

Volunteers of America  
High School  
2016-2017



924 19<sup>th</sup> Ave South  
Minneapolis, MN 55404

SENIOR HIGH SCHOOL  
STUDENT/PARENT HANDBOOK

## Mission

VOA Education Center Organizational Mission is:

- To improve the quality of life for disadvantaged and underrepresented youth through the cooperation and collaboration of all members of the community. Our students leave VOA High School with the skills to join the working community, move on to higher education, and pursue life goals outside of the Minneapolis area.
- To expand and promote joint ventures among schools, agencies, colleges, training institutions and businesses with the result being increased educational and career opportunities for at-risk, immigrant and refugee youth.
- To provide instruction of a quality that enables and encourages our students to continue their education, explore career options, utilize technology in their personal and professional lives, and acquire the skills to be self-sufficient in their community.

## Values

As administrators, teachers and staff of VOA High School, we are guided in our work by the following values:

- **Generosity** - We believe that serving others by giving time and knowledge, based on important student and community needs, is a fulfilling part of any responsible endeavor.
- **Integrity** - Our relationships with our mentors, donors, grant makers and the community leaders are based on mutual trust, communication and transparency.
- **Communication of Knowledge** - We believe that sharing what we learn as our campus, policies and program grows is a primary contribution to community engagement and organizational health.
- **Results** - We believe that VOA High School program and curriculum should demonstrate transformational goals and achieve measurable, positive outcomes.
- **Success** - Our instruction is impactful, has relevant goals, achieves measurable results and develops leaders.

**VOA High School Staff  
2016-2017  
Main Phone: 612-375-0700**

Position	Name	E-Mail	Phone # 612 area code
Math	Johnny Hedgepeth	<a href="mailto:Johnny.hedgepeth@voamn.org">Johnny.hedgepeth@voamn.org</a>	375-0700
Social Studies/PBL lead	Ben Savitt	<a href="mailto:bsavitt@voamn.org">bsavitt@voamn.org</a>	375-0700
JAG Specialist	Chris Skoglund	<a href="mailto:Christopher.skoglund@mpls.k12.mn.us">Christopher.skoglund@mpls.k12.mn.us</a>	375-0700
Science/PBL Lead	Nick Mattsson	<a href="mailto:Nicholas.Mattsson@voamn.org">Nicholas.Mattsson@voamn.org</a>	375-0700
Science	Jeff McArthur	<a href="mailto:jmacarthur@voamn.org">jmacarthur@voamn.org</a>	375-0700
Assistant Director/ESL/ELA teacher/ISP	Sara Grant	<a href="mailto:sgrant@voamn.org">sgrant@voamn.org</a>	375-0700
Language Arts/PBL Lead	Jo Abraham	<a href="mailto:Jo.abraham@voamn.org">Jo.abraham@voamn.org</a>	375-0700
Counselor	Teige Cudahy	<a href="mailto:Teige.cudahy@voamn.org">Teige.cudahy@voamn.org</a>	278-4236
Language Arts	Morgan Shaffer	<a href="mailto:Morgan.shaffer@voamn.org">Morgan.shaffer@voamn.org</a>	375-0700
Director/Art teacher	Wendy Smith	<a href="mailto:wsmith@voamn.org">wsmith@voamn.org</a>	278-4235
Special Education	Martha Williams	<a href="mailto:Martha.williams02@mpls.k12.mn.us">Martha.williams02@mpls.k12.mn.us</a>	767-0023
Social Studies	Kris Bulander	<a href="mailto:kbulander@voamn.org">kbulander@voamn.org</a>	375-0700
ELA/ESL	Beth Butterfield	<a href="mailto:Beth.butterfield@voamn.org">Beth.butterfield@voamn.org</a>	375-0700
Division Director	Sonal Redd	<a href="mailto:sredd@voamn.org">sredd@voamn.org</a>	375-0700
Student Dean	DeShawn Woods	<a href="mailto:Deshawn.woods@voamnorg">Deshawn.woods@voamnorg</a>	278-4237
Social Worker	Nicole Kaul	<a href="mailto:Nicole.kaul@voamn.org">Nicole.kaul@voamn.org</a>	278-4238
Care Coordinator	Ibrahim Oduniyi	<a href="mailto:Ibrahim.Oduniyi@ppl-inc.org">Ibrahim.Oduniyi@ppl-inc.org</a>	375-0700
Program Coordinator (Somali/Arabic/English)	Muna Ahmed	<a href="mailto:mahmed@voamn.org">mahmed@voamn.org</a>	375-0700
Attendance/Reception (Spanish/English)	Brenda Castellanos	<a href="mailto:bcastellanos@voamn.org">bcastellanos@voamn.org</a>	375-0700



# VOA High School

## 2016-2017 Grading Periods (12 GPs)

<b>1<sup>st</sup> QUARTER</b>	<b>GP 1</b>	<i>Aug 29 – Sept 16 (14 days)</i>
	<b>GP 2</b>	<i>Sept 19 - Oct 7 (15 days)</i>
	<b>GP 3</b>	<i>Oct 10 – Nov 2 (15 days)</i>
<b>2<sup>nd</sup> QUARTER</b>	<b>GP 4</b>	<i>Nov 7 - Nov 22 (12 days)</i>
	<b>GP 5</b>	<i>Nov 28 - Dec 16 (15 days)</i>
	<b>GP 6</b>	<i>Jan 3 - Jan 26 (17 days)</i>
<b>3<sup>rd</sup> QUARTER</b>	<b>GP 7</b>	<i>Jan 31 - Feb 16 (13 days)</i>
	<b>GP 8</b>	<i>Feb 21 - Mar 10 (14 days)</i>
	<b>GP 9</b>	<i>Mar 13 - Mar 30 (14 days)</i>
<b>4<sup>th</sup> QUARTER</b>	<b>GP 10</b>	<i>Apr 10 - Apr 28 (15 days)</i>
	<b>GP 11</b>	<i>May 1 – May 19 (15 days)</i>
	<b>GP 12</b>	<i>May 22 – June 14 (17 days)</i>

# VOA High School 2016-2017 Daily Schedules

## Monday - Thursday Class Schedule

	Start Time	End Time
Period 1	8:00 am	8:56 am
Period 2	9:00 am	9:56 am
Period 3	10:00 am	10:56 am
Period 4	11:00 am	11:56 am
<b>Lunch</b>	<b>12:00 pm</b>	<b>12:30 pm</b>
Period 5 (Advisory)	12:30 pm	1:01 pm
Period 6	1:05 pm	1:58 pm
Period 7	2:02 pm	2:55 pm

## Friday Class Schedule (No Advisory)

	Start Time	End Time
Period 1	8:00 am	8:40 am
Period 2	8:44 am	9:24 am
Period 3	9:28 am	10:08 am
Period 4	10:12 am	10:52 am
Period 6	10:56 am	11:36 am
Period 7	11:40 am	12:20 pm
<b>Lunch</b>	<b>12:20 pm</b>	<b>12:45 pm</b>

## 2 Hour Late Start Schedule

	Start Time	End Time
Period 1	10:00 am	10:35am
Period 2	10:40 am	11:14 am
Period 3	11:18 am	11:53 am
<b>Lunch</b>	<b>11:57 pm</b>	<b>12:27 pm</b>
Advisory	12:31 pm	1:03 pm
Period 4	1:07 pm	1:42 pm
Period 6	1:46 pm	2:21 pm
Period 7	2:25 pm	3:00 pm

## **Code of Conduct**

VOA High School staff is dedicated to the education of our students. We strive to promote a quality learning environment, which will foster intellectual development and promote positive interaction among our students. In addition, we believe that all persons in our school have the right to a safe, respectful, and productive learning environment. The maintenance of this quality educational climate requires expectations, behavior guidelines, and consequences. The code of conduct is set forth in this section of the handbook.

**The code of conduct is in effect on school grounds, during school hours, and at all school sponsored activities. All employees of the school have the responsibility and obligation to enforce school regulations.**

## **Amendment Clause**

**Any and all of the material in this handbook are subject to amendment by the school administration or the board of Volunteers of America at any time.**

# EXPECTATIONS

Students are expected to:

- Attend school regularly and be in class on time with the proper materials, prepared to learn.
- Respect the rights and property of others.
- Conduct themselves in a manner that promotes a positive teaching/learning environment.
- Be respectful, courteous, and cooperative with school personnel and other students.
- Maintain a clean and safe school environment.

Parent/Guardians are required to:

- Notify VOA High School of current phone number and address.
- Communicate with school personnel any situation that may affect the school performance and/or attendance of the student.
- Come immediately to VOA High School when contacted by a staff member of VOA High School for an emergency situation involving their child. If the parent/guardian is unable or unwilling to come to VOA High School, the staff will take necessary steps to ensure the safety of the student.
- Attend student conferences (Offered 4 days each year)
- Make school personnel aware of any special situations in which VOA High School staff can assist.

## Contacting Teachers

Should you wish to contact one of your child's teachers, call the school office at (612) 375-0700 and leave a phone number and the time you may be reached. You may also contact any staff member via e-mail. E-mail addresses for staff members are listed in the beginning of this handbook. The teacher will return your call/e-mail at his/her earliest availability.

## Student/Teacher Concerns

If a parent/guardian and student have a concern regarding a teacher, it is expected that the parent/guardian contact the teacher and share the concern with him/her. This will give the teacher the opportunity to respond to your concern and resolve the conflict at the lowest level. After contacting the teacher, if there are still concerns, contact a building administrator.

Please see appendix for specific policy information.

# ATTENDANCE PROCEDURES

VOA High School staff knows that classroom attendance and academic success are directly related. The following attendance procedure is an effort to assure academic success. The staff intends this procedure to be positive and not punitive. Class attendance is a joint responsibility to be shared by the student, parent or guardian and the school personnel. This procedure will assist students in attending class.

## **Attendance Policy (*Attendance alone does not earn a student credit!*)**

**\*\*Every student is expected to attend school and be in his/her assigned class(es) during scheduled school days.**

**IMPORTANT:** If the student chooses not to attend scheduled classes, the student will be put on probation and may have his/her enrollment at VOA High School terminated. Excessive absences/non-participation days may result in a truancy petition being filed with the Hennepin

County Juvenile Court system. The student is required to make up all missed work due to an absence(s). Any student not participating in class, such as sleeping or leaving the classroom for an extended period of time may be marked absent for that class period. Under extenuating circumstances, a student may be able to earn credit even though he/she has more than three absences. Appeals to earn credit with excessive absences may be made to the teacher **before** the end of that three week grading period. All teachers have grading and appeal processes publicly displayed in their classrooms.

**\*\*If a student must be absent, a parent/guardian must call 612-375-0700.**

All absences may count for filing of a truancy petition with Hennepin County.

Absences from school are only to be used for:

- Illness
- Religious instruction not to exceed three hours a week.
- Family Vacation provided prior approval has been obtained.
- Serious illness or death of a family member or close relative.
- Appointments that cannot be scheduled outside of class periods.
- Approved school activities\*
- Family emergencies
- Court appearances
- Suspensions\*

\*Absence does not count against the 165 minutes

### **Procedure for Excused Absences**

Parents/Guardians must call VOA High School or supply a written note within 5 school days after the student's return to school for an absence to be excused. All school work missed because of excused absences may be made up within a timeframe designated by the teacher's posted policy. School work missed due to unexcused absences may be obtained at the teacher's discretion. Extended periods of absence as well as crisis situations will be reviewed by the Director, Asst. Director, and/or School Counselor before those absences will be excused.

### **Student Responsibility**

The responsibility of the student is to be on time, with proper materials, and attend each scheduled class/class activity ready to participate. **Instructional and learning opportunities lost through absence from class may not be retrievable.**

### **Parent/Guardian Responsibility**

It is the responsibility of the parent or guardian to encourage their son/daughter to attend school, and work cooperatively with the school and student to solve any attendance problem that may arise.

### **Teacher Responsibility**

It is the teacher's responsibility to maintain an accurate attendance record, hold each student accountable for his/her attendance, and communicate attendance concerns to parent/guardian and administration and work cooperatively with the parent or guardian and the student in developing acceptable attendance patterns.



### **Administrator Responsibility**

It is an administrative responsibility to encourage students to attend all classes. It is also the responsibility of the administration to inform the parent or guardian of excessive absences and oversee any truancy petitions.

**\*\*Fifteen consecutive absences automatically results in termination of enrollment from VOA High School. Students who have withdrawn or have terminated their enrollment from VOA High School and wish to continue MUST reapply.**

### **Lunch**

VOA High School has an open campus lunch policy, however please note the following:

- If a student returns late from lunch (10 minutes or less) they will stay in for lunch on the next day they are in attendance at school.
- If a student returns late from lunch (more than 10 minutes) he/she will not be admitted into the building unless a parent/guardian excuses them to enter the building. Students will get 1 bus pass to return to school on the following day.
- Parents/guardians may request a closed campus lunch for their child at any time and the school may at any time determine that a student must have closed campus for safety or attendance reasons.
- Repeated late offenses will be reported to families
- All students have access to a free meal supplied by VOA High School.

### **Open Hour**

Some students feel it necessary to have one class period during their school day with no scheduled class; this is referred to as an Open Hour. Students who have an Open Hour **MUST** leave the building and school property during that class period or secure a teacher supervised study area. If a student leaves, the student will be allowed back in the building 10 minutes before the beginning of their next class. The following are guidelines for enrollment in an Open Hour.

1. The Open Hour option is only available to students age 18 or older. Students under age 18 need parent/guardian permission.
2. The student may only have ONE Open Hour per quarter, unless approved by the school counselor.

### **Suspension/Administrative Dismissal**

If a student is absent from scheduled classes because of suspension or administrative dismissal, he/she must make up any missed work with the teacher.

### **Tardy Policy**

Students are expected to be in class on time with appropriate materials and ready to learn. Phone calls and bathroom breaks are not acceptable excuses for being late to class. Missing a bus, oversleeping, etc. are not acceptable excuses for being late to school. Missed class periods are added together to make missed days. As stated in the attendance policy: Excessive tardiness may result in any school action- from the loss of credit for a class to termination of enrollment from VOA High School.

## **Truancy**

Truancy occurs when a student is absent from school or class without the approval of the building authorities.

**\*\*Truancy petitions will be filed with the Hennepin County Juvenile Court system for students younger than 18 with ongoing truancy problems.**

## **Signing Out**

Students leaving the building without permission will not be allowed to return for any remaining class(es) for that day and will not receive transportation.

# **BEHAVIOR GUIDELINES**

It is the responsibility of VOA High School community, defined as adults and students at VOA High School, to promote a quality learning environment which is safe, respectful and productive. This learning environment must balance the promotion of the best interests of students with student accountability. To that end, the following behavior guidelines define behaviors which interfere with a productive learning environment and the response the school community will take to such behaviors:

## **Rules of Conduct**

Disciplinary consequences will be assigned to students for any behavior which is disruptive or violates the rights of others.

## **Audio/Video Player Equipment**

Personal audio equipment only with headsets may be used only before and after school, during lunch or by special permission from the teacher and used appropriately; however, large stereo radios are not allowed in the building at any time. Portable video players are not allowed in the building at any time. The faculty will confiscate any equipment that is not used in accordance to the aforementioned policy. Confiscated equipment will be returned to the student at whatever time might be deemed appropriate by an administrator.

## **Bullying Prohibition**

The safety and well-being of all students is of primary importance. Bullying Prohibition is to assist the school the school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. Bullying is defined as any written or verbal expression, physical act or gesture, or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another students(s) education, opportunities, or performance. Participation in acts of bullying will be subject to disciplinary action. Acts may include, but are not limited to: harming a student, damaging a student's property, placing a student or adult in reasonable fear of harm to his/her person or property, and creating a hostile or intimidating educational environment for that student(s).

## **Cheating/Plagiarism**

Cheating/Plagiarism is unethical and does not enhance the learning process. Any student involved in cheating/plagiarism is subject to serious disciplinary action and may lose credit for that grading period. Everyone is responsible for knowing and avoiding the various forms and levels of plagiarism. To quote *Writers Inc.*: "plagiarism - [is] the act of presenting someone else's ideas as your own" (179).

The following are the most common types of plagiarism that occur in student work:

- a) Word-for-word plagiarism is the direct copying of another's material without giving credit.

- b) Paraphrase plagiarism is using someone else's ideas without crediting the source of the material or idea.
- c) Spot plagiarism is using key words or phrases without giving credit.

### **Chemical Use/Abuse (Alcohol & Drugs)**

The use/abuse or possession of mood altering chemicals (including steroids) by students is not tolerated, as it may interfere with the learning process of students and it may jeopardize student's personal safety.

Students, regardless of age, may NOT:

- Possess, consume or be under the influence of alcohol or unauthorized drugs, in any form.
- Possess equipment intended for use in connection with the consumption/use of alcohol and/or unauthorized drugs.

If VOA High School Administration has reasonable suspicion that a student is under the influence of a mood altering chemical, that student may be asked to submit to a chemical screen by VOA High School administration. This rule applies to the school building, school grounds, before, during and after school hours, school vehicles and school contracted vehicles, at school activities and school events that take place away from school property (e.g. field trips, athletic events, etc.).

**\*\*Students in violation of the Chemical Use/Abuse policy are subject to disciplinary action.**

### **Chemical Use/Abuse (Tobacco Possession/Use)**

VOA High School is a tobacco-free environment 24 hours per day-this includes smokeless implements (vapor producing).

No student, REGARDLESS OF AGE, may possess or use tobacco in the building, on school grounds, including the parking lot, on the school bus, at school activities or at school events taking place away from school (i.e. field trips, etc.) By the USE OF TOBACCO, "we mean being caught with a cigarette in your hand or mouth, or with smoke exhaling from your mouth, or with chewing tobacco or snuff in your mouth, etc." Violations are accumulated from year to year. This is inclusive of 10th grade through 12th grade. This policy has been amended effective 9/14 to include e-cigarettes and any implement producing vapor.

## **PROCEDURE TO BE USED WITH STUDENTS FOUND IN VIOLATION OF THE POSSESSION/USE OF TOBACCO POLICY**

### **FIRST VIOLATION:**

- a) A parent conference is required with appropriate school personnel.
- b) The appropriate school personnel will provide a list of resources for outside tobacco cessation counseling.

### **SECOND VIOLATION:**

- a) The local police will be contacted; a citation will be issued from the Minneapolis Police Department including a fine to be paid. (Approximately \$100)
- b) A parent conference is required with appropriate school personnel.
- c) The student will be suspended for one day.

### **THIRD VIOLATION OR MORE:**

- a) The local police will be contacted; a citation will be issued from the Minneapolis Police Department including a fine to be paid. (Approximately \$100)
- b) A parent conference is required with appropriate school personnel.
- c) Suspension may be warranted

**\*\*If it is believed that chemical use/abuse/possession is interfering with a student's learning/attendance/behavior, VOA High School administration may require the student to:**

- a) Have a chemical dependency assessment by an outside agency and follow any and all recommendations from that assessment. Assessments by an outside agency will be at the student's/parent's expense.
- b) Attend support groups such as Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).

**\*\*The Counselor can provide information on chemical dependency assessments and support groups; however it is the responsibility of the parent/guardian to follow through on such requests. Failure to follow requirements from VOA High School administration may result in termination of enrollment from VOA High School.**

### **Guard or Signal for Smokers**

Students acting as a lookout for smokers and/or warning others when a staff member is approaching will be considered guilty of disruptive behavior and may be subject to disciplinary action.

### **Chemical Use Procedures/Sale or Distribution of Chemicals**

The local police will be immediately informed of the violation, and the school will file all reports and evidence with them for appropriate legal action.

### **Community Chemical Violations**

When a student violates Minnesota law regarding chemical use, (consumption, possession, DUI, etc.) that community police department is mandated to notify, in writing, the principal. The student will be referred to the MPS Student Assistance Counselor for a chemical dependency pre-assessment. If the student is involved in any VOA High School sanctioned activity, consequences do apply. If the student is involved in any MN State High School League extracurricular activity (i.e., debate, athletics, fine arts, etc.) at his/her home school, then MSHSL consequences do apply.

### **Computer/Internet Policy**

VOA High School students and staff have access to the Computer/Internet in school at selected student access stations. Time spent on the Computer/Internet will be dedicated to supporting curriculum outcomes.

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

Electronic information research skills are fundamental to preparation of students as citizens of the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the internet through the curriculum and that they will provide guidance and instruction to students in their use. Use of the network/Internet resources is intended only for educational and informational purposes, such as research, professional development, instruction and collaborative education projects. The use of the school district system and access to the use of the Internet

including electronic communication is a privilege, not a right. Infractions by students will also be referred to legal authorities when appropriate. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet resources. While the school will monitor student network/Internet use as closely as possible, the school cannot guarantee that students will not independently access network/Internet resources. If parents/guardians do not want their student to access network/Internet resources in school, they must notify the principal in writing.

### **Acceptable Use Policy**

All staff and students will use the network/ Internet resources in a manner which does not interfere with, disrupt, or jeopardize network/ Internet users, services, or equipment. Such interference, disruption, or jeopardy includes, but is not limited to:

- Wide scale distribution of messages to inappropriate forums or mailing lists
- Propagation of computer viruses
- Use of the network/Internet, including electronic resources to make unauthorized entry to other computational, information, or communications devices or resources
- Failure to respect the legal protection provided by copyright, trademark, licenses, and other laws to programs, data and documents
- Vandalism and harassment
  - Vandalism is defined as damage to, interference with, or destruction of the data of another user, the Internet, the District network, or any other network connected to the District network.
  - Harassment is defined as the persistent annoyance of another user or interference with another user's work.
- Illegal or criminal use of the network
- Obstruction of other users' access by consuming unwarranted amounts of system resources (disk space, CPU time, printers) or by deliberately crashing the machine(s).
- Communication of personal information about oneself or others which does not serve an educational purpose, violates data privacy, or jeopardizes individual safety.

### **The following policy statements guide student computer/internet use:**

1. Students must use their own login name/password and may not log-in in any other manner.
2. Student use of the Computer/Internet will be tied to classroom assignments or an approved teacher study. This use gets top priority. VOA High School does not offer student's access to the Internet for recreational browsing or "surfing the net." Sites such as, but not limited to Facebook, Black Planet, Asian Avenue, EBAY, etc., are prohibited. Access is supervised at all times.
3. Students wanting to use the Computer/Internet outside of class, such as; before school or after class is completed, must be supervised.
4. Teachers are encouraged to preview web sites and place bookmarks to guide student use.
5. Students may not download music on the computer, login into any music sites or use the school equipment to listen to personal music.
6. Students may not join a list serve or go on a chat line using the schools internet access.

7. Students may not make purchases or request materials with the schools Internet access.
8. Applications and files are not to be downloaded unless students are specifically directed to do so by an instructor.
9. When using school computers, students may not access files belonging to any other user, add programs to the computer or change any default settings on the computer.
10. When interacting on the Internet through a class supported activity, students may not use or send inappropriate, obscene, threatening or inflammatory messages to anyone at any time.
11. Certain materials available on the Internet are inherently inappropriate for student use; students must not access inappropriate materials for any reason. Appropriate sites are considered sites pre-approved by the teacher.
12. Students may not have any food or beverage at the computer.
13. Students having a problem with their computers must see their teacher.
14. NO COMPUTER/INTERNET GAMES.

**\*\*Students who are in violation of the computer/internet policy and/or cause damage to any computers or the school district network will have school consequences; ranging from limited /no computer use to termination of enrollment from VOA High School.**

### **Disruption**

Disruption is defined as any behavior that creates a disturbance in the classroom, hallways, common areas, or any other school property. Disruptive behavior includes, but is not limited to: vandalism, theft, false fire alarms, use of lighters, use of obscene language, public displays of affection which create an uncomfortable environment, inappropriate hallway or cafeteria behavior, etc. Any student found to be disruptive to the school environment will face disciplinary action.

### **Dress Code**

The responsibility for the appearance of the students rests with the parents and students themselves. They have the right to determine appropriate student dress providing that such attire is not destructive to school property, complies with requirements for health and safety, does not interfere with the educational process, and is not offensive. Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or cause disruption will not be allowed. In support of VOA High School's commitment to tobacco free, drug free, and violence free schools, words or symbols that advertise products or actions which are illegal or harmful for students will not be permitted. Clothing should be appropriate, neat, clean, and inoffensive. Examples that are inappropriate include, but are not limited to:

1. Sexually, racially, or religiously derogatory obscene and/or profane language, slogans, emblems, or pictures;
2. Gang symbols and/or emblems, or clothing worn in a manner to identify gang membership (including the "Playboy Bunny");
3. Sexually provocative or immodest clothing, words, or symbols; 4) potentially hazardous items such as chains, pins, studs, and rings.
4. Clothing advertising substances illegal for juveniles
5. Sexually provocative or immodest clothing (sagging pants, bare midriffs, muscle shirts, low cut tops, tops with low or open backs, tube tops, one shoulder or shoulder-less tops, short skirts/shorts; *undergarments should not be visible.*

Any person dressed inappropriately will immediately be asked to remove the apparel, turn it inside out, or change clothes. Repeated infractions or failure to comply with administration or staff members on this matter will result in disciplinary action. Nuisance articles including, but not limited to lighters, chains, wallet chains, spurs, spiked ear rings and/or spiked wrist/neck bands will be confiscated. They may be returned to the student at the discretion of the administrator. Any item found to be disruptive to the school environment will be confiscated and could result in disciplinary action.

### **End of the School Year Credit Earning**

During the last six weeks of the school year, students are expected to pass more than 50% of the credits they are enrolled in and follow the attendance policy as written. Students who do not earn more than 50% and/or are not attending regularly may have their enrollment at VOA High School terminated before the beginning of the following school year.

### **Fees**

All fines and fees must be paid in order to graduate. This includes fines and fees from previous schools. VOA High School does not keep records of fines and fees at previous schools. Paying fines and fees from previous schools is the responsibility of the parent(s) and student, and must be paid to the previous school.

### **Field Trips**

Field trips and other school-sponsored trips are considered to be extensions of the school. All school rules and regulations are to be followed and will be enforced. Students are required to travel to and from the field trip on school district provided transportation. Past infractions of VOA High School policies and/or lack of attendance/earning credits may be cause for students to not be allowed to participate in field trips.

### **Forgery**

Falsifying signatures or data, forging notes, hall passes, etc. Any student found forging documents may be subject to disciplinary action, and may be excluded from school activities as a result of the forged signature. Parents will be notified.

### **Gambling**

Any participation in events or games of chance which involved the exchange of money, odds, or services. Playing cards, dice or other games which may be interpreted as gambling, even if no money is visible, are prohibited.

### **Hallways**

Students are to remain in their assigned classes. If a teacher permits students to leave the room during class time, a pass will be issued. Students found in the hallway without a pass may be subject to disciplinary action.

### **Identification**

Students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination and subject to disciplinary action.

### **Insubordination**

Insubordination is defined as a failure to obey any reasonable request from a staff member. Insubordinate behavior will always be treated seriously and could be grounds for disciplinary action.

**Intervention/Probation/Appeals:**

When a student is first enrolled at VOA High School, he/she will create a Continuous Learning Plan. The Continuous Learning Plan will be updated on a regular basis. If a student fails to meet their expectations, the Counselor working with that student will create a success plan to help him/her succeed. The usual reasons a student fails to meet his/her Continuous Learning Plan are lack of earning credits, excess absences, and/or a record of inappropriate behavior/language/attitude. If the student does not successfully complete the Intervention Plan, he/she will be put on probation. In certain circumstances, students will be placed on probation without having an intervention plan in place. Being placed on probation serves as a warning for the student that he/she may have his/her enrollment terminated from VOA High School if the problem is not resolved. The student and/or parent/guardian will sign a probationary contract, which will state the reason(s) for probation and consequences for not following the contract, which may involve termination of enrollment at VOA High School. Parent(s)/guardian will be notified in writing that their son/daughter has been placed on probation. If the student and/or parent refuse to sign, the contract will become effective without the student/parent signature(s). The student and parent(s)/guardian has the right to appeal the decision of the staff to terminate enrollment of the student. Parent(s)/guardian(s) will be notified if and when their son/daughter is to have his/her enrollment terminated and the right to appeal the termination of enrollment. Documentation relating to the appeal should be presented at the appeals hearing. The final judgment on the matter rests with the appeals committee.

**Liability for Personal Materials**

VOA High School shall not be responsible for the loss of any personal items of students. Should any theft occur, please complete an "Incident Report" in the principal's office.

**Local Businesses**

**Students assume their own risk when on the property of local businesses.** VOA High School administrative staff does not monitor students who chose to enter into local businesses. Students are responsible for their own behavior while they are potential customers at local business. Staff will work directly with local business personnel to deal with student issues relating to trespassing, vandalism, theft and/or other disruptive/illegal activities. Ordinances may be referred to the police for legal action. Students who chose to act inappropriately while at local businesses will face VOA High School disciplinary action up to termination of enrollment from VOA High School. Students parking on the property of local businesses are subject to having their cars towed at owner's expense.

**Messages**

Messages for students may be left at the high school office reception area. Emergency messages will first be given to an administrator then be delivered to students. Students should not be contacted in class without permission to avoid disrupting the class session.

**Parking**

All VOA High School Students will need to park on the street at their own risk

**Personal Electronic Devices:**

Personal electronic devices such as cellular phones, music players, and pagers should not be used inappropriately during school hours at VOA High School. Cellular phones, pagers and other personal electronic devices will be confiscated if used inappropriately during the school day.



On first offense, the confiscated equipment will be returned at the end of the school day. Second offense will require the parent or guardian of the student to meet with a VOA High School administrator and the personal communication device will be returned at that time. A student who is in violation of this policy a third time will have his/her personal communication device confiscated for an extended period of time.

If a parent or guardian(s) believes it is necessary to contact their son/daughter during school hours, please call VOA High School main line 612-375-0700 and a staff member will deliver a message at an appropriate time. Students wishing to make a phone call during school hours must do so during passing time or with teacher permission. A phone is located on the desk by the receptionist in the front entryway. All calls by students are limited to three minutes. Building administration reserves the right to disconnect the phone if the student using the phone is being disruptive and/or the telephone use is distracting to the operations of the front office.

### **Physical Assault/Fighting**

The use of violence against another is not tolerated. Students who are physically violent will be suspended. Students involved in particularly serious physical violence (i.e. unprovoked assault, etc.) will be recommended for expulsion on first incident. Students who are verbally or non-verbally violent, threatening, abusive or profane are subject to serious disciplinary action.

**\*\*A direct attack upon a staff member or employee physically is grounds for expulsion, and will be turned over to legal authorities. Verbal harassment of a staff member will result in removal for the day and threats against staff members may be grounds for a transfer or expulsion.**

### **Profanity/Obscenity**

Written or verbal profanity, obscene and/or offensive gestures, signs, pictures, publications will result in disciplinary action.

### **Search & Seizure**

School officials may, without a search warrant, search the person and/or personal possessions based on reasonable suspicion. The search will be reasonable in its scope and intrusiveness. A search of a person shall be conducted in privacy by a school official. A second school official shall be present as an observer during the search whenever feasible. If a search yields contraband, school officials will seize the item and where appropriate, turn it over to legal authorities for ultimate disposition. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with VOA High School Code of Conduct, discipline may include suspension, and the student may, when appropriate, be referred to legal authorities.

### **Testing**

Students at VOA Education Center High School are required to participate in a number of tests required by the state and district throughout the school year. Testing is necessary for compliance with Minnesota Department of Education because we are a public school and receive state and federal funds. If families choose not to participate in testing, a refusal form must be on file with the school before testing begins. Please see administration for a copy of the parent refusal form.

### **Threats/Verbal or Non-Verbal Assault**

Language/gestures directed at another person that are threatening in nature. Speaking, writing or gesturing in an inappropriate, threatening or offensive manner to a fellow student(s) or staff member will result in removal for the day and possible disciplinary action.

### **Signs, Posters, and Literature**

Any sign, poster or literature that is to be displayed or distributed in the school building or grounds requires the **prior approval of the Director**. Information and spelling should be double-checked. In general, public school buildings may not be used to advertise commercial activities or products. Only signs, posters, literature will be approved for posting/distribution that are directly related to VOA High School programming.

### **Trespassing**

Students who refuse the request by an VOA High School staff member to leave VOA High School property may jeopardize their placement at VOA High School. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing and will result in disciplinary action.

### **Video Monitoring**

For the safety of the students and staff at VOA High School, video-monitoring equipment has been installed inside and outside the building. The cameras are recording 24 hours a day, 365 days per year. In some cases, the recordings will be used to review incidents that took place in the building and/or on school property. Only VOA High School administration has access to the video monitoring equipment, however the Minneapolis Police Department has the right to view school video records.

### **Visitors**

**\*\*All visitors must report to the front desk to sign in.**

1. No person other than staff and students of VOA High School, school district employees or authorized agents of this school district are permitted to be in any classroom in the building or on campus unless written permission to do so has been retained from the principal.
2. Such written permission is required ahead of the date requested.
3. Students will not be allowed to bring a friend or relative (Other than parent/guardian) to school as a visitor. Parents are encouraged to visit the school.

### **Weapons**

Students and non-students, including adults (with or without a conceal and carry permit), are forbidden to possess, store, transmit, or use any weapon or a look-alike weapon in school, on school grounds, at school activities, , on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

**\*\*VOA Education Center High School takes a position of zero tolerance on real and look-alike weapons, including, but not limited to:**

- All firearms, whether loaded or not
- Other guns of all types including pellet or B-B
- Knives, switch blades, automatically opening knives, or box cutters
- Tasers
- Explosives, including live ammunition and/or fireworks.

Any item that is used with the intent to harm another person will be considered a weapon and the disciplinary consequences under *Weapons* provision will be applied. Furthermore, VOA High School prohibits possession, utilization, and distribution of weapons or harmful or nuisance articles.

1. Possession is defined as having control of or storing objects which may threaten and/or harm person(s) property
2. Utilization is defined as the use of objects which threaten and/or harm person(s) or property.
3. Distribution is defined as transmitting objects which may threaten and or harm person(s) or property.

**Any of these violations will result in suspension. Police will also be contacted.**

### **Other Weapon Concerns**

Paintball guns are look-alike/replica firearms and have the capability of doing great bodily harm. **Do not bring any look-alike/ replica or real firearm on school property. Possession of a paintball gun on school property will result in suspension and a possible recommendation to the district office for expulsion.**

Minn. Statutes Criminal Code – Section: 609.66, Sub . 1d Felony; possession on school property. (a) Whoever possesses, stores, or keeps a dangerous weapon or uses or brandishes a replica firearm or a BB gun on school property is guilty of a felony and may be sentenced to imprisonment for not more than two years or to payment of a fine of not more than \$5,000 or both.

## **CONSEQUENCES/DISCIPLINARY ACTION**

The school has developed procedures for those who show inappropriate or disruptive behavior. These are used in an effort to improve behavior that is not acceptable. Disciplinary action may include, but is not limited to:

- meeting with the teacher/counselor/administrator
- behavioral plan
- loss of school privileges
- parent conference with school staff
- modified school program
- referral to school support services
- referral to legal system
- restitution
- suspension from class
- probation
- in-school suspension
- out-of-school suspension
- exclusion
- expulsion

Administrative Dismissal - students are requested to leave the building. The student will be required to make up any work missed.

Suspension - students are removed from school and may not participate in or attend any school functions during the suspension. A parent conference is required for re-admittance to school.

Termination of enrollment from VOA High School – VOA High School is a school of choice. Students in violation of VOA High School policies may have their enrollment terminated from VOA High School. If a student has his/her enrollment terminated and wishes to attend VOA High School, he/she must reapply. The VOA staff may request verification of one or more of the following before an application to return is considered. The student has:

- Successfully completed six or more credits from another school.
- Completed a chemical dependency or mental health evaluation by an outside agency. The student must follow all recommendations from the assessment. Assessments by an outside agency are at student/parent expense.
- Completed a Urinary Analysis to determine any possible chemical usage.
- Completed any appropriate requests by the application review committee.

Exclusion - students are prevented from enrolling or re-enrolling in school for a specified period of time.

Expulsion - enrolled students are prohibited from further attendance in school for a specified period of time.

**\*\*Suspension, exclusion, and expulsion are governed by The Pupil Fair Dismissal Act. For a complete copy of The Pupil Fair Dismissal Act, See Appendix A.**

## **STUDENT INFORMATION**

### **Application Process**

VOA High School allows students to apply and, if accepted, enroll. The student must obtain and fully complete (Including counselor recommendation form), and return an application.

The following are some of our considerations in the review of applications.

- a) Students near graduation
- b) Students' who have been expelled or have signed a separation agreement with Minneapolis Public Schools do not qualify
- c) Students who have been expelled or have signed a separation agreement from another district may apply.

VOA High School may review the application with Minneapolis Administration and with the student's home district prior to making a decision regarding enrollment.

### **Emergency Procedures**

#### **Fire Drills**

In accordance with Minnesota State Law, schools must have fire drills. It is therefore important that students follow the fire drill guidelines posted in each classroom, each time that the alarm goes off. The guidelines are:

1. Leave the building immediately according to the directions posted in each area and stay with the teacher.

2. Once out of the building, remain 100 feet from the building until the all-clear bell rings.
3. If the alarm rings during lunch time, leave the cafeteria immediately and leave the trays on the table. When returning to the cafeteria, finish lunch, and bus the tray.

### **Lockdown**

In accordance with Minnesota State Law, schools must perform a number of Lockdown drills every year. Classroom teachers will instruct students with safety procedures. Students need to follow these instructions and remain totally quiet during any lockdown situation.

### **Tornadoes/Severe Weather**

In the event of a tornado warning while students are in school, all students will stay at the school until the tornado warning is over. Shelter locations are posted in each room. Follow all staff members' directions when taking shelter.

**\*\*Uncooperative students during any emergency drill will receive consequences for their behavior.**

### **Guidance and Counseling Services**

VOA High School has the following staff members in the building at various times during the school day.

- Guidance Counselor
- Dean of Students
- Assistant Director
- Director
- Mental Health Therapist/social worker

Counseling and guidance appointments are to be scheduled before and after school or during lunch. Passes are required before going to the counselor during class time.

The following services are available to students:

1. Opportunities to evaluate aptitudes, interests, values, and personality traits in relation to career exploration and human interaction.
2. Printed information on scholarship possibilities, college and trade school testing dates and other pertinent educational vocational information.
3. Assistance in improving learning techniques.
4. Help with personal problems or concerns regarding such things as relationships with teachers, friends, family, school, and on drug use.
5. A career resource person that has educational-vocational information and occasionally invites representatives from various job clusters and educational institutions for students to talk with.
6. Assistance for students and parents in selecting appropriate courses.

### **Homebound Instruction**

Students who are absent for 15 days because of the same illness/medical condition may be eligible to receive homebound instruction. This involves a teacher meeting the student at a mutually agreed upon site to provide help in the student's classes. If a 15 day absence is anticipated, parents will need a physician's statement to verify the length of absence. All

requests for homebound instruction should be directed to the Counselor. This program will be provided at district expense when appropriate.

### **Immunization Requirements**

According to Minnesota Statute "The Minnesota Immunization Law," no person may be allowed to enroll or remain enrolled in any secondary school until that person has submitted to the school a statement verifying the person has been immunized against red measles, rubella, diphtheria, tetanus, polio and mumps.

### **Lunch**

Lunch is served in the cafeteria.

**Conduct in the Cafeteria** - The right of the student to eat in the cafeteria is coupled with the responsibility of keeping the area presentable for others. Food throwing and other disrespectful conduct may result in suspension from the lunchroom and up to expulsion from school. A student will be asked to leave the lunchroom and may be required to clean the lunchroom if his/her behavior is unacceptable. **Each student is responsible for busing his/her dishes. See open campus lunch policy on page 11.**

**\*VOA High School serves Minneapolis Public School students. MPS authorizes all Free and Reduced forms and this form can be found on the MPS website**

### **Medication**

Parents/guardians have the primary responsibility for the maintenance of their child's health. However, the school may assist in the identification of health problems affecting a child's education and provide for the administration of prescribed and over-the-counter drugs or medicine. Students who need to take prescription or over the counter medication during the school day must be leave the prescription with the Counselor. This procedure will help the school to be aware of any problems students may have and it will help safeguard the prescription. Medication must be kept with the Counselor in a currently labeled pharmacy bottle. *You may need to ask your pharmacist to prescribe duplicate bottles of the prescription.* One bottle should be kept at home and the other at school.

Minnesota State Law allows a student with a doctor prescribed inhaler to self-administer the medication if the School has received a written authorization from the student's parent permitting the student to self-administer the medication, the inhaler is properly labeled for the student, and the parent has not requested school personnel to administer the medication to the pupil. In addition, a student may carry the inhaler with him/her during the school day only after the Registered Nurse has assessed the student's knowledge and skill to safely possess and use the inhaler in a school setting and enters into the student's school health record a plan to implement safe possession and use of the asthma inhaler. Minn. Stat. § 121A.22, Sub. 2 and § 121A.221. Any student who is allowed to carry his/her inhaler in the school building under this provision and who is found to misuse the inhaler or allow another student, to whom the inhaler is not prescribed, to use the inhaler, will be in violation of the Chemical Use/Abuse (Alcohol & Drugs) and/or Chemical Use Procedures/Sale or Distribution of Chemicals provisions and will be subject to disciplinary action in accordance therewith.

Students who are known to have severe allergies to food or other substances are allowed by Minnesota State Law to carry Epi-Pens during the school day. If the student has been prescribed by a doctor an Epi-Pen, the student and his/her parent or guardian must meet with the school health specialist prior to beginning at VOA High School to discuss the nature of the allergy and develop a plan should the student become exposed to the allergen. (Minn. Stat. 121A.2205).

### **Pesticide Application Notice:**

A Minnesota state law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians for review at the school office. State law also requires that parents/guardians be told that the long-term health effects on children from the application of such pesticides or the class of chemical to which they belong may not be fully understood. If you have any questions regarding pesticide applications at VOA High School, please contact the school's program coordinator and see the Public Documents Binder in the reception area.

### **Prom/Dances**

Only VOA High School students and pre-registered guests may attend these dances. A school identification card or other proof of enrollment may be required for admission. Once a participant leaves a dance, he/she will not be readmitted. A student may be allowed to attend dances at his/her home high school. Check with home high school for more information.

### **School Closing Announcements**

The decision to close school is made prior to the time the first bus leaves for senior high routes (6:00-6:30 a.m.). There may be situations that require cancellation of afternoon and evening classes.

School closing announcements are made on WCCO 830 AM, KSTP TV Channel 5, KARE TV Channel 11

### **Student Groups (Use of School Facilities)**

Any student club or group may use school facilities for meetings provided, the student club or group has:

- a) An identified staff member who provides supervision for disciplinary and safety reasons, and
- b) The student club or group has registered with the Director.

Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the club or group is required for a particular course or results in academic credit, may seek approval from the Director to meet during school hours. The Director may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules and regulations are in effect during the meeting of all student clubs or groups.

### **Theft/ Loss of Property**

Students who incur property loss or theft should report their concerns to the school office and complete an "Incident Report" which will then be processed through administration. The School Resource Officer will be contacted upon request for students to file a police report for missing items. Also, students who find articles that are not secured should turn these materials to the front desk at once.

### **Wellness**

Wellness is a response to the growing problems of childhood obesity and health problems associated with poor nutrition and a lack of physical activity. This policy recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. A healthy school environment promotes and protects student learning by encouraging healthy eating and physical activity. To that end, the policy outlines the school guidelines for promoting a healthy environment. Our school district encourages the involvement of students, parents, and staff in monitoring and reviewing district nutrition and physical activity practices. The policy is required by federal statute.

## **STUDENT RIGHTS**

### **Age of Majority Rights for Students Who Are Age 18**

**\*\*Regardless of age, the student must follow all school rules.**

According to Minnesota Statutes, once a student reaches the age of 18, they attain age of majority status. When the student reaches age 18, many of those rights previously granted to the parent/guardian are automatically the rights of the student. For example, students who are age 18 may write their own excuses, have access to their school records, and have correspondence relative to school business mailed directly to them. The parent/guardian of a student who is age 18 or over may access educational data about the student if the parent/guardian provides evidence to the school that the student is a "dependent student" under the Internal Revenue Code.

### **Child Abuse Policy**

Minnesota Statute Section 626.556, Subd. 3 - "A professional or his delegate, who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the appropriate agency. Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of children, it is the policy of VOA High School to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

### **Equal Opportunity Policy**

VOA High School, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on basis of race, color, creed, religion, national origin, sex, age, sexual orientation, marital or parental status, status with regard to public assistance or disability. VOA High School recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. If there are questions regarding 504, contact the counselor at 612-375-0700.



## **Grievance Procedure**

Parent and Students have the opportunity to grieve decisions by members of the administration and faculty that affect them as individuals or groups. The grievance procedure is listed below.

- Step One/Direct Grievance - Student is to attempt reconciliation with the individual staff member involved. All teachers have written engagement plans for their classrooms that describe expectations and policies and procedures.
- Step Two/Counselor Involvement - Student is to attempt reconciliation by using his/her Counselor or Advisor.
- Step Three/Administrative Involvement - Student is to attempt reconciliation by involving the School Director.
- Step Four/Administrative Appeal – Student is to provide documentation outlining the issue to the Director of Education for VOA of Minnesota

Additional steps are to be used if the student cannot resolve concern at the building level. This is to begin by contacting the Director of Alternative Schools from MPS.

- Parties involved in the grievance process may choose to contest the decision by moving to the next level of appeal.
- The Grievance procedure does not apply to classroom make-up work resulting from unexcused absences.
- A grievance must be initiated within two weeks of the incident in order to be considered a valid grievance.

## **Harassment**

**\*\*Harassment of any nature will not be tolerated.** VOA Education High School staff especially focuses on eliminating racial, religious and sexual harassment.

### **Religious and Racial Harassment and Violence**

Religious/Racial harassment is defined as being any comment, gesture, joke, language or behavior, displayed in any manner that draws attention to religious, racial or cultural differences in a demeaning, disrespectful or offensive manner.

Any occurrence of religious/racial harassment should be reported directly to a School Official (Teacher, Counselor, and/or Administrator). Once reported, the Administration will investigate the complaint and an appropriate course of disciplinary action will be taken. Consequences for racial harassment may include; warning, parent conference, sensitivity training, suspension, completion of a harassment packet, and/or victim involvement.

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.

## **GUIDELINES FOR BEHAVIOR**

To know the difference between behavior that is okay and behavior that constitutes sexual harassment, remember these guidelines:

- Be aware of the difference between the intent of your behavior and the impact of your behavior.

- Be sure that there is equal initiation and participation when you interact with others.
- Treat people as they would like to be treated, not as you think they would like to be treated.

### **Married Students**

VOA High School recognizes each student as an individual and, therefore, denies no rights to students because of marital status. Married persons are encouraged to remain in school and complete their education.

### **Pregnancy**

Any student who is a parent or soon to be a parent retains all the rights and privileges of other students. If a student becomes pregnant, she should contact the counselor to discuss the importance of her education and the various educational alternatives available to her.

## **STUDENT RECORDS AND YOUR RIGHTS**

Rules and procedures regarding the collection, security, storage and release of student information as required by State and Federal laws. The school must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

### **Student Data**

Student data is classified as public, private or confidential

**Public Data:** Public Data is directory information which may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- Student's name
- Dates of attendance
- Student's address
- Degrees and awards received
- Date of birth
- Participation in officially recognized activities/sports
- School of attendance
- Weight and height (if a member of a team)
- Grade(s) completed

A parent/guardian of a student or an eligible student may object to the designation of any or all of the above information as directory information and may notify the building principal in writing by September 30th of the current school year. By October 15th, the student's record will be marked by the record custodian to indicate the items the school will designate as directory information about the student for which this written request has been received.

The designation will remain in effect until it is modified by written direction by the parent/guardian or eligible student.

**Private Data:** Private data is data on an individual student which is not accessible to the public but is accessible to the parent/guardian or eligible student. Additionally, private data is accessible to:

- School officials, including teachers, within the District whom the District determines have a legitimate education interest in such records.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken in the form of suspension and expulsion and any disposition order which adjudicates the student as delinquent for committing an illegal act on school property.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

**Confidential Data:** Confidential data is data which State statute or Federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- Reports of child abuse and neglect;
- Individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- Chemical abuse data collected by a licensed Alcohol and drug counselor.

### **Storage of Student Records**

Student records are kept secure in the school the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records.

Records of students who withdraw or graduate will be kept at the school of attendance for one year.

### **Transfer of Student Records**

When a student moves to another school within the district, the record will be forwarded to the student's new school.

When a student withdraws to enroll in another school district and records are officially requested by the new school, the following records are forwarded:

- Academic transcript;
- Continuous record of academic progress;
- Health data sheet with health notes;
- Special education records;
- 504 Plan;
- Individual remediation plan;
- Individual health plan/emergency plan;
- Attendance reports;
- Standardized test results/state testing results;
- Indicator of grades and credits received from other schools;
- Listing of disclosure and transfer of student records;
- Relevant legal documents
- Documentation of suspensions and expulsions.

### **Statement of Rights**

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, Tennesen Notice, the

Confidentiality of Information section of the regulations implementing the Education for all Handicapped Children Act of 1975, and Protection and Privacy of Education Records:

1. The right to inspect and review the student's records.
2. The right to seek to correct the student's records in a hearing if necessary.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent the federal or state law authorize disclosures without consent;
  - a. One exception which permits disclosures without consent is disclosure to school officials with legitimate education interests.
  - b. Another exception is that upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, including records of disciplinary action taken in the form of suspension and expulsion, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school property.
4. The right to report violations of the rules and regulations, cited above, to the Department of Education.
5. The right to explanations and interpretations of the records.
6. The right to have a representative of the parent/guardian or eligible student inspect and review the records
7. The right to exercise a limited control over other people's access to the student's records.
8. The right, if asked to provide private or confidential data, to be informed of:
  - a. The purpose and intended use of the data within the school system;
  - b. Whether he/she may refuse or is legally required to supply the requested data;
  - c. Any known consequences of not providing the data; and
  - d. The identity of other persons or entities authorized by state or federal law to receive the data
9. The right to be informed of the above rights.

All rights and protections given to parents/guardians under the above statues, regulations and District policy transfer to the student when the student becomes an eligible student (over the age of 18). Parents/guardians or eligible students wishing access to or copies of student record policies and administrative procedures should present their request to the building Principal or to the Superintendent of Schools.

### **Disclosure of Information to Military Recruiters**

Under the law effective August 1, 2001, a secondary school is required to provide the name, address and home telephone number of all students enrolled in grades 11 and 12 to a military recruiting officer within 60 days of request unless a parent/guardian refuses to release the information.

**\*\*As a parent/guardian or eligible student (over age 18) you have the right to refuse the release of the above information to military recruiting officers.** If you do not want the School to release the above information about your child to military recruiting officers, you must notify the building principal of your decision, in writing, by September 21 each year. The written request must include the student's name, home address, grade level, school presently attended by the student, parent's legal relationship to student, of applicable, and the parent's refusal to release information to military recruiters.

A parent/guardian or eligible student's refusal to provide information to military recruiters under this part alone will not deny the military recruiter access to the student's name and home address through a request for directory information. Therefore, if a parent/guardian or eligible student does want military recruiters to receive the student's name and address, the parent/guardian or eligible student must also deny the disclosure of the student's name and address to the public generally as set forth above.

# ACADEMIC INFORMATION

## Advisory

Each student is assigned an advisory class that meets four days per week. Advisors will also be available during this time to work with individual students on future goals and post high school planning. All students are expected to attend and fully participate in each advisory session. Students will receive elective credit for participating in advisory at the end of the quarter.

## Continuous Learning Plan

Each student enrolled at VOA High School is required to create and frequently update his or her own Continuous Learning Plan.

The two key components of the Continuous Learning Plan are:

1. Graduation credit planning
2. Academic/personal goal setting.

Students will be meeting with their advisor periodically to Continuous Learning Plan. Students who do not frequently update their Continuous Learning Plan are subject to having their enrollment from VOA High School terminated.

## Credit Load

Depending on the credit needs of the student, and the classes available, a student may enroll in 7 classes per quarter, one of which being advisory. .

Students may earn additional credit through extra credit projects and after school classes with staff supervision.

## Graduation Requirements

For VOA High School staff to recommend a student for graduation with Minneapolis Public Schools, the student must satisfy the following minimum requirements:

- 4 years of credit in English
- 4 years of credit in Social Studies
  - Must have credits in US History, World History, Geography, US Government and Economics
- 3 years of credit in Science (Biology, Physics, and/or Chemistry)
- 3 years of credit in Math
- 1 year of credit in Art (Theater, Drama, Art classes, Dance, Music, Media Arts)
- 1 year of credit in Physical Education
- 1 year of credit in Health Science
- 4.5 years of credit in Elective

In order to graduate, all students must meet or have met Graduation Required Assessments for Diploma (GRAD) requirements in written composition, reading, and mathematics, by achieving proficiency on high school Title 1 assessments MCA in reading and math or have taken ACT/WorkKeys/Compass/Armed Services/Accuplacer test OR Have or receive score on equivalent assessment (district determined). Rationale for modification and adaptations of this may be discussed with the counselor.

## **Post-Secondary Enrollment Options Act (PSEO) (Community College, Vo Tech, etc.)**

The purpose of this program is to promote challenging educational pursuits and to provide a wider range of options to high school students. Qualified 11th or 12th graders may apply to take classes at any approved post-secondary institution in the Post- Secondary Enrollment Options program. Each college has its own qualifications for PSEO admissions. Both high school and college credit may be earned. All transportation is the responsibility of the student.

## **Independent Study**

Guidelines:

1. Students must have less than half a year worth of credit to graduate, or have approval from counselor and/or director.
2. The student must meet with the ISP Coordinator before enrolling in an Independent Study Course..
3. Credits earned in a program involving a classroom setting with seat-time similar to that required during the academic year will be calculated on clock hours equal to 1 quarter credit.

Any student with requests outside of the above procedure can appeal to their building director.

## **Report Cards**

It is the right of every student to be informed of his/her academic progress. In order to ensure a student of this right, a report will be given to the student after the conclusion of each quarter.

## **Schedule Changes**

When a student registers for a class, he/she has the responsibility of remaining in the class and completing it. Changes may be honored if the counselor approves the change, and if the reason for changing a class is one of the five "acceptable" reasons listed below.

**\*\*Schedule changes resulting in an addition of a class must be completed within the first two days of a grading period. Students will not be allowed to drop classes beyond the third day of a grading period.**

**The only acceptable reasons for a schedule change are:**

1. Attended extended year program and/or the need for the credit has been eliminated.
2. Have a written doctor's excuse and cannot take class.
3. Class has been determined by a teacher to be beyond the student's ability.
4. Have been accepted to a special program.
5. Administrative Action

**\*\*VOA High School administration has the right to change a student's schedule if a combination of students in the classroom is disruptive to the learning environment.**

Keep in mind that it may not be possible in all cases to get a student the exact schedule that he/she wants. However, the student will be given the best possible schedule available.

## **Communication of Graduation Requirements**

Students of VOA High School meet quarterly with the school counselor to review credit audits and expectations for a timely graduation. Additional support occurs on a weekly basis through

the student advisory system which includes one day per week to review other critical indicator data toward achieving graduation, such as attendance and class grades. Student entering their expected year of graduation meet with the school counselor bi-monthly or more as they proceed through the final stages of applying to colleges and other post secondary options. Finally, the school counselor also formally presents the credit and graduation expectations by visiting classrooms with a PowerPoint presentation during the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the school year. During parent conferences, parents are presented with any requested information to allow them to support their child in school.

### **Withdrawal Procedures**

If a student moves from the district, transfers to another school in the district, or withdraws from VOA High School, parents are asked to call the school or send a written message to that effect to the principal's office. VOA High School should receive this information at least two (2) days before the student's last day of attendance. The student should report to the counseling office the morning of his/her day of withdrawal. We are concerned about students who leave high school before completion.

Should a student choose to withdraw from school, please:

1. Contact the Counselor to explore alternatives.
2. Obtain the withdrawal forms from the Counselor.
3. Obtain the necessary signatures on the withdrawal form.
4. Give the withdrawal form to the Counselor.

**\*\*This process will help a student to determine a means of completing his/her high school education.**



# GRADUATION INFORMATION

VOA High School Administration and Counseling staff can only recommend a student for graduation. The Minneapolis School District has the final say on graduation.

## **VOA High School Graduation Guidelines**

(For students with a graduation year of 2008 and beyond) For students enrolled at VOA High School following is the policy regarding graduation:

### **Graduation Ceremony:**

In order to participate in the Graduation Ceremony of another Minneapolis Public School, the student must have completed all VOA High School, home school, Minneapolis and State of Minnesota graduation requirements and be enrolled at VOA High School or their home school until the end of the school year.

### **Early Graduation:**

Students enrolled at VOA High School who meet the Minneapolis and State of Minnesota Graduation requirements before their assigned graduation year will not be allowed to graduate early. Any student, who has extenuating circumstances and wishes to graduate early, must meet the requirements. To begin the process of requesting early graduation, students must complete the Application for Early Graduation prior to the end of the student's 11th grade school year.

Common reasons for early graduation include:

- The student has been accepted for enrollment at a post-secondary institution and coursework will commence prior to the student's scheduled graduation date.
- The student has been accepted into the Military Services and will begin before his/her scheduled graduation date.
- The student will begin full-time employment prior to the student's scheduled graduation date and the employer requires that the student has completed the graduation requirements before beginning full-time employment.
- The student has extenuating circumstances.

**\*\*Approval of the Application for Early Graduation is at the discretion of Minneapolis Public Schools.**

### **Graduation Announcements and Jewelry**

An agency does visit the home school so students can order graduation announcements, and/or jewelry. The school offers a service, but the student is welcome to order any or all products from any source.

### **Graduation Pictures**

The home school recognizes an official photographer for the purpose of providing identical quality color pictures for the yearbook. Students may choose these for ordering portraits or get additional proofs from this or any other photographer. For more information contact the home high school.

**In-district Student**

All students who live in the Minneapolis School District attendance area and completed the graduation requirements from VOA High School must graduate from their home high school. The only exception to this would be if the home high school principal, the principal of the high school the student wishes to graduate from, and VOA Education Center High School Director all agree to the student switching schools for graduation.

**Out of District Student (Never attended a Minneapolis District high school)**

An out of district student who has never attended an Minneapolis District high school and has completed the Minneapolis School District graduation requirements from VOA High School may graduate from the Minneapolis School District.

**Out of District Student (Attended a Minneapolis District high school)**

An out of district student who has attended at least one Minneapolis District high school and has completed the Minneapolis School District graduation requirements from VOA High School must graduate from the high school the student was enrolled the greatest amount of time. The only exception to this would be if the home high school principal, the principal of the high school the student wishes to graduate from, and VOA High School director all agree to the student switching schools for graduation.

# Appendix A:

## THE PUPIL FAIR DISMISSAL ACT/SECTIONS 121A.40 TO 121A.56

### 121A.41 Definitions

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion and suspension.

Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

Subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a re-admission plan. The re-admission plan shall include, where appropriate, a provision for alternative programs to be implemented upon re-admission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

### 121A.42 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

### 121A.45 Grounds for dismissal

Subd. 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings except where it appears that the pupil will create an immediate and substantial danger to himself or to persons or personal property around him.

Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

Subd. 2. A pupil may be dismissed on the following grounds:

- A. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they may conform their conduct to its requirements;
- B. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
- C. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

### 121A.46 Suspension Procedures

Subd. 1. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself or to persons or property around him.

Subd. 3. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a re-admission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian within 48 hours of the conference. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him, the written

notice shall be served upon the pupil and his parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. Notwithstanding the provisions of subdivision 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

### **121A.47 Exclusions and expulsion procedures**

Subd. 1. No exclusion or expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice of intent to take action shall:

1. Be served upon the pupil and his parent or guardian by mail.
2. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
3. State the date, time, and place of the hearing;
4. Be accompanied by a copy of sections 121A.40 to 121A.56;
5. Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceedings; and;
6. Inform the pupil and parent or guardian of the right to:
  - a. Have legal counsel at the hearing;
  - b. Examine the pupil's records before the hearing;
  - c. Present evidence; and
  - d. Confront and cross-examine all witnesses.

Subd. 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. The hearing shall take place before:

1. An independent hearing officer;
2. A member of the school board;
3. A committee of the school board, or;
4. The full school board: as determined by the school board.

Subd. 7. The School Board shall record the hearing proceedings at district's expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. The pupil, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

Subd. 13.

The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to appraise the parties and the commissioner of education of the basis and reason for the decision.

#### **121A.49 Appeal**

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of Minnesota Department of Education within 21 calendar days of school board action. The decision of the school board must be implemented during the appeal to the commissioner. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50

#### **121A.50 Judicial Review**

The decision of the commissioner of the Minnesota Department of Education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

#### **121A.54 Notice of Right to be Reinstated**

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, the pupil and his parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the public school.

# **Appendix B: SEXUAL, RELIGIOUS, AND RACIAL HARASSMENT AND VIOLENCE POLICY #548**

In compliance with M.S. 121A.03, subd. 2 - Sexual, Religious, and Racial Harassment and Violence and M.S. 36 Department of Human Rights, the District prohibits any form of sexual, religious, or racial harassment or violence. It will be a violation of Policy 548 - Harassment and Violence for any student, employee, or agent of the District to harass a student, employee, or agent of the District through conduct or communication of a sexual nature or regarding religion and race as defined by Policy 548 - Harassment and Violence. It will also be a violation of Policy 548 - Harassment and Violence for any student, employee, or agent of the District to inflict, threaten to inflict, or attempt to inflict violence of a sexual nature or violence regarding religion or race upon any student, employee, or agent of the District.

## **I. Definitions**

### **A. Sexual Harassment and Violence**

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other physical or verbal conduct or communication of a sexual nature when:
- b. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
- c. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- d. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive educational environment.
- e. Sexual violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose.

### **B. Religious and Racial Harassment and Violence**

- a. Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:
  - i. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - ii. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - iii. Otherwise adversely affects an individual's employment or academic opportunities.
- b. Religious/racial violence is a physical act of aggression or assault upon another person because of, or in a manner reasonably related to, religion/race.

## **II. Reporting Procedure**

- A. Victims of alleged sexual, religious, or racial harassment or violence or third persons with knowledge of such conduct will report the alleged act immediately to the Principal.
- B. Submission of a good faith complaint or report of sexual, religious, or racial harassment or violence will not affect students' grades.
- C. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform with any discovery or disclosure obligations.

## **III. Investigation and District Action**

- A. Complaints of sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration. Disciplinary action shall be taken in accordance with Policy 506 - Student Discipline and building procedures.
- B. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the School District against a student must be reported and investigated as directed in Policy 413 - Harassment and Violence, Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and as required by M.S. 626.556 - Reporting of Maltreatment of Minors and other applicable law.

#### IV. Retaliation

The District will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding, or hearing related to sexual, religious, or racial harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **Appendix C: Chemical Use/Abuse Policy**

No student, regardless of age, may possess, use, be under the influence of, distribute, sell, and/or exchange unauthorized, mood altering, or illegal chemical substances, such as narcotics, drugs, alcohol, or other mood-altering chemicals which can affect the student's ability to participate, and/or could cause damage to the student's health. In compliance with the above policy the following guidelines have been established for students:

### **FIRST VIOLATION**

1. The parent/guardian will attend a conference with school personnel, including the Principal.
2. Suspension from school according to School policy (3 days)
3. Option of one (1) of the following:
  - a. The local police will be immediately informed of the violation, and/or
  - b. The school will file all reports and evidence with them for appropriate legal action.

### **SECOND VIOLATION**

1. The parent/guardian will attend a conference with school personnel, including the Principal.
2. Suspension from school according to School policy (5 days).
3. The student and parent/guardian will be informed of consequences for third violation.
4. The local police will be immediately informed of the violation, and the school will file all reports and evidence with them for appropriate legal action.

### **THIRD VIOLATION**

1. The parent/guardian will attend a conference with school personnel, including the Principal.
2. Suspension from school according to School policy (10 days).
3. Notification of violation to:
  - a. Principal
  - b. Minneapolis School District
4. The local police will be immediately informed of the violation, and the school will file all reports and evidence with them for appropriate legal action.



# **Cell Phone AND Head Phone Use** **IS ALLOWED**

**Before and after school**

**During lunch**

**During passing time**

**With teacher permission**

**If phones are used during class time, a student may expect the following:**

## **1<sup>st</sup> Warning:**

Student must give up their cell phone/headphones to teacher for the hour/class period.

## **2<sup>nd</sup> Warning/Refusal to Give Up Phone to Teacher:**

Student is sent to administration and must give up phone/headphones for the school day. Cell phone and/or headphones can be collected by the student at the end of the school day.

If a student does not wish to turn the phone or headphones in they will not be permitted to attend classes until they do so. Families may be contacted.

## **3<sup>rd</sup> Warning/Excessive Cell Phone/Head Phone**

### **Abuse:**

Parent/Guardian meeting to determine a course of action. Possible phone check-in at the beginning of the day

