

Cloquet Area Alternative Educational Program CAAEP

CAAEP practices the philosophy and guidelines for Restorative Practices and Boys Town skills. We believe that relationship building is the first stepping stone of life long success.

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ALTERNATIVE PROGRAMS POLICIES/PROCEDURES

Updated 8/27/18

The Cloquet Alternative High School believes that learning can best take place in an orderly and relationship building environment, and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to learn and practice the necessary skills to exercise responsibility and relationship building within the school setting.

AGE OF MAJORITY

State law requires schools to enforce the same rules on all students regardless of their age with a few exceptions. **The school reserves the right to inform all parents of absences, academic progress, and all matters regarding discipline as per legal parental custody of the student.**

*Students who are 18 years of age and are living independently are to report this to a building principal.

● **RESPECT FOR SELF AND OTHERS**

APPEARANCE

No gang-related paraphernalia, jewelry, insignia, colors, materials, apparel, clothing or attire may be worn or carried on campus or at any school activities, including but not limited to: gloves, bandanas, "do" rags, cocked hats, shoe strings, wristbands, grills and jewelry. (Intentionally) ripped or transparent clothing is not acceptable at school.

Student dress will comply with reasonable standards of cleanliness and safety. It should not be disruptive to the operation of the school or inappropriate for the students Clothing cannot advertise alcohol, illicit or illegal drugs or tobacco. It should not be sexually explicit or of a demeaning nature, which includes low cut, midriff bearing shirts, or pants/shorts/skirts that ride too low or are too short.

Headgear (hats, caps, bandanas, etc) can only be worn before school and during lunch, not in the classroom. Sunglasses are not allowed during school hours. 1st offense - headgear will be brought to the office and kept until the end of the day. For repeated offenses, parent or guardian must pick up as headgear will not be returned to the student.

Hairstyles should not limit the ability of staff to view the eyes of students.

DEFIANCE/INSUBORDINATION

One of the most serious infractions in a school setting occurs when a **student refuses to obey reasonable directions of someone in authority.** This is insubordination. All staff members have been given the authority to direct students. When applicable, students will be referred to the Restorative Processes for reparation of fractured relationships due to the insubordination.

Note: If a student feels the request is unfair, they should say “OK” and comply with the reasonable request; then later bring the matter to the attention of the principal.

PUBLIC DISPLAY OF AFFECTION

Kissing, touching, necking, etc. is inappropriate in the school setting.

GENDER NEUTRAL RESTROOM IS AVAILABLE.

HARASSMENT

Verbal, physical, sexual, racial, or ethnic harassment of staff or students **is not tolerated** in or outside of school.

HEADSETS, CELL PHONES, ETC.

Students are allowed to possess personal cellphones and/or headsets, but it is not recommended.

Please Note: students who bring these items to school **do so at their own risk.** The district is not responsible for the loss or theft of these items and the Administration recommends that these items be left at home.

Cellphones can only be used outside of the classroom.

1st offense - cell phone will be brought to the office and kept until the end of the school day. For repeated offenses, parent or guardian must pick up the phone as it will not be returned to the student.

Laser devices, etc. are not allowed on school property.

Please see District Policy #535 – Student Use of Cellular Phones, Digital Imaging Devices and other Personal Electronic Devices at the end of this handbook.

STATEMENT OF NONDISCRIMINATION

It is the policy of Independent School District #94 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration, or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

Inquiries regarding compliance with Title IX may be directed to the Superintendent at Cloquet Central Administration (879-6721) or to the Director of The Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C. or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota 55101.

SEXUAL/RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

It is the policy of Independent School District #94 to maintain a learning and working environment that is free from religious, racial or sexual harassment and

violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any student or employee of School District #94 to harass or to be violent to another student or an employee through conduct or communication of a sexual nature or regarding religion or race as defined by this policy. (For purposes of this policy; school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline a student or employee who is found to have violated this policy.

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student, employee of the School District or any third person, should report the alleged act(s) to the building principal or appropriate School District Official as designated by this policy.

The designated School District Human Rights Officer to whom the report will be referred is Dr. M Cary, Superintendent (302 14th Street, Cloquet, MN 55720; 879-6721).

PLEDGE OF ALLEGIANCE

CAAEP is mandated by the state to recite the Pledge of Allegiance to the United States at least one time per week. Students must respect another person's right to make the choice to pledge or not by standing during recitation.

RESPECT PROPERTY

TEXTBOOKS and Electronic Devices

The school will charge an appropriate replacement fee for textbooks, workbooks, Chromebooks, iPads, supplies/materials or library books lost or destroyed by students.

THEFTS

Thefts are to be reported to the principal as soon as possible.

LOCKERS

Lockers are the property of the school and may be opened for inspection at any time at the discretion of school personnel if it is reasonably suspected that the locker contents might be in violation of school regulations.

BE SAFE

ALCOHOL AND ILLEGAL DRUGS

No student regardless of age shall possess drug paraphernalia or possess, consume, buy, sell, or be under the influence of an alcoholic beverage, illegal or simulated drug; regardless of the quantity, during the school day, while in the school building, on school grounds, at any school activity, or having come to school or an activity after using the chemicals listed above.

If you are suspected of drug use during school, staff reserves the right to contact a parent. Notification of the Cloquet Police Department, a suspension from school, drug/alcohol counseling, and/or expulsion will result from such a violation.

ACCIDENTS

Students involved in an injury of any kind in gym, classrooms, corridors, as well as athletic competition, must report the accident to a staff member immediately. The student will be referred to the main office or nurse's office as soon as possible for disposition.

FIGHTING

Fighting between students not only causes a disruption, but also physically endangers those involved, others around, and other's property. Violent behavior in resolving differences will not be tolerated. Students involved may be suspended out-of-school, may be required to participate in peer mediation, and may be charged with disorderly conduct through the Police Department.

VISITORS

Visitors are not allowed in classrooms during instructional time. All visitors must receive prior approval and check in with office staff.

STUDENT RIGHTS

Each student has the right to attend school in a safe environment free from fear, and gain an education as provided by law. The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether inside the classroom or from outside. **Behaviors that disrupts the normal functioning of classes is an infringement on the rights of others.**

FIRE DRILLS

Fire drills are held in accordance with State requirements. When the fire alarm is sounded, leave the room quickly, quietly, and in good order. Leave the building by the route indicated on the floor plan for the particular room in which you happen to be. Do not re-enter until a signal is given.

ALL OTHER DRILLS

Students should follow the directions of any staff member during Medical, Internal threat, External threat, and full Evacuation drills.

FIREWORKS

Firecrackers, smoke bombs, etc. are not only dangerous in terms of direct physical injuries but create disturbances and may cause panic. For these reasons the possession or explosion of these items in the school or on school grounds will result in immediate suspension, referral to the police department and appropriate follow up disciplinary action.

CARS/PARKING

1. Junior High students will not be allowed in a student car at any time.
2. Students are not to park in Garfield building parking lots, both front and back.
3. Students found parking in the Cloquet Library parking lot will be remanded to authorities and/or towed at the student's expense.
4. **Drivers are responsible for enforcing these policies.**

HAZING

No student shall plan, direct, encourage, and or engage in 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 purpose.

WEAPONS POLICY

Possession of a weapon on a student's person or in an area subject to a student's control, on school property, at a school activity, or in vehicles used to transport students is prohibited. A weapon is defined as any firearm (loaded or unloaded), any device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples include, but are not limited to the following: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others); knives (pocket knives included); clubs; metal knuckles; nunchucks; throwing stars; explosives; stun guns; and ammunition.

RESPECTFUL

The Cloquet School District strongly promotes an atmosphere of respect for and sensitivity to the dignity of every person. To promote this atmosphere of respect, the Cloquet School District shall implement the following procedures regarding interscholastic competitions with schools which use Native American or other indigenous people as mascots or use their cultural symbols or representations as part of their team's identity.

1. When teams using the above mentioned mascots or symbols are involved in athletic events on campus, the nicknames and symbols will not be permitted to be displayed except as they pre-exist on teams' uniforms, equipment, or apparel.
2. At pep rallies put on by the Cloquet School District, teams using the above described mascots or symbols will be described or characterized by institutional name only. None of these mascots or symbols or their representations will be allowed to be used.
3. During the competitions, teams will be described and announced using the institution's name only, not their mascot or symbols as described above.

Disciplinary action will be taken against those in violation of this policy.

BE RESPONSIBLE

ATTENDANCE POLICY – CLOQUET PUBLIC SCHOOLS

Minnesota State Law provides that every child between the ages of seven (7) and seventeen (17) shall attend a public or private school for a period of not less than nine (9) months during any school year, unless the child has completed the studies ordinarily required in the tenth grade and is at least seventeen (17) years of age. A student may be excused from attendance by the School Board or its designated authority upon application of his/her parents or guardian on grounds specified in the laws. District Policy #503.

Minnesota Department of Education regulations require a school to withdraw students after fifteen (15) consecutive days of unexplained absence and/or non-attendance for state aid purposes.

Attendance is taken every hour of every school day.

According to Minnesota State Law, children must attend school regularly. The only excused absences from school are for:

- i. illness/medical appointment
- ii. religious holiday
- iii. death of a family member
- iv. vacations – 5 days or less for the school year (extenuating circumstances must be approved by building administrator)
****PRIOR APPROVAL FORM** from the main office must be completed by all teachers, signed by parent/guardian and school administrator **5 DAYS PRIOR TO THE ABSENCE** in order for the absence to be excused.**

NOTE: Parents may request that an absence be excused. **However, administration reserves the right to excuse or unexcuse the absence according to State guidelines and Cloquet Area Alternative Education rules and procedures.**

IMPORTANT:

- If your child will be late or out for all or any part of the day due to any of the previous reasons, call the school attendance office as soon as possible. Attendance hotline records 24 hours a day (218- 879-0115). State the child's name and reason for absence. **Students must check into the main office upon late arrival to school.**
- **Students leaving during the school day for an appointment must check out through the main office prior to leaving. Parent permission is required via phone call or written note.**
- If your child reports late for school or is returning from an appointment, **he/she must report to the main office prior to going to class.**
- **Students who become ill during the school day are to report to the office.** Parent/guardian contact will be made, where necessary, to make arrangements for a student to go home. Violating this policy will result in consequences.
- Absences **not reported** by a parent/guardian by phone call or written note within a 24-hour period will be marked as **unexcused** or **truant** (determination made by main office).

Truancy: willful missing of a class(es), administrative consequences will be applied.

Unexcused class absences: excuse unacceptable, unexcused prearranged absence, class truancy

- **At any point, the district truancy officer may be involved in attendance issues with administration. Failure to comply with truancy officer/administrative recommendations could result in a truancy contract, detention or court application in compliance with Minnesota State Statute 260 c. 007 subsection 19.**

- **Perfect attendance letters are issued at the end of each quarter.**
- Tardiness to class and the consequences (excused or unexcused) will be determined by the classroom teacher or the main office.

CHEATING

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be remanded to Restorative Practices.

RESTORATIVE PRACTICES ROOM

Students will be sent to the Restorative Practices Room for defiance, disruptive behavior, or a need to reregulate. Students can request to go to the RP if/when they need a break, with teacher permission.

RESTORATIVE PRACTICES

The goal of CAAEP is to utilize the Restorative Practices for behaviors that would otherwise be remanded to detention. We feel strongly that students will learn more from the Restorative Practices more than from punitive discipline practices.

OFF CAMPUS CONDUCT

Students who engage in illegal off-school conduct, which causes a disruption of or poses a threat or danger to the school, its students, or its employees, will be remanded to Restorative Practices.

EFFORT

CAAEP strives to provide a program where students can succeed. **If students choose not to apply themselves, a staffing will be held in attempt to solve the problem.** Students with continued problems will be referred to other schools/programs.

STUDENT RESPONSIBILITIES

Students are responsible for the consequences of their behavior. All students are responsible for knowing and obeying all school rules and regulations. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public elementary or secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education. (Minnesota Statute 120.06, 1974)

Students are responsible for reporting any illegal activities or serious violations which threaten the health, safety, or property of self or others.

Students are responsible for following all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

HOT LUNCH

Students having hot lunch must sign up **by 9:30 a.m.** This is the student's responsibility. No lunches can be ordered after this time. Lunches are free this year along with breakfasts.

FUNDRAISING

All school organization fund raising activities must be pre-approved by the principal.

Outside groups must also pre-approve fund raising activities and soliciting in the building with the principal.

BUS TRANSPORTATION

Students who receive bus transportation must follow all school district bus policies.

Students cannot enter or leave a bus at any location other than their designated drop off/pick up locations. **If a student leaves campus, then returns, that student will not be eligible for bussing that day.** Recurring offenses could result in long term consequences.

TOBACCO—(including smokeless and vaping)

Tobacco use is banned in the “School Zone”. “School Zone” definition by Minnesota Statute M.S. 152.01, Subd. 14a means; The area surrounding school property to a distance of two city blocks beyond the school property. **Students violating this policy will be reported to the Cloquet Police Department.**

COMPUTER/INTERNET/NETWORK USE

Students utilizing district-provided Internet and network access must first have the permission of parents and must be supervised by ISD #94 staff. Students utilizing school-provided Internet access are responsible for good behavior on-line as outlined in District policies, just as they are in the classroom or any other area of the school. Also, the same general rules for behavior and communications apply.

The purpose of district-provided Internet and network access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of, and consistent with, the educational objectives of ISD #94. **Access is a privilege not a right.** It is understood that inappropriate or unauthorized use of network services will result in disciplinary action. 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 one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws. **Access requires responsibility.**

There is no guarantee of privacy when using any district technology. The district technology personnel can monitor technology at any time. Files stored on school-based computers are the property of the school district. Administrators and staff may review files and messages to maintain system integrity and to ensure that users are acting responsibly.

All electronic information resource users are expected to abide by generally accepted rules of etiquette.

- Be polite. School rules regarding harassment apply to electronic information.
- Use appropriate language. Transmitting obscene, abusive, sexually explicit, or threatening communication is not permitted. School rules regarding swearing, vulgarities, and offensive language apply.

- Do not reveal any personal information (including address, phone number, social security number, etc.) of yourself, other students, or staff members over the Internet.
- Student-produced items will not be posted on the Internet without the student's permission. If permission is granted, items will be considered fair use and available to the public.
- Each individual user will be responsible for charges incurred when accessing fee-for-service information sources. Parents/guardians will assume liability for any charges incurred by their children.
- Be aware that e-mail is not guaranteed to be private. A message relating to (or in support of) illegal activities will be reported to authorities.

Some uses of the network/equipment are not permitted. Those include but are not limited to:

- Using the network for financial, commercial, or illegal activities;
- Vandalizing, damaging, disabling, or degrading the electronic or physical property of another individual or organization;
- Attempting to access unauthorized or inappropriate district information;
- Wasting technology resources including: bandwidth, file space, printers, or supplies (paper, toner, etc.);
- Using the network to obtain or transmit ethnic, racial, or religious hate material;
- Accessing, uploading, downloading, or distributing pornographic, obscene, sexually explicit, or graphically violent material;
- Accessing another individual's materials, information, or files without permission;
- Violating copyright or otherwise using intellectual property of another individual or organization without permission;
- Installing, copying, or removing unauthorized software from district computer systems or networks;
- Using technology in ways that violate any of the district's policies regarding acceptable use and behavior standards;
- Impersonating any person or organization over the district network or internet during school;
- Attempting to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user;
- Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

Student responsibilities include:

- Demonstrate basic skills in computer use;
- Demonstrate an understanding of the Acceptable Use of Technology policy;
- Have parental permission before being allowed to use the Internet and network without direct supervision of a teacher;
- Be aware of the dangers of online communications with strangers;
- Report any abusive or suggestive messages or information immediately to a supervisor or monitor;

The district does filter and/or block objectionable sites. All users can request a site to be blocked or unblocked. The Building Technology Coordinator can help users request blocks or unblocks of sites.

The District follows the guidelines set forth in the Child Internet Protection Act (CIPA).

The District's Acceptable Use Policy is available for parental review. A copy of this policy must be signed annually by students and parents/guardian.

Please refer to ISD #94 Policy #517 for additional information.

BE PREPARED

CLASSROOM MATERIALS

Students are responsible for providing their own pens/pencils and paper.

CLOSING OF SCHOOL

CAAEP will be closed on any day it is announced that the Cloquet Public Schools are not in session. Please watch/listen to local stations for cancellation notices.

CHANGE IN PHONE NUMBERS

Change in phone numbers should be shared with the school as soon as they occur.

PARENT NOTIFICATION

Parents and students are hereby notified that the school district requires a criminal background check for all individuals who are offered employment with the school district or are offered the opportunity to provide extracurricular academic coaching, athletic coaching, or coaching for other extracurricular activities. This policy does not apply to Cloquet School District student volunteers.

STUDENT PROPERTY AND VALUABLES

The Cloquet School District wants student valuables to be protected **and generally not brought to school**. Students are encouraged not to bring valuables to school. A general rule of thumb to protect valuables is, if you do not need it in school, don't bring it. The Cloquet School District does not assume liability for lost or stolen property. See District Policy #723 regarding stolen property and reasonable care of confiscated items.

Steps to Protect Valuables:

- Though students are encouraged to leave valuables at home, steps to increase their security are:
 - Never leave valuables unsecured – keep in your possession or in a locked locker.
 - Payments to the school district should be made prior to the start of the school day. Schools will develop guidelines for parents to follow if they have to send money with elementary students.
 - Students should never give anyone their locker combinations.
 - Using a locker.
 - Inquiring early and often about lost property.
 - Labeling possessions.
 - Leaving valuables (MP3 players, jewelry, mobile phones) at home.
 - Making payments at the main office before school, preferably by check.
 - Handing any large sums of money to the main office for safekeeping.

STATEMENT OF POLICY

Responsibility for Personal Property

Students who bring personal items such as cell phones, I-Pods, and personal calculators, money, items of clothing, and jewelry are responsible for their safekeeping.

Individual School Rules:

School principals will develop building rules for such things as handling money, use of school lockers, cell phone use, I-Pod use, securing valuables, and the like that are appropriate to the school facility and age of the students.

STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDA's), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

The Cloquet Public School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL ACTIVITIES

Respect for the educational environment

- **Cellular phones and other personal electronic devices shall be turned off and kept out of sight during instructional time.**
- **Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.**
- **Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day.**
- **Students will not be allowed to leave class in response to any electronic devices.**
- Cellular phones and other devices may be used appropriately and respectfully

before and after classes, in common areas – such as near lockers or the cafeteria – or outside on school grounds.

- With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
- In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

Respect for Privacy Rights

- **Students shall not photograph, voice record or videotape other individuals at school or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.**
- **Students shall not e-mail, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.**
- **Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.**

Assuring Academic Integrity - Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student maybe cheating on tests or academic work or violating copyright policy.

Compliance with Other District Policies - Use of cellular phones or other personal electronic devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Personal Equipment Maintenance - Cloquet School District will not be Responsible for the setup, maintenance and/or security of equipment. Students need to use their own service providers for personal devices. Students will not be allowed to use network resources (not allowed to plug into data ports). Staff will not store student equipment at any time. Personal equipment must run on batteries, electricity will not be provided for battery recharging. Audio/Sound must be turned off and headphones may not be used in the classroom.

VIOLATIONS OF THIS POLICY

- **First Infraction** - An employee shall direct the student to turn off the device. The employee shall then confiscate the device and return it at the end of the class period.
- **Second Infraction** - The second infraction shall result in confiscation of the device, which is to be turned into the school office. A warning that another infraction will result in a parent pick-up. Student can retrieve phone at end of school day.

- Third Infraction - The third infraction shall result in confiscation of the device, which is to be turned into the school office, notification of a parent or guardian, and possible termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days.
- Repeated or Severe Infraction - Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

ALTERNATIVE HIGH SCHOOL

ALTERNATIVE HIGH SCHOOL GRADING POLICY

Students need to be at school daily and complete the work given to them by the teacher of the class. There is no extra homework assigned to CAAEP students. In order for the student to earn a quarter credit per class, **the student must be in class and do the work daily!**

OPEN LUNCH

Open lunch is a privilege available to senior high students, grades 11 and 12, with 10 or more credits. This privilege may be granted or suspended individually or collectively as circumstances merit. Students are not to be in other school buildings during this time without prior administrative approval. Students **must** accept full responsibility for their departure and return to school on time. **Students who leave the campus during open lunch and do not return in time for their afternoon classes may lose their open lunch privilege regardless of reason or excuse by a parent.**

CHECK OUT PROCEDURES

Students leaving the building or campus during school hours for any reason, (e.g. medical appointments, illness, court appearances, etc.) must check out in the office and have parent permission **prior to leaving**. If he/she does not have a note from a parent the student may call and get verbal permission as long as the parent talks with office personnel also. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT LEAVE THE BUILDING WITHOUT FIRST CHECKING OUT THROUGH THE OFFICE. Disciplinary action will be taken for those violating this policy.**

There will be consequences for any student who is tardy or has been absent and does not check into the office upon arrival in school. Any time a student is more than 4 minutes tardy, they will be referred to the restorative process and the county truancy officer. If a student is more than 15 minutes late to any class, that student will have to sit in RP Room until the bell rings.

If a student does not intend to remain in school or return to school after open lunch for any reason, he/she **must** check out in the main office and have parent permission **prior to leaving**. **If this is not done he/she will be considered truant unless a parent calls before the end of the day.**

TELEPHONE

Students can use the telephone before and after school and during lunch breaks. Staff will only take phone messages from parents/guardians.

SCHOOL HOURS***

<u>SENIOR HIGH SCHOOL BELL SCHEDULE</u>		<u>SENIOR HIGH SCHOOL BELL SCHEDULE</u>	
<u>MONDAY, TUESDAY, THURSDAY & FRIDAY</u>		<u>WEDNESDAY ONLY</u>	
1st Period	8:10 – 8:56	1st Period	8:10 – 8:52
2nd Period	8:59 – 9:45	2nd Period	8:55 – 9:37
Homeroom	9:48 – 10:13	Homeroom	9:40 – 10:03
3rd Period	10:16 – 11:02	3rd Period	10:06 – 10:48
4th Period	11:05 – 11:51	4th Period	10:51 – 11:33

LUNCH A Jr High	11:05 – 11:35
LUNCH B S4E	11:23 – 11:53
LUNCH C Sr High	12:03 – 12:33
5th Period	12:36 – 1:22
6th Period	1:25 – 2:11
7th Period	2:14 – 3:00

LUNCH A Jr High	10:53 – 11:23
LUNCH B S4E	11:10 – 11:40
LUNCH C Sr High	11:45 – 12:15
5th Period	12:18 – 1:00
6th Period	1:03 – 1:45
7th Period	1:48 – 2:30

ALTERNATIVE JUNIOR HIGH SCHOOL

ARRIVAL AT SCHOOL***

Students must go directly to class when arriving at school. If the room is locked, students will wait by the door. Before 8:10, students may go to the office and use vending machines or bathroom with permission from staff in the classroom. Students may not “hang out” outside or in the hall with other students.

END OF DAY DISMISSAL***

Students will be released at 3:00 Monday, Tuesday, Thursday and Friday. Wednesday dismissal is at 2:30. (Out of district students will be released accordingly depending on bussing arrangements.)

TELEPHONE USE

Only the classroom or office phone may be used WITH permission of staff.

BUILDING USE

Students are allowed only in areas assigned by teachers

CHECKOUT PROCEDURES

Students leaving the building or campus during school hours for any reason (e.g., medical appointments, illness, court appearances, etc.) must check out with the teacher and have parent permission **prior to leaving**. If he/she does not have a note from a parent, the student may call and get verbal permission as long as the parent talks with the teacher. UNDER NO CIRCUMSTANCES SHOULD A STUDENT LEAVE THE BUILDING WITHOUT FIRST CHECKING OUT WITH THE TEACHER. Disciplinary action will be taken for those violating this policy.

LUNCH TIME RULES

In hallways, stairways and the lunchroom

- Students will walk and keep hands and feet to themselves, will use low voices and appropriate language.

While in the lunchroom

- Keep appropriate items on your plate or table.

- Use your silverware not your fingers (unless it's finger food).
- Eat appropriately.
- Choose your own seat, stay in that seat and you are only to talk to the people at your table.

Any infraction can result in a restorative intervention.

2018-2019 STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM

We have received a copy of the 2018-2019 Student Handbook for the Cloquet Area Alternative Education Program.

Student Name (please print)

Student Signature

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date