without question at the end of the day. If the student does not willingly give up his or her cell phone, one or more of the following will occur:

- Parent or guardian will be called to either come and take the phone or deactivate the phone.
- Student will be placed in In School Suspension (ISS).
- Student will be placed in Out of School Suspension (OSS).
- Regular meetings scheduled with parent/guardian.
- Reasonable action to be determined according to the Southern Plains disciplinary policy.

SPALC respectfully requests that parents do not contact their children on their cell phones during the school day. This is disruptive to your children and the learning environments of the other students. Should you need to contact your child during the school day, please contact the SPALC office at 507-893-3701.

Students: If you need to make a phone call during the school day, you can arrange to do so in a number of ways. You may use a school phone or you may make arrangements to call from your personal cell in a private location. Please make these arrangements with the School Social Worker, Administrative Coordinator, or the School Secretary.

### **School Store**

SPALC operates and maintains a school store for the convenience of the students and staff. As long as students are able to consume items purchased from the school store without disrupting the learning environment and disposing of garbage appropriately, food and beverages will be allowed in the classroom. This privilege can and will be revoked by any staff member if students are unable to follow the general rules of the school. Students are to keep all food and beverages away from electrical equipment such as computers and SMART Boards. If a student creates a mess with food and beverage items in school, the student will be asked to clean up the mess.

### **Internet Acceptable Use and Safety Policy**

In making decisions regarding student access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district is providing students with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in consequences as outlined in the Student Discipline Policy.

Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

All school district computers with Internet access and available for student use will be equipped to restrict, by use of software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography, or harmful to minors under state or federal law.

All school district computers with Internet access will be monitored to ensure that technology is being used to further educational opportunities for students. Students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or Internet.

### **Student Dress**

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Students shall not wear clothing or hairstyles which contribute to the following:

- A disruption to the learning process within the school.
- Are contrary to the educational process or discriminate against gender, race, or religion. (i.e. clothing, accessories, or symbols that are obscene, disruptive, profane, promote unhealthy, illegal or violent life styles, that expose cleavage, front and/or back mid-sections, or underwear) The recommended length for shorts and skirts is at least the length of the student's extended fingertips. Clothing that promotes tobacco or chemical use or is sexual in nature will be prohibited.
- A health or safety hazard to any person or persons, including the offender.
- Undue school maintenance problems, such as heavy boots or shoes, which cause excessive floor markings or trousers with metal rivets that scratch furniture.
- Prevent the student from doing his/her best work because of blocked vision or restricted vision or restricted movement.
- Footwear must be worn at all times.
- Concerns about school violence and thus all coats will not be worn in the classrooms.

### **Excessive Displays of Affection**

Excessive displays of affection between couples are not appropriate in a school. Any staff member may warn couples who are seen displaying or engaging in inappropriate behavior. Examples include: kissing and inappropriate touching. Consequences will be determined according to the Student Discipline Policy.

### **Student Attendance**

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

In order for an absence to be considered an excused absence, the student's parent or guardian will be asked to verify either verbally or in writing the reason for the student's absence from school. If a student is ill for three (3) or more days, a physician's verification will be required. Absences may be considered unexcused even with parental approval when absences have become excessive and are interfering in the student's ability to make adequate progress toward graduation requirements.

### **Truancy**

In an event that a child is absent without a lawful excuse for three (3) or more class periods in a single school year (Minn. Stat. § 260A.02; § 120A.22; § 120A.05), a

designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is responsible for ensuring that a child attend school pursuant to Minn. Stat. § 120A.22.
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
6. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260.
7. That if the child is subject to juvenile court proceedings, the child may be subject to legal restrictions, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201.

In an even that a child is absent without a lawful excuse for seven (7) or more class periods in a single school year and have not been legally withdrawn from school, A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

### **Driving to School and Parking**

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

Students are permitted to park in a school district location as a matter of privilege, not a right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in any areas deemed unavailable for student use.

When there are unauthorized vehicles parked on school district property, school officials may:

1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property.
2. If unattended, the school district may provide for the removal of the vehicle at the expense of the owner or operator to the nearest convenient garage or other place of safety off of school district property.



School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy. If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Students may use motor vehicles on the school campus during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by school staff in conjunction with a parent or guardian.

### **Bus Behavior Guidelines**

Students using school bus transportation are expected to follow the rules and guidelines as determined by the bus companies and the respective school districts. Students who are 16 years of age or above may elect to drive or ride with another student to school in accordance with school district policy, but do so at their own risk and liability. Violation to school bus policies may result in revocation of bus privileges. Southern Plains Education Cooperative will follow the transportation guidelines as outlined through the individual member districts.

### **Fire Safety**

Students are advised that giving a false fire alarm is a misdemeanor in violation of M. S.



A. 2609.866. Pulling a false fire alarm will result in discipline in accordance with the school district's Student Discipline Policy and the student will be referred to legal officials as appropriate.

### **Nuisance Items**

Nuisance items are considered any items that disrupt student learning. These items include but are not limited to, laser pointers, toys, cell phones, personal audio devices, etc. A nuisance item may also be an item that is used for something other than its intended purpose. If a student is in possession of a nuisance item and has been asked to put it away, a student must do so immediately. Failure to do so will result in the item being taken from the student. On the first offense, the item will be returned at the end of the school day. After the first offense, it is the discretion of the staff and parents to determine the next course of action. Possible actions include: parent must retrieve the item, student is not allowed to bring item to school, student must turn item into the office at the beginning of the day and pick it up again prior to leaving school for the day.

### **Weapons**

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public that violates this policy.

A weapon is defined as any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns; all knives; blades; clubs' metal knuckles; num chucks' throwing starts; explosives; fireworks, mace and other propellants; stun guns; ammunition; poisons, chains, arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional look-alike guns; toy guns; and any object that is a likeness of a real weapon.

No person shall use articles designed for other purposes (i.e. belts, combs, pencils, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Violation of this policy shall result in discipline in accordance with the school district's Student Discipline Policy and the student will be referred to legal officials as appropriate.

## **Chemical Use & Tobacco**

Students, regardless of age, shall not possess, sell, consume, or be under the influence of alcohol, tobacco, controlled substances and/or unauthorized drugs; or possess or sell equipment (i.e. lighters, matches, rolling papers, pipes or items used to ingest tobacco) for the use in connection with the consumption of alcohol, tobacco, controlled substances and/or unauthorized drugs. This rule applies to the school building, school grounds at all times, on school busses, and at school events that take place away from school property (i.e. field trips, athletic events. etc.). Official school property for the purposes of tobacco use is defined as a two block radius surrounding the school building.

Violation of this policy shall result in discipline in accordance with the school district's Student Discipline Policy and the student will be referred to legal officials as appropriate.

## **Searches**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **Use of Canines in School**

The school board has determined that police canine units will be used in all school district buildings and properties to search for illegal drugs and other contraband. Students/staff are given notice that they should have no expectation of privacy where such searches are concerned regarding their locker, personal possessions, or automobile while on school property. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

### **Definitions**

“Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

“Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.

“Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

“Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **Crisis Prevention and Intervention**

Southern Plains Education Cooperative recognizes the need to balance the rights of students with the need of the school district to maintain safety in all school buildings. For this reason, a separate crisis plan is available and will be disseminated upon request.

### **Insubordination**

Students are expected to obey reasonable requests of school staff. Refusal to comply with a reasonable request is considered insubordination and will result in disciplinary

action in accordance with the school district's Student Discipline Policy.

### **Abusive Language**

Use of profane or abusive language will not be tolerated. When a student uses profane or abusive language he or she will be informed by school staff that such behavior is offensive and needs to stop. If the behavior continues, the student will be subject to disciplinary action as described in the Student Discipline Policy.

### **Harassment & Other Forms of Violence**

The purpose of this policy is to maintain a learning environment that is free from harassment and violence on the basis of race, color, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. A violation to this policy occurs when any student, teacher, administrator, or other school personnel or group of students engages in conduct or communication that is perceived as threatening, or is intended to inflict harm on any person or group of people on the basis of race, color, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

All complaints will be investigated by the school district and appropriate action will be taken in accordance with the Student Discipline Policy.

#### ***Stalking***

Stalking is a method of harassment in which one person intentionally causes another person to feel oppressed, persecuted, or intimidated. Stalking can include but is not limited to: The intent of a person to injure another person or their property, following or pursuing another person; repeatedly making phone calls or electronic communication; whether or not a conversation is held; repeatedly making the phone ring; or one person harassing another which interferes with or intrudes upon the person's privacy or liberty. Any person who believes he or she has been a victim of stalking should report the alleged facts to an appropriate school official.

#### ***Hazing***

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### ***Fighting***

Fighting is considered a verbal or physical altercation between two or more individuals. This can include, but is not limited to: violations against person, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure; use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people. Violations of this policy will result in consequences as outlined in the Student Discipline Policy.

### **Bullying Prohibition**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging

in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **Student Discipline Policy**

When possible, it is the desire of school staff to keep students in school and participating in the learning process. Consequences that allow the student to remain in school and rectify the inappropriate behavior will always be used whenever possible. However, certain behaviors and repeated offenses are recognized as requiring other disciplinary measures such as removal from the classroom and in severe cases, the school. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Interventions for student violations will depend on:

- the seriousness of the violation
- the frequency with which the student has violated the rule
- the willingness of the student to correct the behavior and act in a positive way
- the age of the student

All students have the right to an education and a right to learn. All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;



- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;



- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

### **Removal of Students From Class**

Teachers and school staff have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based on the student's conduct, the teacher shall have the authority to remove the student from class pursuant this Student Discipline Policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) school days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

-Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.

-Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school.

-Willful violation of any school rules, regulations, policies or procedures.

-Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

If a student's removal from class becomes a habitual event, the school district will make every effort to notify the parent or guardian of the student and convene a planning meeting to discuss the problem and potential solutions.

### **Suspension**

Suspension is defined as an action taken by the director or other licensed school administrator prohibiting a student from attending school for a period of no more than 10 school days. Suspension is imposed on a student for violation of school rules or incident of misconduct as defined in the Student Discipline Policy. Suspension procedures shall be consistent with the Pupil Fair Dismissal Act. Following a suspension there may be a meeting with the student, student's parent or guardian, staff, and others as appropriate prior to readmission to class.

In the event that a suspension exceeds five (5) school days, the school district will make every effort to implement an alternate education plan. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, instruction through electronic media, homebound instruction, supervised homework, or other suitable plan that will allow the student to progress toward meeting graduation standards.

The school administration shall not suspend a student from school without an informal administrative conference with the student. The conference shall take place prior to a suspension, except in the case of immediate harm to self, others, or property. In this case, the conference shall take place as soon as is practical following the suspension. At the informal conference, a school administrator shall notify the student of the grounds for suspension, provide an explanation of supporting evidence, and allow the student to present his/her version of the facts.

A written notice containing the grounds for suspension, a brief statement of the facts, a description of student and witness testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or

guardian by mail within forty-eight (48) hours of the conference.

School personnel shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone before, during, or immediately after the suspension is imposed.

In the event that a student is suspended without an informal administrative conference on the grounds that the student is a potential harm to self, others, or property, the written notice will be served upon the student and the parent or guardian within forty-eight (48) hours of suspension. This written notification will take place via mail.

### **Expulsion**

Expulsion is an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not exceed beyond the school year.

No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally by mail, and shall contain a complete statement of facts; a list of witnesses and a description of testimony; state the date, time, and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) Have a representative of the student's own choosing, including legal counsel at the hearing; (2) Examine the student's records before the hearing; (3) Present evidence and; (4) Confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

Please see the Minnesota Fair Pupil Dismissal Act for further information.

### **Protection and Privacy of Student Records**

Southern Plains Education Cooperative recognizes its responsibility in regard to the collection, maintenance, and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

An “educational record” is defined as those records which are directly related to a student and are maintained by the school district or by a party acting for the school district. An educational record does not include:

- Records of instructional personnel which:
  - are in the sole possession of the maker of the record
  - are not accessible or revealed to any other individual except a substitute teacher
  - are destroyed at the end of the school year
- Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
  - maintained separately from educational records
  - maintained solely for law enforcement purposes
  - disclosed only to law enforcement officials of the same jurisdiction
- Records relating to an individual, including a student, who is employed by the school district which:
  - are made and maintained in the normal course of business
  - relate exclusively to the individual in that individual’s capacity as an employee
  - are not available for use for any other purpose
- Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity
  - made, maintained, or used only in connection with the provision of treatment to the student
  - disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student’s choice. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction within the school district
- Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student.

### ***Statement of Rights***

Parents and eligible students have the following rights under this policy:

- The right to inspect and review the student’s educational records
- The right to request amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights

-The right to consent to disclosures of personally identifiable information contained in the student record, except to the extent that such consent is not required for disclosure pursuant to this policy, or state or federal law

-The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary institutions

-The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school district to comply with the federal law and regulations

-The right to be informed about rights under the federal law

### ***Disclosure of Education Records***

Southern Plains Education Cooperative shall obtain signed and dated written informed consent of the parent of the student or the eligible student (age of majority: 18) before disclosing personally identifiable information from the education records of the student.

The written consent required must be signed and dated by the parent or eligible student giving the consent and shall include:

- Specification of the records to be disclosed
- Purposes of the disclosure
- Whom the disclosure is being made to
- Consequences of giving consent
- If appropriate, when the consent will be terminated

If requested, the school district shall provide the parent or eligible student with a copy of the record(s) disclosed.

Electronic consent may be accepted given that the identification of the person can be authenticated and that all required information is provided within the electronic consent.

Prior consent of record disclosure is not required when:

- The disclosure is made to another school district, including any school official within the district who has legitimate educational interest in the records
- The school district is contracting for a service that they would normally hire employees for and the school district has control of the contracted service
- The contracted service will not re-release the data
- As provided under federal law
- As requested as part of determination for financial aid that the student has applied
- To parents of a student eighteen (18) years of age or older when the student is still a dependent of the parents for income tax purposes

- To comply with judicial order or lawfully issues subpoena
- In emergency situations if knowledge of the information is necessary to protect the health and/or safety of the student (including mental health)

## SPALC COMPUTER USAGE AND INTERNET POLICY

Internet access has been established for a limited educational purpose that shall be consistent with the schools' curriculum and the State Standards. The term "educational purpose" includes academic activities, career development, and approved limited activities. All students and parent/guardians must sign a copy of this policy prior to being allowed access to computers.

- Under no circumstances should a student provide passwords to other students or allow anyone access to online accounts.
- Students are not authorized to load any software on a computer system.
- Students are not allowed to play CDs or DVDs on the school's computers.
- Students are not allowed to stream music or movies via such websites as YouTube.
- Students are not allowed to use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language while on the school's computers.
- Students are not allowed to access inappropriate internet sites while on the school's computers. Such sites include but are not limited to: pornographic, obscene, or otherwise offensive sites.
- Students are not allowed to utilize the school's computers to engage in bullying behavior.
- Students are not allowed to plagiarize works found on the internet. Copy and pasting work from the internet into your work is a form of plagiarism.
- Students are restricted from changing the settings of the computers and removing or adding programs.
- No food or beverages are allowed around the computers.
- Students may not unplug any keyboards or mice without prior permission from a teacher.
- Students are responsible for reporting any problems they see with the computers immediately to a staff member.

Failure to follow these rules and standards can result in the suspension of the student's computer privileges and/or other disciplinary action. Your signature below indicates that you have read and understand the policy. Your signature below indicates that you agree to follow the policy. If you fail to follow the policy, you acknowledge that you understand the potential consequences.

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**Student Signature**

**Date**

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**Parent Signature**

**Date**

## ACKNOWLEDGMENT AND AGREEMENT OF CELL PHONE POLICY

The cell phone policy reads as follows:

### ***Use of Cell Phones***

The school district is aware that many students and staff are now in possession of cell phones. However, the use of a cell phone during class is considered especially obtrusive to the learning environment. For this reason, the use of cell phones in the classroom is expressly prohibited. Students who bring cell phones to school have two options. Students may either leave their phones in their lockers or hand their phones into the designated location in each classroom. Should a student be caught using his or her cell phone in class (this is defined as any activity in which a student is found to have a cell phone in his or her possession), the cell phone will be taken until the end of the day. If the student willingly gives up his or her cell phone, the phone will be returned without question at the end of the day. If the student does not willingly give up his or her cell phone, one or more of the following will occur:

- Parent or guardian will be called to either come and take the phone or deactivate the phone.
- Student will be placed in In School Suspension (ISS).
- Student will be placed in Out of School Suspension (OSS).
- Regular meetings scheduled with parent/guardian.
- Reasonable action to be determined according to the Southern Plains disciplinary policy.

SPALC respectfully requests that parents do not contact their children on their cell phones during the school day. This is disruptive to your children and the learning environments of the other students. Should you need to contact your child during the school day, please contact the SPALC office at 507-893-3701.

Students: If you need to make a phone call during the school day, you can arrange to do so in a number of ways. You may use a school phone or you may make arrangements to call from your personal cell in a private location. Please make these arrangements with the School Social Worker, Administrative Coordinator, or the School Secretary.

I acknowledge that I have read and I agree to the cell phone policy as written.

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Student Signature

Date

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Parent Signature

Date



## **STATEMENT OF ACKNOWLEDGMENT**

I have received and read my copy of the Southern Plains Area Learning Center Student Handbook for the 2013-2014 school year. I know that I am responsible for following the rules and guidelines contained in this handbook, even if I don't agree with them. I also understand that if I do not follow the rules and guidelines, that the appropriate consequences will follow.

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**Student Signature**

**Date**

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**Parent Signature**

**Date**