

To: Guardians / Students  
 Re: Contraband Policy  
 Date: 7/20/2011  
 From: Ronald Musto Program Director John Mendola Assistant Principal

The Plains Alternative Learning Center has purchased 200 new student lockers that will be used for the 2011-2012 school year. Each student will be assigned a locker and it will be used for their personal belonging such as, but not limited to, musical devises, purses, backpacks, cellular telephones, I-Pods, camera's, hats, coats, and other items that the administration deems as 'contraband' and not essential to the educational process.

Students are strongly discouraged from bringing valuables or large amounts of money to school to ensure they are not damaged, stolen or misplaced. Upon entry into the building, all students will be searched by staff and students must turn over all 'contraband' items to staff which will then be immediately secured in their assigned locker. Failure to comply with this policy will be viewed as insubordination of the discipline policy.

*Students will be permitted to carry their cellular telephone; however, it is strongly suggested that the cellular telephone is placed in their locker for security purposes and to avoid any potential program violations that could result in disciplinary action. The student is not allowed to use their cellular telephone at anytime while on school property.*

All lockers are under video cameras and the room is locked. Students can only gain access with a staff member if they need to visit their locker during the school day prior to dismissal. School lockers are the property of the Luzerne Intermediate Unit #18. A locker is loaned to a student for the safety and securing of their personal items. School authorities may search the student's locker without prior warning in seeking contraband or illegal materials. School authorities are charged with the safety of all students under their supervision because of the doctrine "in loco parentis." When a student's locker is being searched, the student shall be notified and given an opportunity to be present. Blanket searches of ALL lockers are not permitted except for an emergency.

Listed below is the disciplinary action that will be taken by the ALC for each offense of the Contraband Policy:

<u>Offense</u>	<u>Disciplinary Action Taken</u>
1	Verbal warning by staff / Parental notified
2	Verbal warning by staff / Parental notified
3	Conference call with student, assistant principal & guardian
4	Student assigned 1 Day in Behavior Room / Parent notified
5	Student assigned 1 Day in Behavior Room / Parent notified {Parent, student, assistant principal meeting}
6	1 Day Out of School Suspension / Parent notified
7	1 Day Out of School Suspension / Parent notified
8	1 Day Out of School Suspension / Parent notified
9	1 Day Out of School Suspension / Parent notified
10	1 Day Out of School Suspension / Parent notified / Charges filed {Parent, student, assistant principal & LEA meeting}

The ALC appreciates your continued support. Please take a moment and explain this policy to your child. If you have any questions or concerns, do not hesitate to contact the administration to discuss this matter further. Then sign the form and send back to the school at your earliest convenience. I thank you in advance and look forward to communicating with you this school year.

**Please Sign Below & Return Form to School**

I have read the Contraband Policy and explained it to my child as well. We understand the consequences for not following the guidelines of the policy.

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_