

PLAINS
ALTERNATIVE LEARNING
CENTER

**PROVIDING AN EDUCATIONAL & SOCIAL
ALTERNATIVE TO THE YOUNGSTERS OF LUZERNE
COUNTY FOR 16 YEARS**

***2009-2010
STUDENT HANDBOOK***

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ADMINISTRATIVE ORGANIZATION

Luzerne Intermediate Unit
368 Tioga Avenue
Kingston, PA 18704
Telephone: 570-287-9681
Website: www.liu18.org

Mr. Michael M. Ostrowski
Executive Director

Mr. Harold Bloss
Assistant Executive Director

LIU #18 SCHOOL BOARD DIRECTORS

Mr. Barry Williams
Mrs. Toni Valenti
Mr. Mark Kornoski
Dr. Bruce Goeringer
Mrs. Janice Oriel

President
Vice President
Secretary
Treasurer
Board Secretary

Wyoming Valley West
Wyoming Area
Lake Lehman
Dallas Area

Mr. John Williams
Teresa McGuire
Mr. Anthony Spinozza
Mr. John Adonizio
Mrs. Sylvia Mizdail
Mr. Peter Lanza
Mr. William Swilley
Mrs. Carmella Yenkevich
Mrs. Mary Ann Toole

Crestwood Area
Wilkes-Barre Area
Hanover Area
Pittston Area
Nanticoke Area
Northwest Area
Tunkhannock Area
Hazleton Area
Wilkes -Barre Area

THE BOARD MEETINGS ARE HELD AT 6:30 PM AT 368 TIOGA AVENUE IN KINGSTON ON
THE LAST WEDNESDAY OF THE MONTH.

ALTERNATIVE LEARNING CENTER

33 West Carey Street
Plains, PA 18705

Telephone: 570 - 408 - 8100

Fax: 570 - 208 - 9291

Website: www.thealc.org

SCHOOL HOURS: 7:20 A.M. – 2:30 P.M.

ALC Mission Statement

The purpose of the Alternative Learning Center is to provide a setting in which students experience academic success after being unable to perform in a traditional school situation. Our goals are to provide a highly structured environment through which students can maximize their academic potential and accelerate learning so that they gain credits to achieve a high school diploma, to modify behavior and promote mutual respect. We offer developmentally appropriate challenges and experiences for social and academic growth in a safe and positive environment. By empowering collaborative relationships between parents, students, staff, and community, we shall establish and maintain open channels for communications.

School Website

The Plains Alternative Learning Center maintains its own website and is responsible for content posted on it. The school maintains the website through a cooperative agreement with the district technology department. The ALC Website includes many essential features and important information students and parents will find useful throughout the school year. Information such as upcoming events, special announcements and emergency closings are posted.

Student Assessments

Upon entry into the program, each child will be given a standardized assessment in three areas: Math, Reading, and Behavior. The results of these assessments will be shared with the guardians and utilized to enhance the engagement of the student both academically and behaviorally while enrolled at the school.

Counseling Component

As per the Pennsylvania Department of Education Alternative Education Grant, all students are required to participate in a counseling component of the program while enrolled in an alternative education school. Our program is designed to boost social, emotional, and academic skills in all students. It is designed to help develop supportive relationships and prepare them for their academic challenges as well.

Required Staff Training

The staff at the ALC possess over 125 years of Safe Crisis Management experience and training in interacting with "At-Risk Youths". Listed below are some of the required trainings that they have completed in order to properly engage students that are entering a crisis, or experiencing a crisis. The Safe Crisis Management manual is on file in the office and available for review at any time.

- | | |
|-----------------------------|-------------------------|
| 1. Safe Crisis Management | 2. Verbal De-Escalation |
| 3. Non-Verbal De-Escalation | 4. Passive Restraints |
| 5. Classroom Technology | 6. Classroom Management |

ALC Staff Telephone & E-Mail Directory

Mr. Ronald Musto, Jr.	Program Director	408-8103	rmusto@liu18.org
Mr. John Mendola	Assistant Principal	408-8105	jmendola@liu18.org
Mrs. Leslie Marranta	Administrative Secretary	408-8100	lmarranta@liu18.org

High School Staff

Mr. George Cheponis	High School Counselor / Teacher	408-8117	gcheponis@liu18.org
Mr. Jeffery Zimmerman	High School Social Studies	408-8119	jzimmerman@liu18.org
Mr. Thomas Bradshaw	High School Science	408-8120	tbradshaw@liu18.org
Mr. Justin Udzilla	High School Math	408-8121	judzilla@liu18.org
Mrs. Gia Serino-Fahey	High School Language Arts	408-8122	gfahey@liu18.org
Mr. Martin Walsh	High School Reading	408-8123	mwalsh@liu18.org
Mr. Richard Gray	High School Physical Education	408-8100	rgray@liu18.org
Mr. Dan Natitus	High School Health	408-8148	dnatitus@liu18.org
Mr. A.J. Oliveri	High School ISS Teacher	408-8114	aoliveri@liu18.org
Mr. Jerry Gilsky	Behavior Specialist	408-8100	kgilsky@liu18.org

Middle School Staff

Mr. Frank Ramiza	Middle School Math	408-8133	framiza@liu18.org
Mr. Bill Brandenburg	Middle School Science	408-8115	bbrandenburg@liu18.org
Mr. Thomas Bell	Middle School Social Studies	408-8116	tbell@liu18.org
Mr. Joseph Dombroski	Middle School English	408-8131	jdombroski@liu18.org
Mr. Tom Stavitzski	Physical Education Teacher	408-8100	tstavitzski@liu18.org
Mr. Steve Baran	Middle School ISS Teacher	408-8109	sbaran@liu18.org
	Middle School Conference Room	408-8149	

Special Education Staff

Mrs. Jamie Broda	Special Education Supervisor	287-9681	jbroda@liu18.org
Mrs. Nettie Oakschunas	Emotional Support	408-8126	noakschunas@liu18.org
Mrs. Tracy Ghannam	Emotional Support	408-8127	tghannam@liu18.org
Mrs. Betty Jean Seager	Emotional Support	408-8128	bjsegear@liu18.org
Ms. Kim Metzger	Learning Support	408-8100	kmetzger@liu.org
Mrs. Jessica DeSanto	Supplemental Support	408-8125	jdesanto@liu18.org
Ms. Kim Morris	Social Worker / Counselor	408-8124	kmorris@liu18.org
Mrs. Beth Kennedy	Teacher Associate	408-8100	bkennedy@liu18.org
Mr. Paul Fazio	Teacher Associate	408-8100	pfazio@liu18.org
Ms. Robin Trotta	Teacher Associate	408-8100	rtrotta@liu18.org

Mrs. Donna Reino	School Nurse	408-8107	dreino@liu18.org
Ms Ann Etter	Cafeteria Supervisor	826-7110	aetter@wbasd.k12.pa.us
Ms. Barb Lindsay	Transportation Department	718-4674	blindsay@liu18.org

2009-2010 Student School Calendar

August 31, 2009	In-Service Day
September 1, 2009	In-Service Day
September 2, 2009	First Student Day
September 4, 7, 2009	Labor Day
October 12, 2009	Columbus Day
November 11, 2009	Veteran's Day
November 26, 27, 30, 2009	Thanksgiving Vacation
December 24, 25, 28, 29, 30, 31 2009, January 1, 2010	Christmas Vacation
January 2, 2010	School Opens
January 18, 2010	Martin Luther King Day
February 12, 2010	Full Day Teacher In-Service
February 15, 2010	President's Day
April 1, 2, 5, 2010	Easter Vacation
May 31, 2010	Memorial Day
June 9, 2010	Last Student Day
June 10, 2010	Last Teacher Day
June 11, 14, 15, 16,17, 18, 2010	Designated Make-Up Days

2009-2010 Act 80 Days

Thursday, September 24, 2009	Tuesday, October 27, 2009	Wednesday, November 18, 2009
Wednesday, December 23, 2009	Thursday, January 21, 2010	Wednesday, March 31, 2010

Tuesday, May 11, 2010

➤ ***STUDENTS ARE DISMISSED AT 11:00 AM ON ACT 80 DAYS***

Weather Delay Scheduling Itinerary

In the event of a SCHOOL DELAY, the following schedule information for the Plains ALC is provided for your convenience. Since delays are called because of unforeseen circumstances, such as inclement weather or building emergencies, there are three delay plans:

ONE HOUR DELAY

Students will report from 9:05 am – 9:30 am and will be dismissed at 1:45 pm. There will be a lunch and breakfast program.

TWO HOUR DELAY

Students will report from 10:05 am – 10:30 am and will be dismissed at 1:45 pm. There will be a lunch program **BUT** no breakfast program. If a two hour delay occurs on a scheduled Act 80 Day, the Act 80 Day will be postponed and students will be dismissed at 1:45 pm.

THREE HOUR DELAY

Students will report from 11:05am – 11:30 am and will be dismissed at 1:45 pm. There will be a lunch program **BUT** no breakfast program. If a three hour delay occurs on a scheduled Act 80 Day, the Act 80 Day will be postponed and students will be dismissed at 1:45 pm.

Students will follow two schedules in inclement weather. They will follow the Plains Alternative Learning Center and their sending district and will utilize the one which provides them the later starting time. For example: A student from Wyoming Area might view the following information on television, Wyoming Area/1hour delay and Plains ALC/2 hour delay. If this were the scenario, the student would follow the two hour delay. The reason we follow this procedure is to provide our transportation providers the **SAFEST** route of travel possible to ensure the safety of all parties involved.

Inclement Weather

The ALC will follow the Wilkes-Barre Area School District schedule regarding closings, delays, or early dismissal. Students will follow the schedule for their sending district, as well as, the Wilkes-Barre Area schedule during inclement weather. Guardians and students should refer to the local TV stations regarding any school delays or closings.

Attendance Policy

The State Board of Education requires that school-aged pupils enrolled in school must attend regularly in accordance with the laws of the state. Curricula are planned and courses are taught as a progression of learning activities and ideas, with each day's work building on work previously done. When children are absent, they miss one or more steps in the learning hierarchy; absent children cannot be taught. Students are required by Pennsylvania State Law to attend school until the age of seventeen.

By law, the following reasons for absence are considered as an Excused Absence:

1. Illness of student / Injury which makes the student physically unable to attend school
2. Quarantine
3. Court appearance under subpoena
4. Death in immediate family
5. Observance of an event required by the religion of the student
6. Exceptionally urgent reasons which affect the child

Unexcused Absence are those absences which the school has determined have no extenuating circumstances. The following reasons for missing school will be considered unexcused:

1. Missing the bus / van
2. Shopping
3. Oversleeping
4. Hair Appointments
5. Babysitting
6. Skipping School
6. Any other act deemed to be non-extenuating by principal

➤ **Each student's sending district is faxed twice a month regarding the child's attendance. Students attending the ALC will be held accountable for the attendance policy of their sending school district and may be brought to court to address truancy / attendance violations.**

➤ **No student is allowed to leave school grounds for any reason during the school day without a written permission slip or a phoned-in excuse from the student's guardian. Failure to follow this procedure may result in disciplinary action. The guardian must enter the building to sign the student out of school.**

➤ **Students must inform the main office immediately when they have changed their residency or telephone number. Students and their families are expected to provide updated emergency contact information as it is necessary.**

➤ **A student who continues to exhibit poor behavior will be placed on in-school suspension or out of school suspension. Days of suspension are not included in the attendance plan. However, students have the responsibility to arrange to make up assignments upon returning to school.**

Truancy Procedures

Students who are absent from school without the knowledge and approval of their parents are considered truant. Unexcused absences and truancy are never approved or condoned by the school. Proper measures will always be taken to curb truancy. Truancy will result in legal action, which may result in a fine, jail term, or both. Each student's attendance card will be forwarded to their sending school/district once a month for review. The district will determine the disciplinary action that will be taken toward the delinquent child.

Videotaping of Students on Transportation

The LIU #18 allows the districts to use audio/video taping on transportation vehicles to enhance the safety and accountability of all students. Video taping acts as a deterrent to misbehavior and can be used to determine appropriate / inappropriate behaviors with regard to transportation discipline.

Transportation Policy & Contacts

Transportation is provided to the ALC by the student's school district. If any problems or concerns arise, please contact your school district at the following numbers:

Crestwood	Civarella Transportation	474-1331
Dallas	Susan Farr	675-5201
Greater Nanticoke	Janet Wezefski	735-5066
Hanover	LIU Transportation	718-4619
Lake Lehman	Sandra Droblowski	675-2165
Northwest	Lori Nafus	542-0126
Pittston Area	Pace Transportation	883-0620
Tunkhannock	Brown Transportation	836-3933
Wilkes Barre	LIU Transportation	718-4619
Wyoming Area	Pace Transportation	883-0620
Wyoming Valley West	T & M Transit	779-7712

Students are not permitted to drive to school. It must be fully understood by every parent and every student that actions on a school vehicle that endanger the health, safety, or property of another person may lead to exclusion from the school vehicle and appropriate charges being filed

1. The driver is in complete authority and is to be treated with respect at all times.
2. All students must be seated and use seat belts while in the vehicle.
3. Students may not leave the vehicle other than their assigned stop, unless they possess a note from their parents that has been approved by the office. This permission slip must contain a contact number so that verification may be confirmed.
4. Destruction of property, swearing, smoking, eating or unruly behavior is prohibited.
5. Students are to go directly into the school upon exiting from the vehicle.
6. Students must only utilize their assigned vehicles for transportation.

Documented Incident

A Documented Incident shall be defined as any event in which a teacher needs the intervention effort of the Program Director, Dean of Students, or any staff member to resolve a behavioral issue that is disruptive to the educational process. Any incident shall require proper written documentation and follow-up Life Space Interview. An incident can also occur between students and any other staff member.

Smoking / Tobacco Products

The possession/use of tobacco products, including cigarettes, snuff, chewing tobacco and alcoholic beverages on school property is strictly prohibited. Any student who violates this regulation will be subject to administrative disciplinary action. Furthermore, any student who is in possession of contraband is subject to a fine, according to the borough ordinance (magistrate fines) and Title 18 of the Pennsylvania Crimes Code (Act 145 of 1996).

Emergency Forms

Parents or guardians are required to complete emergency form with necessary information and return them to the main office prior to admission. If a student has a chronic ailment, defect or handicap, the school nurse should be made aware so the correct treatment can be administered in case of an emergency. It is important that the authorization for medical treatment is signed in case the parents or guardian cannot be contacted. All information concerning the above is considered confidential.

Hand Held Metal Detector Procedures

The purpose of using a metal detector is to increase security in our school and to aid in protecting students and staff. Unless otherwise instructed by the ALC administrator, metal detectors will only be used at the following times:

1. Each morning to inspect students entering the school.
2. To search a student when "reasonable suspicion" has been determined that the student may be carrying a weapon.

3. On random checks when authorized by the ALC administrator.

Program Highlight:

Students are administered the PSSA Testing each year in science, math, writing and reading. The scores are sent back to the child's school and becomes a part of their permanent record. The PSSA Coordinator is Mr. Anthony Spitale.

Searches of Students

The Plains ALC is committed to the protection of the health, safety, and welfare of all students, employees, visitors, and school district property. With this in mind, all students will be required daily to participate in a search of "mild inconvenience" upon arriving at the school.

- Trained ALC staff members will conduct the search utilizing security wands
- No expectation of privacy should be realized while on school grounds or using school facilities.
- At the conclusion of the search, (purses, jackets and lunches...) will be placed in the coatroom and locked.
- With reasonable suspicion, searches will be conducted of any item or items, on or about any person including, but not limited to, personal effects such as purses, handbags, backpacks, gym bags, and anything, that could be used to conceal illegal drugs, weapons, explosives, alcohol, drug paraphernalia, cigarettes, incendiary devices or anything which could endanger the health, safety, and welfare of an individual.
- The Pat-Down Search will be conducted by an adult of the same sex as the student in the presence of a second adult witness.
- The school administrator shall notify the guardian that a personal search of the student was conducted as soon as possible after the search has occurred.
- In extreme emergency situations or where a more intrusive search of the student's person may be required, such a search may only be conducted in private by a school official of the same sex, and with a second adult witness of the same sex present, and only upon prior approval of the Program Director or delegate of the Program Director, and with approval of the student's guardian. This procedure will be followed unless the health, safety, and welfare of the student population could be endangered by the delay.
- Any illegal, unauthorized articles, or other prohibited articles found as a result of searches of the student's person may be seized and used as evidence against the student in disciplinary proceedings.

- All evidence will be turned over to the local municipality. The Plains ALC and the Plains Police Department have a memorandum of understanding which is required to be followed in the event of a criminal act. The magistrate and police shall make all decisions regarding legality of specific serious behavior in which illegal activity is suspected.
- In the event of a school official conducts any search of the student's person, an incident report shall be prepared as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including witnesses, date, time, location, duration, and the results of the search.
- Where school authorities have a reasonable suspicion that the student has materials, which pose a threat to the health, welfare, and safety of students in the school, students can be searched at any time without prior warning.
- The student may be asked to voluntarily reveal the contents of pockets, pocket books, handbags, book bags or other personal articles.
- A search of a student's person or possessions conducted at the request of the law enforcement officials shall be permitted only when there is a clear and immediate threat to the health, safety or welfare of other students or school employees, or upon a properly executed search warrant presented to school officials.

Reasonable Suspicion - A standard of proof that is more than just a "gut feeling". It includes the ability to articulate reasons for the suspicion.

Pat-Down Search - Conducting a search for weapons by lightly patting the outside of a suspect's clothing, feeling for hard objects that might be weapons.

Passive Restraints

In no way can the actions of a student be disruptive to the educational process or endanger the health and safety of others. A strong, consistently reinforced, behavior management system is essential to student success. Therefore, even if a parent or legal guardian prohibits the use of corporal punishment, *Pennsylvania School Code*, allows the use of reasonable force by all staff, teachers, and administration in the following situations:

1. To quell a disturbance
2. To obtain weapons or dangerous objects
3. For the purpose of self defense
4. For the protection of persons or property.

Weapons on School Property

It is unlawful for any student to possess lethal weapons in school buildings on school property, or at a school event. Pennsylvania Crimes Code 18 PA C.S. 912 states that it's a misdemeanor of the first degree to possess a weapon in the buildings of, or on grounds of, or in any conveyance providing transportation to or from the publicly funded educational institution.

No person shall possess, handle or transmit any cane, machete, pistol, gun, rifle shotgun (or any thereof), pellet gun, metal knuckles, or other object that can reasonably be considered to be a weapon or dangerous instrument in any school bus, on or off the school grounds, at any school activity, event or function.

It is against the School's Policy for any person to possess a weapon in the building, on the grounds, or in any conveyance providing transportation to or from the Alternative Learning Center. Weapon is defined to include but not be limited to any knife, cutting instrument, cutting tool, non-chuck, stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

This rule also applies to the following:

- A firearm which is not loaded or lacks a clip or other components to render it immediately operable and components which can readily be assembled into a weapon.
- "Look alike" of any items listed above.
- The possession of spray mace and / or other noxious chemicals is a violation of the policy. Students must secure prior permission from school administration to bring defensive chemicals to school. Defensive chemicals must be stored in the office during the school day.

The signature of the guardian on the emergency form indicates that the parent is aware that Passive Restraints are utilized in the program to protect all students, staff and school property.

Contraband

Items that are determined to be illegal or not essential to the educational process are not permitted on school property. Such items include, but are not limited too:

- | | | |
|-------------------|----------------|----------------|
| 1. Back Packs | 2. Video Games | 3. Palm Pilots |
| 4. I-pods | 5. Walkmans | 6. Cell Phones |
| 7. Pagers/beepers | 8. CD Players | 9. Cameras |
| 10. DVD Players | 11. Purses | |

- ***The use of cameras and video recorders of any kind is prohibited.***

Cellular Telephone Policy

The Luzerne Intermediate Unit 18 Board of School Directors adopted the following policy on August 22, 2007:

The school recognizes that cell phones offer a degree of safety for parents and students during school hours. However, the potential for misuse of cell phones during school hours is high and therefore requires tight guidelines. Issues related to privacy, cheating, theft, damaged property, inappropriate content/communication, and overall distraction to the learning environment are very real problems schools have experienced.

- Each student is encouraged not to bring their cell phone to school.

- The school will not be responsible for any phone which is stolen or broken while in your child's possession on school property.
- Students are not allowed to use the cell phone while on school property. This includes the classroom, hallway, bathroom, cafeteria, gymnasium, parking lot, van/bus, and any other area of the school property not directly mentioned.
- Students are allowed to have their cell phone in their possession while on school property, but the cell phone must be in the "off" position.
- Each classroom is equipped with a telephone. If a student needs to make or accept a telephone call throughout the course of the day, they need to be granted permission by the teacher of record.
- If a student violates the policy, the appropriate disciplinary action will be taken by the school. The disciplinary action can be as severe as the confiscation of the telephone and/or contacting the police for the filing of formal charges.
- Any telephone which is confiscated will only be returned to the legal guardian of the student.

This prohibition shall not apply in the following case, provide that the building administrator or program supervisor approves in advance the presence of the telephone pager.

- ***A student who is a member of a volunteer fire company, ambulance or rescue squad***

Probation Officer

In conjunction with the Luzerne County Juvenile Justice System, a probation officer is assigned to the ALC. The probation officer will be available to their clients on a daily basis. It is not the responsibility of the probation officer to handle school related issues such as discipline.

Grading System

Report cards are issued four times throughout the year. Each report is based on a 45 day duration. At the end of the first marking period, all guardians are required to attend the annual ALC open house to pick up their child's report card. The report card for the final three marking periods will be mailed home. If the parents are not satisfied with any of the grades earned by their child, they may contact the ALC. Parents are not usually surprised, as teachers are required to provide phone or mail updates monthly.

Letter Grade

A

B

Numerical Equivalent

90 - 100

80 - 89

C
D
F

70 - 79
60 - 69
59 or less

I – Incomplete ---This grade may be given when the student has not submitted the minimum assignments required due to illness or other extenuating circumstances. In general, incomplete grades should be removed by the end of a two-week period. Should this not occur, the grade will become a “F”.

Senior Class Project

All students enrolled at the ALC will be responsible for fulfilling their senior class project per the directions of their sending district. It is the responsibility of the student to meet this graduation requirement. With the consent of the district the student can complete the requirements as per the ALC,

Community Service Projects

Students enrolled at the ALC will have the opportunity to participate in community service projects, such as Pennies for Leukemia, Special Olympics, Rails to Trails and Breast Cancer Awareness. The participation in these activities can be used towards Senior Class requirements with the completion of a term paper.

Curriculum Guide

There is a diverse curriculum in place for all students enrolled in the program to meet their individualized needs. Listed below is some of the content area that is offered at the school:

Sciences

General Science I
General Science II
Earth Science
General Biology
Physical Science I
Physical Science II
Environmental Science I
Environmental Science II
Life Science
Ecology
Integrated Science

Social Studies

World Geography
World History I
World History II
U.S. History I
U.S. History II
Economics
American Government
American Civics
U. S. Government
Government Today

Mathematics

Basic Math
Mathematic Concepts
Essentials of Math
Math / World of Work
Consumer Math
Pre-Algebra
Algebra I
Algebra II
Geometry
Real Life Math

Reading

World Literature
American Literature

English & Grammar

Basic English
Life Skills English

Health

Basic Health
Life Skills Health

American Classics
Greek Mythology I
Greek Mythology II

Practical English
Basic English Composition
Basic English Grammar
English/World of Work
Independent Writing
Applied English

High School Health I
High School Health II

Life Skills

Everyday Life Skills
Life Skills for Independent Living
Building Life Skills

Wellness

Physical Education 9-12

Life Space Interview

The Life Space Interview (LSI) is the counseling model, which will be utilized by all ALC employees whenever an incident occurs. It is necessary that all staff members are familiar with the techniques as it is mandatory for them to utilize this model whenever they have an incident with an individual or group of students. The LSI is part of the Safe Crisis Management curriculum and is found on file in the office.

In-School Suspension

Parents will be contacted by the teacher assigning the student to ISS room to explain the reason for the implementation of the placement. While in ISS, the student will be required to complete their academic assignments and meet the behavioral objectives of the ISS room.

After School Detention

The administration reserves the right to use the after school detention program as a tool to enforce school regulations. The ALC administration, working with the teachers, and other staff members, will decide the reasonable number of days the student must participate in the program. Parents will have a twenty-four hour advance notice of the date(s) on which the child will be detained. Each detention period is 75 minutes in length from 1:45 p.m. to 3:00 p.m. Students who do not attend their scheduled detention may have the "issue" of the detention forwarded to magistrate court. Transportation will be provided.

ALC EXIT CRITERIA

According to alternative education law, all approved programs must have an exit criteria in place for all students. Each student must be evaluated either formally or informally each 90 days. A student will be required to meet the standards listed below to be recommended for their return to their sending district:

1. Students must have an 85% attendance rate while enrolled at the Alternative Learning Center.
2. Student must be maintaining at least a "C" average in their academic classes,
3. The child must have an appropriate / positive behavior report.

All students will be evaluated by the ALC Administration at the conclusion of the first semester in the program. The ALC will then inform the guardians, sending district, student, and any other agency

providing services to the child of the Evaluation Report. Any guardian requesting a formal meeting regarding the Evaluation Report must contact the ALC.

Visitation Policy

In order to protect the students, staff, and property of the school, the following regulations involving visitors are in effect:

1. All visitors must be for business or educational purposes only. During school hours, no social visitations will be authorized.
2. Upon entering the school, all visitors must report directly to Room 117 and sign the visitor's log.
3. A visitor's pass will be issued at the discretion of the ALC Administration. No one, other than ALC staff, administration, or registered students, is permitted in any area of the school without a pass.
4. Before leaving, visitors shall return the pass to the main office and log out.

Any person or representative of any organization willfully violating these regulations may be prosecuted.

Dress Code

The following are daily Dress Code requirements for all students attending the Alternative Learning Center. Any school dress, which causes a safety hazard, is disruptive to the educational process, or could damage school property, is prohibited.

- Clothing with ornamentation, including chains, spiked jewelry and dog collars
- Bare feet, stocking feet, or bedroom slippers
- No bandanas are to be displayed on an individual.
- Clothing, which displays slogans, and/or pictures that are suggestive of the use of alcohol, tobacco, sex, suicide, drugs, lewd or illegal behavior, or contain obscene language.
- No halter tops, low-cut blouses/dresses, revealing tops and leather clothing (pants, vests, skirts, or shirts) are not permitted.
- No sleep apparel, spaghetti straps or midriff tops are permitted.
- Dresses, skirts, and garments with slits must be longer than fingers with the arm and hand extended.
- Shorts or skirts must be mid thigh length.
- No undergarments are to be exposed.
- No spandex pants
- Heeley shoes are not permitted
- Any garment, which is deemed to be too revealing, or tight fitting will not be permitted.
- Transparent or sheer clothing is prohibited.
- Sunglasses are prohibited.
- No garments intended to be worn as underwear may be worn as outerwear.
- Standards of cleanliness and personal hygiene must be maintained.

Consequences for students violating the dress code provisions:

- Parents notified, student removed from class, placed in ISS Room until clothing in question is replaced.
- Optional clothing will be provided to quell the disturbance.
- Continued infractions may lead to further disciplinary action.

Health and Medical Services

The health program in our school is formulated and implemented in compliance with the guidelines and practices of the Pennsylvania Department of Education; Division of School Health. It is a vital part of the education program in that its purpose is the attainment of optimum health for all students, which will assist in their learning process and aid in attaining their educational goals.

Medication Policy

The Pennsylvania Department of Health, which dictates school policies, states “no school nurse will dispense any medication to students at any time, except under direct order of a physician.” Students who must take medication during the day are to leave the medication with the nurse at the start of the school day. If a student is to receive medication during school hours, the medication must be delivered to the school by the parent or guardian. Prescription medication must be in their original containers.

- This policy includes over the counter items such as Tylenol & Motrin, etc.

All medications, prescriptions and non-prescriptions must be registered with the school nurse. Prescription medication requires parental written permission and the physician’s permission (the current prescription label on the bottle of medication may be used for the physician permission). Parents must sign a special medication form which can be obtained from the nurse for both prescription and non-prescription medication. Verbal permission is not acceptable. Students are not allowed to carry and medication, vitamins, or food supplements with them during the school day.

FAILURE TO FOLLOW THE MEDICATION POLICY CAN RESULT IN DRUG AND ALCOHOL GUIDELINE VIOLATIONS. EACH SITUATION WILL BE HANDLED ON A CASE-BY-CASE BASIS.

Drug and Alcohol Policy

The Plains Alternative Learning Center recognizes that the abuse of a controlled substance is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, our school strives to prevent abuse of a controlled substance.

For the purpose of this policy, *controlled substances* shall include all:

1. Controlled substances prohibited by federal and state law
2. Look-alike Drugs
3. Alcoholic Beverages
4. Anabolic Steroids

5. Drug Paraphernalia
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for in school has been granted pursuant to school policy.

➤ **For purposes of this policy, under the influence shall include any consumption or indigestion of controlled substances by a student.**

➤ **The Plains ALC prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property and during the time spent traveling to and from school.**

➤ **The police will be notified in all incidences of possession, consumption, or distribution of prohibited substances. Legal charges will be filed.**

Student Rights and Responsibilities

Within the school's environment, discipline is one of the most important characteristics of the school program. Students share with the administration and staff a responsibility to develop a climate within the student's right to an education and the teacher's right to teach without any unwarranted interferences by a student. A basis for attaining this goal, is outlined as follows:

- Discipline will be maintained at all times. No student has the right to interfere with the education of his fellow classmates.
- Teachers must be treated as highly trained professionals at all times.
- The school has the responsibility of protecting its students from dangerous, harmful and corruptible influences. High moral standards, respect, and courtesy will be emphasized at all levels.
- Parents are legally and financially responsible for their children's actions. This includes deliberate destruction and defacement of school property as well as injuries inflicted on students and staff.
- A record will be kept of each student's inappropriate actions and will be referred to for disciplinary reasons. This record will be kept active until the student leaves the program or graduates.

- Habitual offenders will be dealt with more severely than occasional offenders. Should a student continue to disregard reasonable standards of conduct, a conference will be scheduled with the parents to determine the appropriate disciplinary action.
- All persons between the ages of 6 and 21 years have the right to a free and full education. No student may be denied this right based on race, religion, gender, and national origin.
- Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, is obscene, or interferes with another's individual rights.
- The wearing of buttons, badges, or t-shirts bearing slogans or sayings shall not be permitted if the message is obscene, libelous, or incites students to create unlawful acts.
- No student should bring large amounts of money, jewelry or valuable to school. The ALC is not responsible for lost or stolen valuables.
- It is the responsibility of each student to attend school daily, conscientious effort in the classroom work, and conformance to school rules and regulations.
- It is the responsibility of the students to be aware of all school rules.
- Students have the responsibility to keep themselves, their clothes, and their hair clean. Extreme or unusual clothing, which calls undue attention to the wearer, is considered a disruption to the educational process.

Fire Drill Procedures

In compliance with *Section 1517*, School Laws of Pennsylvania, evacuation instructions are posted on the front wall of every classroom. The following procedure is to be followed during fire drills:

1. Students shall walk quietly and rapidly to the nearest designated fire exit.
2. All classroom windows and doors are to be closed and lights turned off.
DO NOT LOCK DOORS
3. Teachers are to accompany their groups' outdoors. Once outside, the groups shall move to a safe distance from the building.
4. The teacher will then take roll to account for every student under his/her supervision.

Sexual Harassment Policy

It is the policy of the Alternative Learning Center to maintain a safe learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the school staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students through conduct or communications of a sexual nature as defined below.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education or when
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- verbal harassment or abuse;
 - pressure for sexual activity;
 - repeated remarks to a person, with sexual or demeaning implication;
 - un-welcomed touching
 - suggesting, or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Any person who alleges sexual harassment by any staff member or student in the school may use the complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints.
 - Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
 - The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
 - A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.
 - A substantiated charge against a student in the school district shall subject that student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Technology Policy

Purpose: Use of the Internet is for the support of education and research and is consistent with the purpose of the Luzerne Intermediate Unit #18.

Authority: Luzerne Intermediate Unit Alternative Learning Center reserves the right to log and monitor Internet use. The Alternative Learning Center reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity.

Netiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite
- Use appropriate language

- Do not reveal personal address or phone number of other students
- Note that e-mail is not guaranteed to be private
- Do not disrupt the network for others
- All communications and information accessible via the network should be assumed to be private property

Prohibitions: The use of the Internet Computer Network for illegal, inappropriate, or unethical purposes by students is prohibited. More specifically:

- Use of the network to facilitate illegal activity is prohibited.
- Use of the network for commercial or for-profit purposes is prohibited.
- Use of the network for non-work or non-school related communication is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
- Hate mail, harassment, harassment, discriminatory remarks, and other antisocial communications on the network are prohibited.
- The illegal installation, distribution, reproduction or use of copyrighted software on an ALC computer is prohibited.
- Use of the network to access obscene or pornographic material is prohibited.
- Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Use of the network to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
- Use of the network to misrepresent other users on the network is prohibited.
- Use of school technology or the network for fraudulent copying communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The network shall not be used to disrupt the work of others and the hardware or software of other users shall not be destroyed, modified or abused in any way.
- Use of the network, which results in any copyright violations are prohibited.

WORK-STUDY PROGRAM

It is our belief that every student should have an appropriate educational program designed to meet his/her needs and abilities. The goals and objectives of any educational program should be to prepare each student to meet the demands imposed upon them by society and to develop to their greatest capabilities, both socially and academically.

The Work Experience Program at the Luzerne Intermediate Unit is an adjunct program for those students who have had difficulty with the regular academic curriculum or could more greatly benefit by gaining "hands-on" experience on the job. The curriculum emphasizes training and preparation in the areas of personal, social, and vocational skills needed in everyday living. Upon successful completion of this program, the student will receive a high school diploma.

A student enrolled in the Work Experience Program has the opportunity to participate in a part-time job training experience within the community. This program is available to students who have reached the

age of 16. The student will be expected to attend school part of the day and work at a job site for the remainder of the school day. The times will vary according to the individual student, but all requirements must be in accordance with all state regulations.

The Work Experience Program is not intended to train the student for mastery of any one vocational skill or trade, but to expose them to the world of work and assist them in developing proper work habits essential for successful employment. The classroom teacher is an integral part of the Work Experience Program. They will assist in assessing the vocational needs and interests of the students so that appropriate job placements can be made by the Work Study Coordinator. The overall program is designed to equip the student with the skills, knowledge, and ability to live and work in the community.