

**Rock Bend**  
**Area Learning Center**

*Saint Peter Public Schools*

**Student Handbook**

**2021-2022 SCHOOL YEAR**

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# Program Description and Objectives

## Mission

Providing accountable and collaborative learning opportunities in a respectful educational climate; where individuals can strive to reach their fullest potential; to become lifelong learners and responsible citizens in a diverse and ever changing world.

## Program Description

An area learning center provides comprehensive educational services to enrolled secondary students throughout the year. Students served are off-track for graduation and are working towards completing their graduation requirements. ALCs serve students from more than one district. Rock Bend ALC serves students from Saint Peter Public Schools and Cleveland Public Schools in a core-day program as well as extended day (night-school) and summer school programming.

At Rock Bend ALC (Area Learning Center), high school students in the Saint Peter area have the opportunity to receive individualized academic attention from a highly qualified staff in a safe and supportive environment. As an Area Learning Center, Rock Bend offers:

- Accelerated credit generation
- Work skills training
- On-the- job experiences
- Individual attendance expectations
- All while providing the Saint Peter Public Schools standard curriculum and required testing.

Students who fulfill their academic requirements at Rock Bend ALC earn their diplomas as Saint Peter High School students. Students in grades 9 through 12 (under 21 years old) are eligible for services.

Students enrolled in Rock Bend ALC must have a Continual Learning Plan on file with the school. This document must be updated at the start of each academic year.

# SECTION I: Academics

## Curriculum & Instruction

Our highly qualified teachers are responsible for the development of the curriculum and for planning the delivery of the curriculum. Classroom paraprofessionals assist in the delivery of the curriculum (carrying out the teacher's plan) and differentiation and support for individual students.

## Marking and Reporting Procedure

- Students may receive the full range of marks A-F and I (incomplete) or NC (no credit), provided that the level is identified and recorded.
- Marks are earned on a nine-week basis. Final marks are awarded at the end of each grading period and credit will be determined utilizing the 120 hours = 1.0 credit equation.
- Marks are awarded for academic achievement only. Marks are not to be used in a punitive manner nor are marks to be lowered because of misconduct. This does not mean that points cannot be awarded for performance.
- Teachers must be able to explain to students and parents/guardians the reasons for a particular mark given.
- The teacher should give a reasonable explanation for an abnormal mark distribution.
- Teachers must explain how marks are determined and what is expected of a student who is to receive each of the marks. A handout to students is recommended.
- Students and parents/guardians are to be notified of student progress periodically, as provided by School Board Policy.
- Incomplete marks may be given at the teacher's discretion, but they must encourage students to complete all outstanding work.
- Teachers are to allow appropriate time for daily make-up work or tests that were assigned while the student was absent.
- A student who gives forth to the best of her/his capacity to learn as judged by the professional staff shall be promoted through the school program at the normal rate and shall be given passing marks.
- Teachers record all marks in an electronic class record book that is organized, accurate and legible. This book becomes the official source for the school for student marks.

## Academic Integrity

At the Rock Bend ALC, we act responsibly, live with integrity and show respect. We hold our students to the highest standards of performance and integrity and expect each student and

staff member to maintain these standards and strive for continuous improvement. We expect our students to take responsibility for their actions and thus maintain academic integrity and a respectful learning environment for our school.

To act with academic integrity, students must value and demonstrate positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creation and work of others

Academic integrity is achieved when a student:

- Takes full credit for his/her own work and gives full credit to those who have helped or influenced him.
- Represents his/her own work honestly and accurately.
- Collaborates with other students only as specifically directed or authorized.

Student behaviors that promote genuine student achievement include:

- Organization - Keep class notes and materials in a folder that is easily accessible.
- Self advocacy - Seek help from teachers. Ask for clarification.
- Take risks - Learning is difficult work and students must be willing to try new things in order to learn skills and obtain new knowledge

## Academic Integrity Violations

Violations may result in earning a zero on an assignment.

- Cheating: Seeking to obtain credit or improved scores through the use of deception.
  - Ex: copying homework, looking at another student's quiz or test
- Facilitation: Helping another student obtain credit or improved scores through the use of deception.
  - Ex: Allowing another student to copy your homework, reporting to other students what is on a test or quiz, working together with another student and submitting the same answers without instructor approval.
- Falsification: Fabrication.
  - Ex: Misrepresenting yourself in any way to your teacher regarding the work you have done, saying you turned in an assignment when you have not, making up information or data in a paper or project.
- Plagiarism: Representing the words or ideas of another as one's own in a paper or assignment.
  - Ex: Copying information from printed or digital sources and pretending the words are your own writing.

## Graduation Requirements

The Minnesota Graduation Standards define what it is students should know and be able to do as a result of a Kindergarten through 12th grade education. The Graduation Standards provide the goal towards which both teachers and students are working. They become the focus on which assessment, curriculum and instruction are designed to ensure that all students receive a variety of educational opportunities which move them closer to the goals of being: purposeful thinkers, effective communicators, self-directed learners, productive group participants and responsible citizens.

Saint Peter High School requires students to earn 27 credits for a diploma. All students must satisfactorily complete all credit and course requirements before they will be allowed to participate in the commencement ceremony for graduation. These requirements include:

- 4.5 credits of English: students are required to take one required English course per year and a .5 credit communication course.
- 3.5 credits of Social Studies: must include geography, world history, US history, government, citizenship and economics
- 4.0 credits of Math: Including geometry and algebra II
- 4.0 credits of Science: must include physics, chemistry and biology
- 1.0 credit of Fine Art: fine Art credits may be earned by taking any course in the music or art department
- .5 credit of Health
- 1.5 credits of Physical Education
- 8.0 credits of additional coursework (electives)

The basis of a credit course (1.0 credit) in grades nine, ten, eleven, and twelve shall be the satisfactory completion of a course on the secondary level covering a minimum of 120 clock hours.

If students leave Rock Bend ALC prior to graduation, academic records will be sent to the transfer district.

## Commencement

In order to be eligible to participate in the Saint Peter High School commencement exercises, students must have completely finished all credit and graduation requirements set forth by the state of Minnesota *and* ISD 508. Participation in commencement exercises is voluntary. Students who do not wish to participate in the commencement exercises should inform the principal as soon as possible. A student's failure to attend the scheduled graduation practice may result in her/his not being allowed to participate in the commencement exercises themselves. Additionally, all obligations (library books returned, fines paid, detention

completed, etc.) must be cleared before a student will be eligible to participate in commencement exercises. There is a dress code for all commencement ceremony participants.

## Assessments

### State Testing

The Minnesota Comprehensive Assessments (MCA) are state tests in reading, mathematics, and science that are used to meet federal and state legislative requirements. The tests are administered every year to measure student performance relative to the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do.

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form is available online:

<https://education.mn.gov/mde/fam/tests/>

Students at Rock Bend ALC participate in the following required state assessments:

- MCA Reading: Grade 10
- MCA Mathematics: Grade 11

### College Admission and Prep Exams

Rock Bend ALC strives to prepare students for their individual goals and aspirations. For many students, this includes post-secondary education. Students in grade 10 and 11 may take the PreACT one time each year. PreACT assessments are multiple-choice and provide students an early measure of College and Career Readiness while serving as a practice opportunity for the ACT® test.

Students in grade eleven will have the opportunity to take the ACT on a designated district-testing date. The cost of the exam is only covered for students who qualify for free or reduced lunch.

## SECTION II: Attendance

### Importance of Attendance

Regular attendance is absolutely essential to progress in schoolwork. Students should develop the habit of being on time and prepared for the day's work. The Rock Bend ALC teachers, families and students are expected to cooperate and communicate in the matter of attendance.

### Valid Absences and Exceptions

Although excusing absenteeism and tardiness is at the discretion of the principal, the following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's family.
3. Emergency dental and medical appointments
4. Educational experiences, such as excursions and trips sponsored by the school, and not available at other times.
5. Severe weather conditions, according to the merits of the case.
6. Religious holidays.

Exceptions to the attendance policy include:

1. Family vacation request: these requests must be submitted to the Rock Bend ALC principal prior to the vacation to be considered as excused absences.
2. A school-sponsored activity will not count against the attendance policy.
3. Doctor appointments require a slip to be signed by the health facility or excused by the medical provider.
4. A suspended absence(s).
5. Court appointments, which must be verified
6. The building principal may make exceptions in unusual cases or in extraordinary circumstances.

### Work-Based Learning

Work-based learning is intended to help students increase their opportunities to enter high-skilled, high-wage careers after graduation. The goal is to prepare all students for post-secondary education, careers and citizenship. Program participation is dependent on successful completion of, or concurrent enrollment in, the work experience seminar class. Students will be allowed to enroll in the program for 1-2 periods (additional periods with administrative approval). Students must work at least the same number of hours Monday-Friday as they miss from school each week. Students will receive .5 credit per 60

hours worked. Students will receive a P/F grade for the class based on the supervision and observation of the work-based learning supervisor. Students may not be eligible for the program if it interferes with their ability to take required courses for graduation. Students will not be able to earn work-based learning credit if they are not passing their required content-area courses.

Students are responsible for submitting required paperwork for the work-based learning program. If responsibilities are not fulfilled, students may not generate credit.

## Truancy and Unexcused Absences

Definition of Truancy: A child's willful absence without lawful excuse from one or more class periods on seven different school days.

- For a child ages 12-17, the absence from school is presumed to be truancy, due to the child's willful intent to absent themselves from school.

Absence from school without parent's/guardian's or school's permission is truancy. Truancy of students under the age of 18 will be reported to the county, and students will be classified as "Habitually Truant" unless lawfully withdrawn from school.

## Tardiness

Students who are more than 15 minutes late to a class will be marked absent, not tardy.

# SECTION III: Guidelines & Procedures

## Emergency & Crisis Response

All school faculty and staff assigned to the program will be annually trained and certified in CPI. School staff and faculty will follow emergency management policies and school district policies when addressing crises.

Fire extinguishers, smoke/heat sensors, and fire alarms are apparatus which are to only be used in the event of emergencies. People who intentionally misuse this equipment will be referred to the proper authorities.

# Emergency Evacuation Procedures

## Fire Emergency

1. As soon as the alarm is sounded, teachers will take their positions at the exits from their rooms and remain until all students have passed out of the room. If there is time, teachers are to close doors and bring class rosters with them.
2. As soon as the alarm is sounded, students should rise and pass in a rapid, orderly manner from the room by the exit used for regular dismissal. An orderly dismissal with minimal talking is expected. Maintaining a minimal noise level will allow for emergency instructions or changes in regular procedure to be heard. The first students to arrive at any exit should hold the door open until teachers arrive to relieve them.
3. Students will not take their coats, jackets or books with them.
4. As soon as all students have exited the building, the teachers will take their positions at the exit from which the students exited and under no circumstances allow any of them to enter the building until the "all clear" has been given by the designated staff.
5. Have students move into the parking lots. The space near the building should be absolutely clear. Students should return to the building after a drill by the same route that they left the building.
6. Where to go from classrooms: Each room will have a fire escape assignment posted in the room and teachers will explain fire drill exit procedures during the first week of school.
7. Do not leave the school grounds during a drill or emergency unless you are directly supervised by a high school staff member.

## Armed Intruder

Students and staff will follow ALICE training protocol in the event of an armed intruder.

## Civil Defense Alert

Students will be sent home if official civil defense communications indicate there is sufficient time before dangerous conditions develop. (Information will be released by the proper authorities to all communications media). In case conditions will not allow time for students to be dismissed, students will be assembled in designated areas in the building.

## Tornadoes

Public warning signal: 5 minutes steady blast on the civil defense siren and repeated if necessary. Staff should proceed with all students to pre-designated tornado shelter. Students should sit down and cover their heads.

## Emergency Procedures For Serious Accidents (staff)

1. Do a primary survey of scene and person
2. Check airway, breathing, and circulation -- ABC's
3. Check for bleeding, start first aid
4. Send for assistance. DO NOT leave injured person unattended
5. Determine the need for immediate medical attention
6. Instruct someone to CALL 911
7. Notify principal and school nurse at appropriate time
8. Complete incident/injury report
9. No injured person is to be sent home without prior approval or supervision.
10. Parent/emergency contact must be notified.

## General Security

The front door will be locked at all times throughout the day. Visitors must check in at the main office and wear a nametag in the building.

Students and visitors are not allowed in the mail and copy room.

## Emergency Care Policy

In the event of an emergency or serious illness, it is the policy of the School District to provide appropriate medical response and to contact the parent/guardian in a timely manner.

In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian or designated emergency person will be contacted at the same time.

If the situation is not life threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to the Saint Peter Community Hospital for care. The School District will not provide transportation outside of Saint Peter for care. When parents/guardians arrive at the hospital, they will be able to change health care providers if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expenses.

## Injuries or Illnesses/Accident Reporting Procedure/Insurance

### Injuries and Illnesses

1. Students should notify the nearest teacher in case of injury, illness or emergency.

2. Students who become ill should inform their teacher immediately. The teacher will consult with the teacher, principal or district nurse if necessary.
3. Students who become ill while at school should NOT go to the restroom and sit for the class period. Students who do this will be marked as absent unexcused and detention will be assigned.
4. Students may not leave the school building for illness without first discussing it with their teacher and obtaining a leave school permit. The teacher or principal will telephone the parents/guardians to obtain their permission for the student to leave the building.

## Accident Reporting Procedure

Students who suffer injuries from any particular accident should report to their teacher or immediate supervisor. If the supervisor is not available, the student should report to the principal's office, at which time the proper action will be taken.

## Notification of Health Office and Parents

Any adult on school staff has the responsibility to notify the district nurse of an injury to any student, staff or visitor on school grounds.

Treatments or medications can only be given with signed permission of a physician and parent. When the injured or ill person is placed in the care of the family or emergency medical response team, the school's responsibility is fulfilled. The name of each person's health care provider is recorded on the health and emergency cards.

## Student Medication

The School District acknowledges that some students may require prescribed and/or non-prescribed medication during the day. Medication will be administered by the school nurse or her/his designee, such as a trained health assistant, a principal, or a teacher.

Prescription and non-prescription medication requires a completed, signed authorization from the student's parent or guardian. The School District may rely on an oral request from the parent or guardian to administer medication for up to two school days, until a written authorization is received.

1. Prescription and non-prescription medication must come to school in the original prescription container. A medication permission form must be completed annually and/or when a change in the prescription occurs.
2. Prescribed medication that is to be taken in school requires a written order from the physician.
3. Medications are generally not to be carried by the student. If an exception is to be made, there must be a written agreement between the School District and the parent. Medications will be left with the appropriate School District representative, except as

noted in a written agreement between the School District and the parent. Students are allowed by Minnesota statute to carry inhalers for asthma and epi-pens for allergic reactions.

4. Parents or guardians must notify the school if any change in the student's medication or if the medication is no longer required. For medication dosage changes, the School District must receive written notification from the physician.
5. For drugs or medicine used by children with a disability, administration of medicine may be provided as specified in the individual education plan (IEP).
6. The school nurse, or other designated person, shall be responsible for filling out the medication administration forms in the student's health record section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

## Physical Examinations

For the benefit of the individual student and the protection of other students and school personnel, it is the policy of the Saint Peter Public Schools to recommend periodic physical examinations of all students by a licensed physician. The selection of a licensed physician shall be made by the parents or guardians and the examination shall be at their expense.

1. A physical examination is recommended for all students prior to entry into kindergarten.
2. A physical examination is recommended for all students prior to entry into seventh grade.

Exempting a student from the physical examination does not exempt the student from participating in the program of physical education. If such exemption is utilized, the student or parent (depending upon the student's age) shall furnish a written statement to the School District verifying that either the student has no disabilities and can fully participate or, setting forth the disabilities and limitations of the student.

## Reporting to Parents

It is School District policy to inform parents at regular intervals of their student's attendance, academic, and disciplinary matters. Consequently, the following reports will be available at appropriate times to parents:

### Attendance

Notices of irregular attendance practices will be forwarded to parents/guardians at appropriate intervals. Should poor attendance continue, a conference with the student's parents/guardians will be necessary. Continued poor attendance could result in the student's forfeiting credit in the particular class.

## Academic Reports

The grading system is A, B, C, D, F, No Credit and Incomplete. Report cards are available on-line to parents, guardians, and students at the end of each grading period. On-line access can be obtained by contacting Kathy Wobbrock at 934-4210 ext 418, or [kwobbrock@stpetersschools.org](mailto:kwobbrock@stpetersschools.org). Paper copies will be mailed at the end of each semester.

Parent conferences will be held during each school year. The dates for parent conferences are noted in the school calendar.

## Discipline Referrals

Whenever any form of disciplinary action is necessary, a discipline referral will be sent to the parents/guardians informing them of the misconduct as well as the administrative action taken.

## School Closing Procedures

School closings and late start announcements will be made over local television and radio stations beginning about 6:30 a.m. The school district will also activate its emergency communications system (ConnectEd). The same local media and ConnectEd will be used if school must be dismissed early.

## Searches

Equipment that belongs to the school district may be used by students at their convenience. The school insists that designated student space be properly cared for and not used for the storage of illegal items such as firearms, liquor, cigarettes, illegal drugs, etc.

## Student Rights

1. A search of a student's person should be limited to a situation where the administration has reasonable belief that the student is concealing evidence of an illegal act or school rule violation.
2. Dangerous items (such as firearms, weapons, etc.) and other items, which may be used to substantially disrupt the educational process, will be removed from the student's possession.
3. A general inspection of school properties including, but not limited to, student designated spaces or desks may be conducted on a regular basis. Illegal items and items belonging to the school or another person will be seized.
4. All items seized may be returned to the proper authorities or the true owner.
5. Students may be given the opportunity to be present when a search of personal possessions is conducted if there is no reason to believe that their presence would be a threat to the safety of themselves or others.

6. When a custodial interrogation takes place in school by a law enforcement official or police officer, students should be advised of their rights by the proper authority, including the right to counsel and the right to remain silent.
7. Designated student spaces may be searched by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. This is 1995 Minnesota Legislation (HF107, Article 3, Sec. 10-12).
8. It is a policy of the state of Minnesota (Subdivision 1) that school lockers/cubicles are the property of the school district. At no time does the school district relinquish its exclusive control of lockers/cubicles provided for the convenience of students. Inspection lockers/cubicles may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. These searches may be carried out by a specially trained dog. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose locker/cubicle were searched unless disclosure would impede an ongoing investigation by police or school officials.
9. School principals will conduct periodic inspections of the school space. These inspections may be announced or unannounced and may be carried out using specially trained dogs to sniff out and alert staff to the presence of substances prohibited by law or district police.

## Grievance Procedure

In an attempt to give our students an opportunity to present legitimate grievance, they may have access to the following grievance procedure, which has been adopted:

1. A student with a particular grievance or complaint is urged to first try to resolve the problem with the other party involved on a one-to-one basis (i.e., grades, discipline, school policy, etc.).
2. If the problem cannot be resolved at level one, the student should then bring that problem to the attention of the principal who will call together the grievant and the other party involved to attempt to mediate and resolve the problem.
3. If, after the final decision of the principal, the grievant still believes the problem is unresolved, further appeal may be granted through request made to the principal for review by the Superintendent of Schools.

## SECTION IV: Expected Behavior & Policies

### Student Rights

All students have the right to an education and the right to learn.

### Student Responsibilities

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
2. To attend school daily, except when excused, and to be on time to all classes and other school functions;
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
4. To make necessary arrangements for making up work when absent from school;
5. To assist the school staff in maintaining a safe school for all students;
6. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
7. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
8. To be aware of and comply with federal, state, and local laws;
9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
10. To respect and maintain the school's property and the property of others;
11. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
12. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
13. To conduct themselves in an appropriate physical or verbal manner; and
14. To recognize and respect the rights of others.

### Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school

district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The School Board considers the following behaviors to be unacceptable behaviors that may be subject to disciplinary action.

1. Acts of dishonesty.
2. Any criminal activity or violation of the law. 506-5
3. Attendance issues, including failure to attend class, tardiness, and leaving class without permission.
4. Cheating and plagiarism.
5. Damage to or misuse of property, including misuse of technology or use of technology in a way that causes property damage
6. Failing to follow the instructions of an administrator, teacher, or other School District representative.
7. Gang activity.
8. Inappropriate physical contact with another person, as well as acts of physical aggression, fighting, horseplay and play fighting.
9. Possession, distribution, or use of alcohol, drugs, and tobacco (including look alike substances and synthetic substances) or paraphernalia.
10. Possessions of weapons (as defined in School Board Policy 501) explosives, incendiary devices, or any type of combustible substances.
11. Substantially interrupting the learning environment.
12. Sexual misconduct and sexual assault.
13. Theft.
14. Threats of violence.
15. Trespassing.
16. Using language that is not appropriate in a school setting or possessing materials containing language that is not appropriate in a school setting. Inappropriate language includes abusive, profane, obscene, or threatening language. Inappropriate language also includes language that constitutes cyberbullying, bullying, discrimination, harassment, or hazing. Teasing and name-calling may also be considered inappropriate language.
17. Violations of other School Board Policies setting forth expectations for student behavior including:
  - A. School Board Policy [102](#), Equal Educational Opportunity;
  - B. School Board Policy [413](#), Harassment and Violence;

- C. School Board Policy [417](#), Chemical Use and Abuse;
- D. School Board Policy [419](#), Tobacco-Free Environment;
- E. School Board Policy [501](#), Weapons;
- F. School Board Policy [502](#), Search of Student Lockers, Desks, Personal Possessions, and Student's Person;
- G. School Board Policy 503, Student Attendance;
- H. School Board Policy 504, Student Dress and Appearance;
- I. School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees;
- J. School Board Policy 514 Bullying Prohibition;
- K. School Board Policy 521, Student Disability Nondiscrimination;
- L. School Board Policy [526](#), Hazing Prohibition;
- M. School Board Policy 527, Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches;
- N. School Board Policy 528, Student Parental, Family and Marital Status Nondiscrimination;
- O. School Board Policy 536, Student Internet Acceptable Use and Safety Policy;
- P. School Board Policy 627, Academic Honesty;
- Q. School Board Policy 709, Student Transportation Safety.

## Anti-Discrimination Policy

It is the intent of the School Board Policy to comply with federal and state law prohibiting discrimination to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration or selection thereof; whether full-time or part-time, under any educational program or activity operated by the district for which it receives federal financial assistance.

The School District has a written plan to help assure that curriculum and materials, which are used in the district educational program, are designed to insure that staff and student gain an understanding and appreciation of diverse persons. In addition, special emphasis is placed on understanding the cultural diversity of the United States of America. A complete copy of this plan is on file at the district office.

## Bus Transportation Policy

The development of this policy is based on the state law that says riding a school bus is a privilege and not a right. This policy will be a part of the Rock Bend ALC Student Handbook.

## School Bus Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

### Expectations while boarding the bus

1. Respect the property of others while waiting at the bus stop.
2. Keep your arms, legs and belongings to yourself.
3. Use appropriate language.
4. Stay away from the street, road, or highway when waiting for the bus.
5. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassing, intimidating, or horse playing.
9. No use of alcohol, tobacco, or drugs.

### Expectations on the Bus

1. Follow the driver's direction right away.
2. Sit in the seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidating, or horse playing.
7. Do not throw any object.
8. No eating, drinking, or using tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

## Consequences

School bus misconduct or any incident that affects the safety of individuals on the bus, including the driver and the supervising adults, the student responsible will be given a written warning by the bus driver. Copies of the written warning will be distributed to the student's case manager and unit supervisor.

1. The first time an incident occurs the student may be suspended from riding the bus for one ride. He may be transported by the INSERT SOMETHING ELSE.

2. The second time an incident occurs the student may be suspended from riding the bus for up to five events. He may be transported by the INSERT SOMETHING ELSE.
3. The third time an incident occurs the student may be suspended from riding the bus for the remainder of the quarter or until the multidisciplinary team has determined that the student can behave on the bus in a manner that does not endanger the safety of other bus riders.

## Classroom Rules

### Respect the rights and property of others

1. Respect other student's right to learn as you desire respect for your learning
2. Think about before respect before you speak
3. Food and drink are only permitted in the classroom when given permission and students are responsible for cleaning up after themselves.
4. Use proper language and dress appropriately (school is a "job")

### Engage in learning activities

1. Be prepared
2. Be on time for class
3. Be on task during class, follow along, engage in discussion, ask questions, etc.

### Personal and school devices

1. Electronic devices may be used in class when there is not active teaching/speakers, class discussions or educational videos.
2. Electronic devices must stay on your desk during class time (not in hands).
3. Electronic devices may be used during break and during lunch
4. Sound (including vibration) on devices must be turned off
5. Students must follow the "acceptable use" policy on school and personal devices at school.

### District Buildings

1. Rock Bend ALC students are "guests" in any other district building and must check in for a visitor's pass before entering other buildings

## Dress and appearance

Students are not subjected to a formal dress code. However, in order to provide the very best learning environment, clothing or hairstyles deemed disruptive or which cause a distraction to

the educational process will not be allowed. Teachers and other staff will make the determination of disruption or distraction. Violations include, but are not limited to, chains, chain wallets and any clothing which promotes alcohol, drugs, tobacco, nudity, sexually inappropriate behavior, or violence/harassment. If a student's appearance is determined to be a distraction or inappropriate in the school setting, the student will be responsible to correct the situation by:

1. Changing the attire
2. Covering the attire or distraction, or
3. Removing the attire or distraction.

Students who continually refuse to comply with requests to dress accordingly will be subject to all discipline procedures.

#### Student Rights and Responsibilities

1. Student dress and grooming are the responsibility of the student and her/his parent/guardian.
2. Dress and grooming shall be clean and in keeping with health and sanitary practices.
3. Students should not wear clothing or hairstyles that can be hazardous to them in their school activities.
4. Dress and grooming shall not disrupt the educational process.
5. Students whose dress is in violation of these standards will be subject to dismissal.

## Field Trips

Occasionally certain classes offer opportunities for students to visit sites outside the school that are related to the course. These opportunities are a privilege and may be denied for just cause. It is required that students return the signed "parent permission slip" to their teacher before they leave on the field trip. Only school-authorized transportation will be used and at least one faculty member will chaperone each vehicle used for the field trip. Parents are allowed to only take their own child from a school function.

## Halloween Costumes

It is our policy as a secondary school that Halloween festivities happen at student's residential units, not at school. Therefore, students will not be allowed to come to school in costumes or make-up. It is disruptive to the education process to have students in costumes or make-up at school.

## Harassment Policy

All students and staff at Rock Bend have the right to be treated with respect and to feel safe. We will maintain an environment that is free from harassment, bullying, intimidation and/or discrimination.

All reports of harassment will be taken seriously and actions will be taken appropriate to the report. Students and adults alike are expected to follow the guidelines that prohibit harassment.

Discrimination based upon anyone's personal differences will not be tolerated. People have a right to be free from harassment based upon:

1. Race, creed or national origin
2. Sex, gender or sexual orientation
3. Age
4. Religion
5. Language
6. Disability
7. Social, economic or family background
8. Political practices

Harassment can include, but is not limited to:

1. Name calling, jokes or rumors
2. Graffiti, drawings, notes, or online postings
3. Unwelcome touching of a person and/or their clothing

If you feel you have been harassed, bullied, intimidated or discriminated against, you should make reports in the following order:

1. Rock Bend Teacher or Paraprofessional
2. Alternative Schools & Program Administrator: Jana Sykora
3. Saint Peter High School Harassment Officer: Kelly Jensen

## Lunch

1. Students are to eat meals in the lunch cafeteria unless permitted by the teacher to eat in the classroom.
2. Students caught throwing food in the cafeteria will be disciplined.
3. Clean-up
  - a. After eating, all students are asked to clean up their dishes, return them to the kitchen dish reception area.
4. Lunch accounts:
  - a. Students will have a lunch account number.
5. Open campus lunch period
  - a. Rock Bend ALC students have an open lunch period meaning they may leave campus for lunch. This is a privilege that may be revoked at any time by a teacher or the principal for reasons including but not limited to:
    - i. Not returning to class on time

- ii. Bringing food into the classroom after open lunch that causes disruption or distraction
- iii. Reports of misconduct in the community during lunch hours
- iv. Reports of unsafe driving/transportation during lunch hours

## Permission to drive to school and park at school

Students are permitted to transport themselves to school as long as they have a valid driver's license and car insurance. Students are not required to have parking permits. Student drivers must complete a *Permission to Drive & Park Form* and submit this prior to driving and parking at school.

## SECTION V: Technology

Through the Saints Digital Learning Initiative, Saint Peter High School continues its commitment to offering students and teachers access to best-practice strategies and modern equipment to improve the classroom experience.

### 1:1 Devices

Students at Rock Bend ALC are assigned a chromebook to use. Students should keep the chromebook in the classroom unless given explicit permission or direction to bring the device home.

### Acceptable use of technology and internet

It is the general policy that all computers used throughout Saint Peter Public Schools are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines of the use of computers will result in the revocation of access privileges.

Students who intend to utilize the Saint Peter School District network and Internet connection will need to sign an Acceptable Use Statement at the beginning of their enrollment. This Statement will be on file and is included in the appendix of this handbook.

The following information outlines the rules and regulations related to Board of Education Policy 006.14 Acceptable Use and Internet Policy.

Despite its enormous educational potential, the Internet also contains the potential for abuse. Saint Peter Public Schools is not responsible for ensuring the accuracy or usability of any information found on external networks. For safety purposes, Saint Peter Public Schools employs both an Internet filter and firewall, and maintains compliance with CIPA (Children's Internet Protection Act).

The Board of Education expects all students to abide by the Acceptable Use Procedures of Saint Peter Public Schools. Failure to follow the guidelines may result in disciplinary action.

## Limited Educational Purpose

1. The Saint Peter Public Schools computer network has not been established as a public access service and is not an “open” or “limited open” forum. The term “educational purpose” includes but is not limited to information management, classroom activities, media center projects, research, career development, and limited curriculum-related work on an individual student basis.
2. Saint Peter Public Schools has the right to place reasonable restrictions on the material accessed or posted through the system. Students are expected to follow the rules set forth by the district and the law when using the Saint Peter Public Schools computer network.
3. Students may not use the Saint Peter Public Schools computer network for commercial purposes. This means products or services may not be offered, provided, or purchased through the Saint Peter Public Schools computer network.
4. The Saint Peter Public Schools computer network may not be used for political lobbying. It may be used to communicate with elected representatives and to express opinions to them on political issues.

## Internet Access

1. Students shall have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Parent(s)/guardian(s) are given the opportunity to determine their child’s access to the Internet when they enter the public school system, and in Grades 3 and 7. Students and their parent(s)/guardian(s) must sign an Acceptable Use Consent Form to be granted access to the Internet. Parent(s)/guardian(s) can withdraw their approval at any time.
3. The use of the school district system and access to use of the Internet is a privilege, not a right. The school district reserves the right to limit or remove any user’s access to the school district’s computer system, equipment and Internet access at any time for any reason.

## Unacceptable Uses

### Personal Safety

Students shall not post personal contact information about themselves or other people on the Internet. Personal contact information could include, but is not limited to, student’s or employee’s home address or telephone number, a student’s school address, and an

employee's work address. It is not a violation of this policy to include the school's return address on outgoing email communications.

Students shall not agree to meet with someone met on-line without parent's approval.

Students shall promptly disclose to their teacher or other school employee any message received that is inappropriate or causes discomfort.

## Illegal Activities

1. Students shall not attempt to gain unauthorized access to Saint Peter Public Schools computer network or to any other computer system through Saint Peter Public Schools computer network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files.
2. Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
3. Students shall not use the Saint Peter Public Schools computer network system to engage in any illegal act, such as arranging for the sale or use of drugs or alcohol; that facilitate criminal gang activity; that facilitate gambling; or that violate any local, state or federal statute.
4. Students shall not use the Internet or the district's computer network to harass or threaten the safety of others.
5. Students shall not misuse the computer equipment or network, to include but not exclusive of, deletion or violation of password-protected information, computer programs, data, password or system files; inappropriate access of files, directories, Internet sites; deliberate contamination of the system, unethical use of information, or violation of copyright laws is prohibited.

## System Security

1. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts.
2. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their password.
3. Students who gain access to teacher computer files, directory, programs, and website without permission from the teacher will be subject to disciplinary action.
4. The district will assign specific staff with security, management, and account responsibilities associated with the district's Internet resources and network accounts.
5. Tampering with the district's computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student's parent or guardian.

## Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Students shall not post information that could cause damage or a danger of disruption.
4. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks, based on a person's race, gender, sexual orientation, religion, national origin, or disability, or engage in any other harassment or discrimination prohibited by school district policy or by law.
5. Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students or staff are told by a person to stop sending them messages, they must stop.
6. Students shall not knowingly or recklessly post false or defamatory information about a person or organization.

## Respect for Privacy

Students shall not re-post a message that was sent to them privately without written permission of the person who sent them the message. Students shall not post private information about another person on the Internet.

## Respecting Resource Limits

1. Students shall use the system only for educational and career development activities and limited curriculum-related work on an individual student basis.
2. Students will have access to limited space on the school's computer server. Users are responsible for making back-up copies of the documents and files that are critical to their use.
3. Students shall not deliberately or knowingly delete another student's file.
4. Students and employees shall only use software that is supplied by the school district.
5. Students shall not install hardware or software on the school district's computer system without the permission of the technology coordinator.

## Plagiarism and Copyright Infringement

1. Students shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. Students shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If students are unsure whether or not work can be used, request

permission from the copyright owner. Copyright law can be very confusing; ask media specialists for guidance as needed.

## Access to Inappropriate Materials

1. Students shall not use the Saint Peter Public Schools computer network to access material that is profane or obscene (pornography), contains viruses, network hacking programs, or similar programs that advocate illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. If students mistakenly access inappropriate information, they should immediately inform their teacher, media specialist, or another district employee. This will protect them against claims that they have intentionally violated this policy.
3. Parent(s)/guardian(s) should instruct students if there is additional material that they think it would be inappropriate for them to access. The district expects that students follow their parent's instructions in this matter.
4. Educators will monitor student use of the Internet in schools and will take reasonable measures to prevent access by students to inappropriate materials on the Internet and World Wide Web and restrict access to materials harmful to students.
5. The district may monitor the online activities of students, and operate technology protection measures (filtering/blocking devices or software) on all computers on the district's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a violation of the Acceptable Use Policy.
6. Students have access to devices for overnight use. When connecting to the Internet, our firewall does **NOT** filter inappropriate content off the school network.

## Disciplinary Action

The school district may take disciplinary action when a student violates any portion of the Acceptable Use Policy. Disciplinary action may include, but it is not limited to:

- Meeting with the Technology Coordinator, Media Center Specialist or Principal;
- Detention/School-After-Hours;
- Loss of school privileges;
- Parent/Guardian conference with school staff;
- Modified school programs;
- Removal from class;
- Co-curricular ineligibility;
- Suspension;
- Exclusion;
- Expulsion.

## SECTION VI: Staff Responsibilities

### Background Checks

All employees of Saint Peter Public Schools are required to pass criminal background checks. These checks include the Minnesota Bureau of Criminal Apprehension check and also the nationwide Orange Tree employment screening.

### Supervision of Students

Due to the nature of the behaviors of students attending the Rock Bend ALC, and the importance of keeping everyone safe, the following procedures should be followed at all times.

1. Students should be watched at all times, including when they get drinks of water, go to the front door, or other activities outside or inside the classroom;
2. All doors should be locked at all times unless the rooms are occupied by staff;
3. Students should not answer the front door unless the teacher is certain that the person at the door is unit staff;
4. Students should be supervised walking to the door if they are being picked up for appointments;
5. Staff should have eyes on students at all times.
6. Classroom should not be completely dark. During videos, blinds should be left open and office lights should be kept on;
7. Computer screens should be visible to staff at all times. This means that there should be only enough students in the computer lab at one time that can be supervised carefully;
8. When taking walks outside, students should walk in single file, or be in small groups with a staff person, to monitor communication and boundaries;
9. Individual safety plans that are developed by a teacher should be shared with all staff and followed at all times;
10. The best supervision is to move about the classroom frequently rather than staying in the same desk or chair all the time;
11. Students should always be sitting in a desk or chair apart from each other so no touching or secretive conversations can occur;
12. If students are sitting at a table together, staff should be sitting in a position to supervise what goes on under the table.

### Classroom Supervision

Teachers may be out of the classroom for short periods of time to attend a suspension conference, to call the unit, to confer with another teacher, or to make a phone call without additional supervision, provided there is a staff member in the room.

If the teacher is attending an evaluation conference at the INSERT SOMETHING ELSE office and will be out of the classroom for an extended period of time (no longer than 30 minutes), the following may occur:

A substitute teacher may be hired for part or all of the time the teacher will be absent at the discretion of the classroom teacher and the principal. If a sub is not hired, the classroom teacher should request that two other teachers in the building assist with supervision of the classroom while the teacher is gone. This means that the two teachers assisting with supervision should check periodically with the paraprofessional to assess classroom climate and to see if assistance is needed. If the paraprofessional is uncomfortable with student behavior or with other classroom issues, more assistance from a licensed teacher should be offered.

## Mandated Reporting

By law, all school employees are mandated reporters. Failure to report could result in serious legal implications for staff. The responsibility of reporting is with the person who has received information that leads them to believe that abuse may have occurred.

## Professional Ethics

School personnel should not discuss students and other confidential school business in the community. It is sometimes necessary to discuss student problems and parent related problems at school with other school personnel providing it is done for constructive purposes. It is not ethical or fair to the child to discuss student problems and situations in the community.

## Changelog

2021.1	Jana Sykora	Initial Creation - based 2020-2021 enrollment packet and the 2021-2022 SPHS handbook and guidelines for district handbooks
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# Appendix

1. Blank CLP
2. Contract for Enrollment
3. Health Information Form
4. School transportation permission
5. Permission to drive & park form

# Rock Bend ALC - Continual Learning Plan

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Email: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student Cell: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Graduating/Home School District: Saint Peter (508) Other: \_\_\_\_\_

If graduating/home district is not St. Peter, list MARRS #: \_\_\_\_\_

**Optional Student Disclosure:** (Check all that apply)

- Special Education (has current IEP)
- 504 Accommodations
- Health Plan
- ELL Support
- Other: \_\_\_\_\_

**Optional Academic/Career Goals:** (Check all that apply)

- Earn credit for graduation
- Attend school on a regular basis
- Identify post-secondary options
- Explore career interests
- Participate in a college visit

**Saint Peter Public Schools requires students to earn a minimum of 27 credits for graduation.** Students graduating from other districts must meet their home district graduation requirements

**Personal and Educational Goals:** To earn credits necessary for graduation, I understand I am expected to work towards a minimum of 7 credits each school year. If I am behind in credits, I will need to work on additional credits in order to graduate with my peers. I know I will have reached this goal when the credits appear on my official transcript. This will serve as my assessment for reaching my academic goals.

*I also understand that participation in alternative programming and credit recovery is voluntary and provides an opportunity for me to graduate with my peers.*

Student 

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

Guardian Signature: \_\_\_\_\_ Guardian Name: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Administrator Name: Jana Sykora

**CONTINUAL LEARNING PLAN RESULTS** (to be completed by school):

\_\_\_\_ Student successfully met goals

\_\_\_\_ Student was unable to meet goals

**If student was unable to meet goals, what is the plan moving forward?** \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Guardian Name: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Administrator Name: \_\_\_\_\_



# Contract for Enrollment

As part of enrollment at Rock Bend ALC, I agree to the following:

1. I agree to give school my best effort.
2. I agree to attend school on a regular basis.
3. I agree to follow the responsibilities of the program.
4. I understand the possession and use of tobacco/alcohol or illegal drugs is prohibited on school property.
5. I agree not to use any nuisance items at school without permission.
6. I am financially responsible for any vandalism at school or in the building.
7. I must have written parent permission, a driver’s license and insurance to be able to drive to school.
8. I agree to follow the rules set by the school staff. Failure to do so will result in further consequences.
9. If I am suspended out of school, my parents will need to pick me up or other arrangements will be made.
10. I agree not to enter Saint Peter High School, my home high school building, or other school buildings without first checking into the school office for a visitor’s pass.

**Goals:**

- Recover credits which are needed to attain a high school diploma.
- Make adequate progress towards graduation in regards to attendance.
- Follow all ALC behavioral expectations.
- 
- 

**Activities to Attain Goals:**

- Turn in all assignments, projects, and tests with at least a 60% grade.
- Show up for class on time and stay on task during class time.
- 
- 

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Health Information Form

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School: Rock Bend High School School Year: \_\_\_\_\_

Please indicate if your child has been diagnosed with any of the following medical conditions:

NO KNOWN HEALTH PROBLEMS/CONCERNS

ADD/ADHD Diagnosed by Provider Name: \_\_\_\_\_

Medication:  Yes  No

Allergies:  Food  Medications  Bee Stings  Other: \_\_\_\_\_

Describe: \_\_\_\_\_

LifeThreatening:  Yes  No EpiPen:  Yes  No

Medication: \_\_\_\_\_

Asthma or other breathing problems: \_\_\_\_\_

Inhaler:  Yes  No

Diabetes:  Type 1  Type 2

Managed by:  Diet only  Oral Meds  Insulin injections  Insulin Pump

Additional information: \_\_\_\_\_

Seizures: Type (describe): \_\_\_\_\_

Date of last seizure: \_\_\_\_\_

Social/ Emotional/ Behavioral/ Mental health concerns: \_\_\_\_\_

Anxiety  Depression  Social Phobia  Panic attacks  Other: \_\_\_\_\_

Recent surgeries or hospitalizations: \_\_\_\_\_

Other health concerns or significant history of problems (describe): \_\_\_\_\_

## HEARING

No hearing problems

- Frequent ear infections(more than 3/year)
- Has ear tube(s)
- Hearing loss Left Ear Right Ear
- Hearing aids(s) Left Ear Right Ear
- Hearing aids lost/broken
- Has (or had) aids but does not wear them

## VISION

No vision problems

- Glasses/contacts prescribed
- Wears glasses/contacts all of the time
- Wears glasses in the classroom only
- Glasses lost/ broken
- Has (or had) glasses but does not wear them

Other vision/hearing problems: \_\_\_\_\_

# Permission To Drive & Park

I give permission for my child to drive their own vehicle to and from school each day. I understand that if they (I) behave in a reckless manner, transport other student's without written consent from their parents or do not have current insurance on the vehicle they (I am) are driving, this permission is voided by the school.

The district is not responsible for any and all accidents/incidents related to this Permission to Drive to School.

**Student's Driver's License Number:** \_\_\_\_\_

**Student's Insurance Company:** \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# School Transportation Permission

I give permission for Rock Bend staff to transport my child, \_\_\_\_\_, by MVED or Saint Peter Public Schools vehicle or school bus for field trips, physical education classes and recreational activities. I also give permission for my child to be transported for other incidental events such as needing a ride to or from school or to an appointment if needed during the school day.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Daily Transportation Arrangements:

\_\_\_\_\_ Walk

\_\_\_\_\_ Bus/Van

\_\_\_\_\_ Parent Transport

\_\_\_\_\_ Student Drives Self

\_\_\_\_\_ Other: \_\_\_\_\_