



Student Handbook

8400 East Point Douglas Road S.

Cottage Grove, MN 55016

Office : (651) 425-7000 | Fax: (651) 425-7015

www.swahs.sowashco.org

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South Washington Alternative High School

8400 East Point Douglas Road S., Cottage Grove, MN 55016

Main Office: (651) 425 - 7000 | Fax: (651) 425 - 7015

School Hours:

AHS Day Program: 8:45 AM – 1:15 PM (M-TH)

Achievement Lab: 11:30 AM – 3:30 PM (M-TH)

Note: Fridays for both programs and afternoons in the day program are dedicated to connecting with students from a distance

After School Credit Recovery : 3:00 PM - 4:00 PM (M-TH) Dates TBD

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Administration/Office Personnel

Principal/Work Experience Coord.	Nick Falde	425-7003
Lead Teacher / Math	Charles Cauthorn	425 -7007
School Counselor	Katherine Jenkins	425-7004
School Psychologist	Jessica Muszynski	425-6754
Multicultural Liaison	Gregory Van Leer	425-3522
Licensed School Nurse	Michelle Salita	425-3180
School Resource Officer	Luke Landgraf	425-3791
Office Coordinator/Health Asst.	Jacquelyn Greiner	425-7001
Administrative Assistant - Counseling	April Engebretson	425-7017

Instructional /Support Staff

English/Language Arts	Jonathan Colburn	425-7036
English / Language Arts/AVID	Katherine Harmeyer	425-7041
Physical Education	Lane Swansson	425-7047
Science	Brad Kobilka	425-7044
Science	Kelly Meenan	425-7030
Social Studies	Chad Forde	425-7033
Social Studies	Michael Shelhamer	425-7040
Math	Nicole Mills	425-7031
Lead Teacher/Math	Charles Cauthorn	425-7007
Family & Consumer Science / AVID Coordinator	Anne Piasecki	425-7043
Art	Jill Richardson	425-7038
Student Services	Cortney Harrity	425-7032
EL Teacher	TBD	
Achievement Lab	Matt Casper	425-7034
Modified Learning Lab Paraprofessional	Cory Clark	425-7037
Achievement Lab Paraprofessional	Linda Kotasek	425-7034

OUR MISSION (our core purpose)

Ensure equity in learning for all students as they define and adapt their futures.

OUR VISION (what we intend to create)

Empowering our students to see themselves in their futures.

OUR CORE VALUES

At South Washington Alternative High School we believe that everyone is here to learn and grow. In order to provide an opportunity where all can learn and excel, the following CORE values define what we do as a learning community.

1. **Respect:** Honor our similarities and differences in our assumptions, inquiries, words, and actions
2. **Integrity:** Do the right thing even when no one is watching
3. **Effort:** Do your best, effort is valued and the work you do in your classes will lead to future accomplishments
4. **Resilience:** Be able to bounce back from challenges and disappointments with confidence and hope
5. **Excellence:** Strive for the/our best in all we do with high expectations for all

SWAHS General Expectations

At the SWAHS, we believe that it is important that all members of our learning community understand our commitment to fulfill the philosophy, goals, and beliefs of this program. It is equally important for all members this community to understand our expectations of them as valuable members within this learning community.

Therefore, You as a member of this community are expected to:

- ✓ Attend school/work every day and be on time.
- ✓ Engage in productive work
- ✓ Maintain a safe and clean environment
- ✓ Use appropriate language at all times.
- ✓ Share space effectively
- ✓ Treat others as you would like to be treated.

The SWAHS Pledge

I pledge to stay above the line and choose A and B behaviors.

A - Acting right for the good of all.

- Acting right because it is the right thing to do
- Showing empathy, compassion and respect
- Acting with integrity and honesty
- Being self-disciplined
- Being diligent
- Persevering
- Being reflective
- Being open-minded
- Engaged and present in learning
- Disagreeing respectfully

B - Being/Doing good because someone is watching.

- Doing what is expected in our Student Handbook
- Cooperating
- Listening
- Being helpful when asked

----- **Acceptability Line** -----

C - Causing problems for yourself and others.

- Challenging adult leadership
- Contributing to chaos
- Calling others names
- Willfully not following directions
- Ignoring classroom/hallway expectations
- Distracting others
- Disrespectful
- Unsafe
- Talking when listening is needed
- Dishonest

Adapted from the MYP Learner Profile

Student Rights and Responsibilities

The School Board of Independent School District 833 recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that the nurturing of the maturation process for each and every student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the adult's independent self-discipline.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall civility affects student attitudes and behavior. Proper student conduct is necessary to enhance the education process and create an atmosphere supportive of student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it is necessary to administer external discipline. Measures to be employed, and the manner in which they are administered, shall be consistent with the objectives of creating a positive learning situation and fostering self-discipline.

In view of our district's goals and consistent with Minnesota Statute 127.41, the School Board, with the participation of school district administrators, teachers, employees, pupils, parents and community members, has developed the school discipline regulations and procedures which govern student conduct and apply to all students of Independent School District 833. These regulations and procedures will be reviewed annually. Full policies are available on our district website: www.sowashco.org. As changes take place, updates will be added to the handbook posted on the district's website and through the School Board policy webpage by individual policy.

SWAHS DAY PROGRAM HYBRID SCHEDULE

Monday/Wednesday = A Day

Tuesday/Thursday = B Day

Friday = Flex Day (Instruction occurs digitally)

Period 1	8:45 - 9:49
Period 2	9:57 – 11:01
Period 3 (Advisory)	11:09 - 11:39
Period 4	11:47 – 12:50
Lunch	12:50 – 1:15
Dismissal	1:15
Teacher Preparation	1:25 – 2:29
Distance Learning and Office Hours	2:30 – 3:30

ACHIEVEMENT LAB PROGRAM SCHEDULE

Monday/Wednesday = A Day

Tuesday/Thursday = B Day

Friday = Flex Day (Instruction occurs digitally)

Monday - Thursday	11:30 – 3:30
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2020-21 GRADING PERIODS

Trimester 1: September 8 – November 24

Term 1	September 8 - October 14
Term 2	October 19 - November 24

Trimester 2: November 30 – March 5

Term 3	November 30 - January 20
Term 4	January 21- March 5

Trimester 3: March 16 – June 4

Term 5	March 16 - April 23
Term 6	April 27 - June 4

I. PROGRAM INFORMATION

PURPOSE/PROGRAM DESIGN

The South Washington Alternative High School (SWAHS) is a tenth through twelfth grade alternative learning environment that specializes in helping students reach their full potential through positive relationships with staff, a more personalized approach to learning, smaller class sizes, the ability to recover credits, and a focus on preparing students for their next step.

SWAHS takes a global view of a student when they attend with us, by offering a multitude of opportunities like Northeast Metro 916 for career and technical opportunities. We are an Advancement Via Individual Determination (AVID) certified school, where we offer the AVID elective course, additionally we plan an array of field trips focused on service learning, and college and career preparation.

SWAHS operates **3** non-traditional programs and students are placed into the appropriate program based on referral/placement meeting upon enrollment.

The **South Washington Alternative High School Day Program** is an all-day program designed for students in grades 10-12. Students attend school Monday-Thursday from 8:45 AM until 1:15 PM, Fridays are a designated flex learning day. Students are grouped in A and B groups to determine days they would attend in person.

The **Achievement Lab at South Washington Alternative High School** is designed for students in grades 10-12 that can complete their coursework through a blend of teacher supported instruction, independent study, and online learning. The Achievement Lab runs Monday-Thursday from 11:30-3:30 PM and Friday in a distance learning format. Attendance and work completion is required for credit. Students are grouped in A and B groups to determine days they would attend in person

Work-Based Learning complements the academic program by allowing students to earn credits while working with a local employer. There is also a **Summer School and After School Credit Recovery Program** for earning additional credits.

Across all of our programs learning opportunities are completed through a combination of academic, social, and self-awareness strategies that may include: teacher-led seminars, elective classes, hands-on individual or group projects, field explorations, project based learning, basic skills remediation, personal development activities, community involvement, guest lecturers, and digital curricular options.

ELIGIBILITY

Students may choose to attend the SWAHS if they are eligible for the Minnesota High School Graduation Incentive Program. Students qualify if they are under 21 years of age who:

- Performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- Is behind in satisfactorily completing coursework or obtaining credits for graduation
- Is pregnant or is a parent
- Has been assessed as chemically dependent
- Has been excluded or expelled
- Has been referred by a school district staff member for enrollment in a nontraditional program
- Has been a victim of physical or sexual abuse
- Has experienced mental health problems
- Has experienced homelessness within the six months before applying to the alternative learning program
- Speaks English as a second language or has limited English proficiency (LEP)
- Has withdrawn from school or been chronically truant
- Is being treated at a hospital in the metro area for cancer or other life-threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metro area.

APPLICATION PROCESS

Enrollment is on a first come, first served basis. In the event the SWAHS is full, students wishing to enroll will be placed on a waiting list in the order in which their completed application was received. If a student is placed on a waiting list, they will have the option of enrolling in our Achievement Lab if space allows.

Step 1: Student has a conversation with current counselor/administrator regarding alternative program options and best fit for the student ([Alternative Program Description](#))

Step 2: Student obtains an application packet either from their counselor/administrator or from the SWAHS Main Office. Student must fill this packet out prior to an intake meeting being scheduled ([Link to Enrollment Information](#)).

Note: If student has an IEP, please send updated IEP, Evaluation, Student Questionnaire, and SWAHS referral for students with special needs to SWAHS, an intake meeting will be initiated by the SWAHS referral team and the boundary school IEP team.

Step 3: Student schedules an intake meeting with their counselor/administrator and a SWAHS representative.

Step 4: Student attends their scheduled intake meeting with a parent/guardian to discuss program placement and educational needs. Upon acceptance, an attendance start date will be established.

Step 5: Recommendation of program is made and final paperwork including start date is given to Jackie Greiner, Administrative Specialist at SWAHS.

II. Office Information

A. PARENT AND STUDENT RESOURCES

Office Leadership Team

The Office Leadership Team consists of the Principal, Counselor, and Lead Teacher. They will be working with you in all aspects of your educational experience. They will work with all students to understand their strengths, weaknesses and to determine aptitudes, abilities, and interests. In addition, they can help with schedule changes, academic concerns and social issues.

The Office Leadership Team also assists with a variety of issues that may be affecting your academic or emotional well-being. Appointments can be made in the main office, please call (651) 425 - 7000 to set appointments with the appropriate Office Leadership Team Member.

STUDENT/FAMILY SUPPORT

Student support will be available to assist students and families who are in need of non-academic support. Long-term therapy is not offered at school.

- Youth Service Bureau / Chaunte Teehan / 651-458-5224 ext. 304
- Multicultural Liaison / Gregory Van Leer Jr / 651-425-3522
- Resource Officer/ Luke Landgraf /(651) 425-3791

Students and families can find assistance for appropriate support from outside resources.

III. BUILDING INFORMATION

ATTENDANCE

Call the SWAHS Office on the day of the absence by 8:30 AM to report the absence at (651) 425-7006. **Please leave the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.**

A note or phone call from the parent/guardian must accompany the student upon his/her return to school.

INFINITE CAMPUS PARENT PORTAL – PARENT ONLINE ACCESS (ATTENDANCE & STUDENT INFORMATION)

Parent Portal through Infinite Campus is a multi-use, secured system that improves communications between South Washington County Schools and parents. Parent Portal allows schools to track emergency contact information for students and provides parents access to a variety of information including final grades, attendance and transportation information. Additionally, it provides parents with access to student numbers needed to sign-up for SchoolCafé, SmartSchoolk12 programs and Schoology. For more information on the use of Infinite Campus Parent Portal please visit bit.ly/2YjAhb0.



SCHOOLGY PARENT ACCESS

Schoology is an online learning platform, or Learning Management System (LMS), used at all secondary schools in District 833. In Schoology, teachers post assignments, classroom resources, quizzes and a course calendar with due dates and deadlines. Students and parents should use Schoology to review assignments and grades as a way to stay on top of academic progress. For more information on the use of Schoology please visit bit.ly/3iTuksQ.



CONFERENCES

Parent(s)/Guardian(s) are encouraged to attend conferences. They are held five times during the year. Conferences will be held on October 12 (4:00 - 6:30 PM), October 13 (4:00 - 6:30 PM), February 11 (4:00 – 7:00 PM), April 27 (4:00 – 6:30 PM), April 29 (4:00 – 7:00 PM). Advisors will also schedule times with families who are unable to attend during the above noted times. These dates can also be found on our school calendar posted on the South Washington Alternative High School website.

REPORT CARDS

Report cards will be posted in Infinite Campus Parent Portal at the conclusion of each term. Students have electronic access to academic progress information through Schoology. Parents as noted above have electronic access to their student's academic progress through Schoology and Infinite Campus Parent Portal. **If you would prefer a hard copy of your report card, please contact the SWAHS main office at 651-425-7000.**

CELL PHONES/PERSONAL ELECTRONIC DEVICES

The possession and use of Electronic Devices (E-Devices) is a privileged part of the educational experience. The school may revoke the privilege of possessing and using E-Devices at any time at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record to listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images, and/or information which shall include but not be limited to pagers, cellular phones, iPods, Personal Digital Assistants, MP3 Players, portable music players, laptops, CD players, game players, cameras, video cameras, GPS, etc. The school is not responsible for lost or stolen E-Devices, its programs or its contents.

- E-Devices may be carried by the student during the school day but must be carried in the off or silent mode, with the exception of time between classes and during the lunch hour.
- E-Devices MAY be used, viewed, listened to by students before and after school, during passing time, and during the student's lunch period. Additionally
- E-Devices may be used in the classroom for academic purposes at the discretion of the teacher. Teachers are encouraged to develop lessons utilizing technology, and under those circumstances, use may be allowed.
- E-Devices should be turned off and out of sight in academic settings when not employed for coursework, in bathrooms, locker rooms, and the school health office (without permission of the health staff).
- In the event of illness at school, students must utilize the main office in order to facilitate parent contact, not personal E-Devices. The school nurse and/or aide is responsible for monitoring all dismissals due to illness.
- It is never acceptable to take photos or videos of others without their permission.
- It is never acceptable to send threatening or harassing text messages, phone calls, or social media posts.
- E-Devices are not to be used on exam days, unless the classroom instructor has developed a specific testing protocol necessitating their use.

- Students who violate this policy regarding cell phones and electronic devices are subject to appropriate disciplinary consequences.

Consequences:

- First Offense: Warning by instructor, asked to put it away.
- Second Offense: Instructor works with student(s) to understand classroom protocols and procedures around E-Devices.
- Third Offense: Instructor completes referral form, conversation with building leadership ensues.
- Third Offense: E-Device turned into building leadership for the hour
- Fourth Offense: E-Device turned into building leadership for the day.
- Fifth Offense: E-Device turned into building leadership, parent and/or guardian will need to pick it up.

If a student refuses to surrender electronic device to building leadership it is considered an incident that is handled as insubordination. Students are subject to additional consequences including suspension for chronic offenses.

Parents are asked to not disrupt the school environment by contacting their children via their cell phone and should instead contact the school’s main office (651) 425-7000.

CHECKING OUT OF SCHOOL

The South Washington Alternative High School is a closed campus. If it is necessary to check out of school before the end of the day, the student must sign out in the office. A parent/guardian must call the school to check their student out. **Students will NOT be allowed to check back into school, unless they are returning with verification of the absence.** If a student checks out of school before or during a class, it will count as an absence.

SWAHS AND THE DISTRICT PROGRAM CENTER

SWAHS is one member of the greater District Program Center community. We will be sharing common grounds with all members of the South Washington County Schools Community. It’s important to respect all members of that community. Students are allowed in our own areas of the building. Students should remain in the designated SWAHS areas, except when they have permission from a staff member and after school. If a student leaves the SWAHS designated areas, they will be asked to leave the building for the remainder of the school day.

SCHOOL SAFETY

School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. South Washington County Schools takes a decisive stand on aggressive behavior and on the possession, storage, transmission and/or use of weapons or look-alike weapons. School administration may

recommend expulsion if a student is involved with a weapon or look-alike weapon. Any student observing a dangerous, harmful, threatening, suspicious or frightening situation should report it to an adult immediately. We are all responsible for a safe and orderly school.

VIDEO MONITORING

For the safety of the students and staff at the SWAHS and the greater DPC community, video-monitoring equipment has been installed inside and outside the building. The cameras are recording 24 hours a day, 365 days per year. In some cases, the recordings will be used to review incidents that took place in the building and/or on school property. If the situation warrants, the police will be contacted to review the video recordings. Only the SWAHS leadership have access to the video monitoring equipment.

SIGNS, POSTERS, and LITERATURE

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

IV. ACADEMIC INFORMATION (Graduation Requirements and Programs)

A. COURSES OFFERED AT SOUTH WASHINGTON ALTERNATIVE HIGH SCHOOL

Courses at the SWAHS are designed around the Minnesota State Standards as well as the needs of individual students. The following describes the types of courses we have here at the SWAHS:

Seminar courses will incorporate daily assignments as well as small projects that are standards based to prepare students for future learning opportunities.

Online Learning courses will be designed to provide alternative options for students at the SWAHS. Online Learning courses occur one hour of the day and students interested in online courses should speak with their counselor.

Independent Study courses will be designed to offer students the option of working with an instructor to design an individualized course of study that is student directed and flexible in nature.

Advisory course is a stand alone credit bearing elective course all students are enrolled in during the day. During advisory, students meet with an advisor to discuss their attendance and current grades. This is also a time where students will work on community teambuilding activities, digital citizenship curriculum, and leadership development.

Other opportunities will be offered on an individual basis. Students will need to talk to their advisor or Office Leadership Team member.

WORK-BASED LEARNING PROGRAM

Students that are interested in obtaining credits toward graduation from working at a job site outside of school can do so at the SWAHS. Students enrolled in Work-Based Learning must have passed or be enrolled in a career investigation course. A career investigation course is offered every trimester at the SWAHS.

B. CREDITS/GRADUATION STANDARDS

SOUTH ST. PAUL GRADUATION REQUIREMENTS FOR CLASSES

	2018	2019	2020	2021	2022	2023	2024
Language Arts/English	12	12	12	12	12	12	12
Social Studies	9	9	9	9	9	9	9
Science	9	9	9	9	9	9	9
Math	9	9	9	9	9	9	9
Fine Arts (Art or Music)	2	2	2	2	2	2	2
Physical Education	1	1	1	1	1	1	1
Health	1	1	1	1	1	1	1
Economics	1	1	1	1	1	1	1
Electives	22	22	22	22	22	22	22
Total Credits	66	66	66	66	66	66	66

1. Social Studies must include United States history, geography, government and citizenship, world history, and economics.
2. Science must include three credits of biology and three credits of chemistry or physics and three elective credits of science.
3. Math must include at least three credits of algebra, geometry, statistics and probability sufficient to satisfy the standard and three credits of algebra II or its equivalent.

Credit requirements are determined by the student's resident or sponsoring district (SOWASHCO).

Upon successfully meeting the above requirements the student will earn a high school diploma from his/her respective home high school and may participate in graduation ceremonies at his/her respective home high school. The SWAHS does hold its own graduation ceremony at the end of each academic year.

POST-SECONDARY OPTION (PSEO), CAMPS, SPECIAL PROGRAMS, ONLINE LEARNING, ETC.

All credits earned from an accredited agency outside of the South Washington County Schools curriculum will be transferred in for a grade and credit based on the transcript provided by the student and/or transferring school. If student wishes to receive PSEO credit for a grade, the grade will contribute to the student's GPA. Students attending college under Post-Secondary Enrollment Option are eligible to participate in extracurricular activities. East Ridge, Park, and Woodbury High School eligibility rules will apply.

POST- SECONDARY TESTING INFORMATION

The tests that may be used for college admission are: Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT) and American College Testing (ACT).

Students may take the ACT and SAT as juniors or seniors. The ACT is given several times each year. The ACT will be offered to all 12th grade students who were 11th graders in the spring of 2020 on October 6, 2020. 11th grade students will be offered the opportunity to test on April 13, 2021, all scheduled tests will occur at South Washington Alternative High School. ACT's additional test dates and registration deadlines are below; please see Kate Jenkins, School Counselor for more information on taking the ACT tests.

SPECIAL EDUCATION SERVICES

Children with disabilities are eligible for special education and related services from birth to age 21 as defined in federal law, P.L. 101-476, Individuals with Disabilities Education Act (IDEA) and Minnesota State Board of Education Rules, Chapter 3525.0200. Parents/guardians can expect their referral to be processed by the Child Study team in a timely manner and according to due process requirements. Contact Jessica Muszynski the SWAHS School Psychologist at 651-425-6754 for further information and assistance.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, South Washington County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The School District has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent(s)/guardian(s) disagree with the determination made by the professional staff of the School District he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specified rights related to educational records. This Act gives the parent and/or guardian the right to:

- A. Inspect and review his/her child's records;
- B. Make copies of these records; for reasons such as great distance where it would be almost impossible for parents or eligible students to review the records. Schools may charge a fee for this service.
- C. Receive a list of all individuals having access to those records;
- D. Ask for an explanation of any item in the records;
- E. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- F. A hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact the Special Services Department at (651) 425-7201

HOME SCHOOLING

The South Washington County School District recognizes the right of the parent(s)/guardian(s) to decide the appropriate educational setting for their child. This may include the option of home schooling. Home schooling is an alternative option to public or traditional private school attendance. *MN Statutes 120A.22, Subd 5. Ages and terms. (a) Every child between seven and 17 years of age must receive instruction. . .* The Minnesota Department of Education (MDE) has determined that home schools are private schools that provide their own curriculum, transcripts and diplomas. MDE does not vouch for or certify curriculum, transcripts or diplomas. District 833 cannot provide curriculum, transcripts or diplomas for home school students.

In choosing this option, the parent(s)/guardian(s) is responsible for meeting the requirements as prescribed by the State of Minnesota. A parent(s)/guardian(s) may choose to home school their child at any time during the school year. However, the parent(s)/guardian(s) should notify the School District in which the family resides as soon as they decide to home school or within 15 days. There are certain steps that need to be taken to register a home school with the School District.

Questions? Please contact the district's Home School Liaison at 651-425-6236.

C. REGISTRATION AND SCHEDULES

SCHEDULE CHANGES

All requests for schedule changes should be made before school opens. The only schedule changes that will be made after school starts are those that must be made due to an error made in a student's schedule or changes that have the approval of the administration. **No schedule change requests made**

by student or parent will be made after the first 3 days of each term. For any schedule changes please see Kate Jenkins, SWAHS school counselor.

WITHDRAWALS

In order to withdraw from school, a student’s parent/guardian must attend a meeting with school personnel to discuss educational options and sign a written election to withdraw a student from school. The student must be 17 years of age prior to this meeting.

D. GRADING AND ACHIEVEMENT

The South Washington Alternative High School uses the following grading scale system:

NC	= No Credit Given	Indicates no work completed for the course
P	= Pass	Indicates work that shows mastery in all standards for the course
I	= Incomplete	Indicates the pupil has showed mastery in some standards but not all needed for completion of the course.
W	= Withdrew	Indicates the pupil withdrew

MODIFIED GRADES

Students with special needs who have an Individual Education Program (IEP) may receive modified grades. Modifications will be noted in the student’s IEP and will include necessary adjustments to the student’s graduation requirements. For further information, please see your case manager.

TRANSFERRING OF CREDITS

The SWAHS accepts credits and grades earned by students at other accredited schools. We will not accept any weighted credits. Credits will be awarded so that they are equivalent to those given at SWAHS.

E. GRADUATION

A senior student must earn a minimum of 66 credits in order to receive a diploma from South Washington County Schools. The SWAHS may allow seniors with less than **66** credits to participate in the SWAHS graduation ceremony if they are enrolled in summer coursework that will fulfill all requirements. This option is permitted with approval from Administration.

If a senior student prefers to **take** part in the East Ridge, Park, and Woodbury High School commencement exercises, they must notify their respective high school based on the timeline posted on that high school's website. The senior will receive their diploma through the SWAHS.

Participation in the commencement ceremony is a privilege. Violating school policies may result in the elimination of the privilege to participate in some or all of the commencement ceremonies. Decisions related to student participation and/or inclusion in commencement will include the superintendent and site administration.

V. STUDENT CONDUCT

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall civility affects student attitudes and behavior. Proper student conduct is necessary to enhance the education process and create an atmosphere supportive of student achievement.

The purpose of discipline procedures is to provide a positive learning environment for our schools. A positive learning environment requires students to abide by the established school and district expectations. The type and level of behavior expected of students during instructional times is also expected during other school-related activities such as field trips, work experience, and service-learning projects.

STUDENT DRESS

The SWAHS believes that appropriate dress and grooming are important. Most clothing is acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the educational process, or does not create school disorder.

Although no dress code can address all styles of attire, proper school dress that is in good taste is required at all times. Disruption is defined as causing others to feel uncomfortable or threatened in our public setting.

Dress Expectations:

Please note: Building principals will make the final decision on dress code violations including items that are inappropriate for school but not mentioned in this policy. If necessary, parents will be notified and asked to come to school to either pick up their student or bring proper attire.

The following are some examples of attire considered to be unacceptable for students while attending the SWAHS.

- ✓ For health and safety reasons, students are expected to maintain hygienically clean attire.
- ✓ Student clothing is required to cover a student's "personal and private" areas - including the chest, midriff, groin, and buttocks.
- ✓ Students are not to wear clothing that is provocative in nature, reveals undergarments, or worn in a manner which is offensive or distracts from the educational process. No low cut fronts, backs or sides, visible underwear, low-cut backs, low-cut fronts, bare midriffs, or bare stomachs are allowed. Some examples of inappropriate clothing may include, but are not limited to, halter, tube and transparent tops, pants and shorts with holes in them, high slit dresses/skirts, and dresses or shorts of inappropriate length

- ✓ Students are not to wear clothing that includes words, graphics, or innuendo which are obscene, vulgar, abusive, or discriminatory (some examples may include, but are not limited to, ethnic, racial bias, sexual, or sexist remarks/images), or which promote or advertise weapons, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Examples: Confederate flag, swastika, guns or ammunition, Playboy bunny, alcohol logos, and tobacco logos.
- ✓ Gang related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, or tattoo, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

If there is doubt about a particular item of apparel, the student should contact a school administrator for a decision prior to wearing the clothing to school.

Consequences:

Students who are improperly dressed will have the opportunity to change, trade, or wear school issued apparel, or remain in the SWAHS office area until a parent/guardian brings in more appropriate clothing. If students refuse to change their clothing, they will be subject to disciplinary action.

Additional clarification on student dress can be found in Policy 504 Student Dress and Appearance at sowashco.org, underneath district policies.

DISCIPLINE GUIDELINES

With matters of discipline, teachers take the first steps in correcting inappropriate behaviors. If these steps are ineffective and inappropriate behavior continues, consequences progress.

A referral to the office is written and the student can be sent to the office to remove him/her from the learning environment. If a student is removed from a class or sent to the office, the student may be asked to complete a reflection sheet and will then process with an available staff member and / or administrator to determine whether or not the student can return to the classroom for instruction.

In cases where the student conduct violates school / district policies or expectations, parents / guardians will be notified in order to work together to resolve the issue.

A primary goal is to maintain a physically and emotionally safe learning environment for everyone at SWAHS. The ultimate goal is the development of responsible, respectful, and self-directed behavior.

Social Media

Occasionally students report to school administration that they have received inappropriate, intimidating, threatening and/or unwanted communication from a fellow student outside of school through social media. In some cases when this activity takes place off-campus, school sanctions do not apply. For this reason, parents are encouraged to closely monitor or curtail their students' use of social media. In serious situations, parents may need to contact the police directly and follow up with an informational call to the school.

VI. ATTENDANCE

PHILOSOPHY

The SWAHS believes that regular attendance is directly related to a student's academic success, benefits the student socially, provides an opportunity for important communication among the students and teachers, and establishes regular habits of dependability which is important for future success. The following attendance procedures are intended to be positive and not punitive.

These procedures also recognize that class attendance is a joint responsibility to be shared by the student, parent and/or guardian, teacher, and administration. **If a student must be absent, a parent / guardian must call the SWAHS attendance office at (651) 425-7006.**

It is the student's right to be in school. It is the student's responsibility to:

- ✓ Be prepared and on time to class
- ✓ Attend all assigned classes that school is in session
- ✓ Be familiar with all individual program attendance procedures
- ✓ Follow correct procedures when absent from classes, and
- ✓ Request any missed assignments due to absence

It is the parent's / guardian's responsibility to:

- ✓ Encourage the student to attend school
- ✓ Inform the school of a student absence
- ✓ Be familiar with all individual program attendance procedures, and
- ✓ Work cooperatively with the school and student to solve any attendance problems that may arise

It is the teacher's responsibility to:

- ✓ Take daily attendance and maintain accurate attendance records in each assigned class
- ✓ Be familiar with all procedures governing attendance and apply these procedures uniformly
- ✓ Provide any students who have been absent with any missed assignments on request, and
- ✓ Work cooperatively with the student and student's parent/guardian to solve any attendance problems that may arise

It is the administrator's responsibility to:

- ✓ Encourage students to attend all assigned classes
- ✓ Be familiar with all procedures governing attendance and apply these procedures uniformly
- ✓ Maintain accurate records on student attendance, and
- ✓ Inform the student's parent/guardian of the student's attendance and work cooperatively with them and the student to solve attendance problems.

MAKE-UP WORK: A STUDENT'S RESPONSIBILITY

Following an absence, it is the responsibility of the student to find out assignments and to complete course work assigned. Generally, students are given one (1) day to make-up work missed during a one-day excused absence. The exception to this rule is when a test or assignment has been announced in

advance while the student is in attendance and then they miss the day of the test or the date the assignment is due. In such cases, the student may be required to take the test and/or hand in the assignment the first day back in school.

STUDENTS NOT ENROLLED/TRUANCY

For students not enrolled in an educational facility, state law mandates that a school must report when a student drops enrollment from their district and does not re-enroll in another educational facility. The parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. A student is considered truant if he or she is absent without lawful excuse for one or more class periods on seven school days. This includes students 16 or 17 years of age that have not lawfully withdrawn from school. (MN Statutes 120A.22 and 260C.007). Non-compliance with the attendance law could result in a Truancy Petition being filed in Juvenile Court for children 12 and older or a Child Protection Petition for children 12 and under.

ABSENCES

The SWAHS will follow the calendar located on our website. Students are expected to be in attendance when the SWAHS is in session.

Students who are absent fifteen (15) consecutive school days will be dropped from the SWAHS program. Dropped students may re-enroll the start of the next term if they wish to re-enter the school and space is available. For an absence to be excused, a student's parent/guardian must contact the school by phone or in person within 24 hours of the absence. Repeated unexcused absences will trigger intervention by the Washington County Juvenile Court as well as a requirement for physician notes for further absences to be excused.

EXCUSED ABSENCES

Students will have an equal amount of time absent to turn in make-up work. For example, for a one-day absence, the student will have one day to turn in makeup work. Any work not completed within this period shall result in No Credit (NC) for the missed assignment.

EXCUSED ABSENCE DEFINITION

Excused absences fall under these categories:

1. Family emergencies (serious family illness, injury or death)
2. Medical appointments (the school reserves the right to verify)
3. Student illness
4. School approved activities
5. Required court appointments
6. Pre-approved absences by the administration including family vacations and college visits
7. Religious holidays or religious release time

8. Suspension
9. Active duty in any military branch of the United States

UNEXCUSED ABSENCES

All absences not authorized by the parent/guardian or school are considered unexcused. Students may also have excused absences but if there are numerous excused absences, you may receive a letter asking for a doctor's note to verify future absences.

UNEXCUSED ABSENCE DEFINITION

Unexcused absences fall under these categories:

- Truancy
- Miss the bus/car trouble
- Oversleeping
- Work at home
- Running an errand
- Jobs outside of school (except approved school work-based learning program hours)
- Parent not calling in for the student
- Skipping a class/leaving the building without parent/guardian permission

UNAUTHORIZED EXITING OF SCHOOL GROUNDS

Any student that leaves the school grounds without parent/guardian approval and knowledge of school staff is considered truant.

AUTHORIZED EXITING OF SCHOOL GROUNDS

To be excused, any student wanting to leave school grounds for an appointment must have a parent/guardian call or visit the school. Parents/guardians picking up students should come to the SWAHS office to sign out their students.

TARDINESS

Students are expected to arrive at school and in class on time. Consequences for excessive tardiness will be arranged on an individual basis depending upon circumstances. Arriving in the classroom more than five minutes after the start of class is considered a tardy.

VII. STUDENT SERVICES

HEALTH ISSUES

Students are not to come to school when they are ill, nor should they expect injuries that occur at home to be cared for in school. If a student becomes ill or injured during the day, a parent/guardian will be contacted.

PLEASE NOTE: A minor student who becomes ill in school may not leave the SWAHS building unless a staff member gives permission and a parent/guardian arranges transportation. Once the student has been released from school the parent/guardian is responsible.

Additionally, for the 2020/2021 school year COVID-19 related responses are listed on the South Washington County School website under about>fall 2020>health and safety. If you have any questions about symptoms related to COVID-19 and reporting to school in person please contact our main office at 651-425-7000.

HEALTH GUIDELINES TO PROMOTE A HEALTHY ENVIRONMENT FOR ALL STUDENTS AND STAFF

If your child becomes ill or is injured during the school day, the office will notify parent(s)/guardian(s) so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Parent(s)/guardian(s) home and work numbers are required. No minor or non-emancipated student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.

Always keep your child at home if his/her temperature is 100 degrees or higher. Temperatures should be normal for 24 hours (without fever-reducing medication) before he/she returns to school. Students with a temperature of 100 degrees or above cannot stay in school and parent(s)/guardian(s) will be notified that they must provide transportation home.

Please notify the SWAHS office if your child develops a communicable disease such as strep throat, chickenpox, impetigo, scarlet fever, red and mattering eyes, a positive COVID diagnosis etc. **NOTE:** If you take your child in for a throat culture, DO NOT send them back to school until the results come back negative or they have been on antibiotics for 24 hours and there is a physician's note providing clearance for their return to school.

1. If your child has a fever, chills, a new cough, shortness of breath, a new sore throat, new muscle aches, new headache, or a loss of smell or taste, please keep him/her home until
 - a. 10 days since onset of symptoms, and until no fever after 24 hours without medication and improvement of other symptoms.
2. If your child has been vomiting and/or experiencing diarrhea, please keep him/her home until 24 hours after the last episode.

- a. Note: If symptoms are consistent with COVID-19 symptoms an alternative diagnosis will be required to return to school.
3. If your child has a rash that you do not know the cause of and that might be disease related, please check with your family doctor before sending him/her to school.
4. If your child has activity limitations or needs to be excused from physical education for longer than 2 days, a doctor's excuse is necessary for the teacher to provide an alternate assignment.
5. In an extreme emergency, an ambulance will be called, and your child will be taken to the nearest hospital. This will be billed to the parent(s)/guardian(s).
6. Minnesota State Law will be enforced regarding required immunizations. Please contact the Health Office at 457-9449 or 457-9476 if you have any questions about your child's immunization status.
7. Parent(s)/Guardian(s) of students requesting that medication (either prescription or over the counter) be administered during school hours by school personnel are required to provide for the school:
 - a. A written parental release for the administration of medication,
 - b. A signed statement from the licensed prescriber, and
 - c. Medication in the original container or pharmacy-labeled container.

VIII. GENERAL INFORMATION

BREAKFAST AND LUNCH INFORMATION

Breakfast will be offered each day at 8:35-8:45. Students may pick up their lunch, pay and sign up for the next day's breakfast option. If a student does not sign up for breakfast the day before, breakfasts are not guaranteed.

Lunches are offered daily to students that sign up before 8:45 am each day. Lunches can be requested day of and do not have to be ordered the day before. Sign-up sheets for lunches are in the main office along with the breakfast sign up. If students fail to sign up for a daily lunch, one is not guaranteed, but food service does have a few extra that they will sell at the end of the line.

New this year is an ala carte option. Items and prices will vary by location but may be purchased as they are available and do not need to be preordered.

South Washington County Schools uses School Café to: Make school lunch payments, set purchase restrictions, submit meal applications, view meal purchases, set up auto pay, get balance alerts, account letters and view lunch menus.

Please go here to begin:

<https://www.schoolcafe.com/sowashco>

Meal Prices for 2020-2021 Students:

Breakfast \$1.80

Lunch \$ 3.10

Ala Carte options prices and selections vary

Once student accounts are negative, à la carte purchases are not permitted.

Free and Reduced Meals information and applications can be found at:

https://www.sowashco.org/departments/nutrition_services/free_reduced_meals

Breakfast and lunch menus are planned in accordance with the USDA guidelines.

The Healthy, Hunger Free Kids Act (HHFKA) of 2010 continue to bring changes to menu items and meals selections. These regulations reflect the Institute of Medicine's "School Meals: Building Blocks for Healthy Children" and the USDA's Dietary Guidelines for Americans.

The USDA regulations require menus to comply with the Dietary Guidelines for Americans. These guidelines are designed to increase the consumption of fruits, vegetables, whole grains, lean proteins and low-fat dairy products. The guidelines also focus on reducing sodium and fat intake, while providing appropriate portions sizes for all age groups.

The menus must provide 1/3 of the Recommended Daily Allowance (RDA) for specific food groups and 1/3 of calorie needs for lunch and ¼ of the Recommended Daily Allowance (RDA) and ¼ of the calorie needs for breakfast.

For additional questions regarding nutrition services please call :

Nutrition Services

Ph: 651-425-6280

Fx: 651-425-6312

Office Hours:
8 a.m. - 4 p.m.

FOOD AND BEVERAGES

Food and beverage items are allowed in the classrooms at the discretion of the teacher. Any abuse of this privilege will result in its revocation.

TRANSPORTATION AND PARKING

Students attending programming at the SWAHS are able to receive busing. All students who ride the bus are expected to follow and observe the school district's safety rules, as well as those of the bus driver. The expectations for riding the bus are:

1. Follow directions of the driver
2. Stay in your seat
3. Keep all parts of your body in the bus.
4. No physical altercations
5. No eating, drinking, smoking, or spitting
6. No loud talking, horseplay, throwing things, or inappropriate language
7. No destruction of bus/school property

Students who do not follow rules will be subject to disciplinary action.

Students may choose to drive or ride with another student to school, but do so at their own risk and liability. Students should park in the provided spaces on the west side of the South Washington Alternative High School.

Students who choose to ride their bicycles to school must lock their bicycle to the bike rack in front of South Washington Alternative High School. The school will not be responsible for damaged or stolen bicycles.

FIELD TRIPS

Field trips and other school sponsored trips are considered extensions of the school. All school rules and regulations are to be followed and will be enforced. Students are required to travel to and from the field trip on school district provided transportation. Past infractions of SWAHS/District policies and/or lack of attendance/earning credits may be cause for students to not be allowed to participate in field trips. In order for students to participate in off campus field trips a parent/guardian permission slip must be submitted to the SWAHS main office.

EMERGENCY DRILLS / LOCKDOWNS

It is important that students regard emergency drills and lockdowns seriously and know the procedure to follow in case of an actual emergency. In case of an evacuation, SWAHS staff will inform students as to the exit route from each classroom and directions will be posted near the door. Lockdowns require students, staff, and visitors to remain quietly in a closed and locked room until an all clear signal is given.

LOCKERS

Due to health and safety concerns related to COVID-19 students will not be issued lockers in the 2020/2021 school year.

PERSONAL POSSESSIONS

The SWAHS is not responsible for lost or damaged personal articles. Do not bring expensive personal possessions to school.

PLEDGE OF ALLEGIANCE

It is District 833 policy to recite the Pledge of Allegiance during school. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice (Minn. Stat. 121A.11, subdivision 3 (c)).

SCHOOL CLOSINGS

In the case of inclement weather or public emergency, the SWAHS may be closed or dismissed early. A district blackboard communication will be delivered with information related to the closing.

VISITORS / BUILDING ACCESS

South Washington Alternative High School is secure during the school day. For the safety of the students and staff, all exterior doors are locked during the school day.

We have the following guidelines regarding visitors in the building:

- Visitors must coordinate with the classroom teacher, administrative assistant, or administrator to schedule a visit prior to, during, or after the school day. We ask that visitors not loiter in/or around the buildings, without purpose, to avoid interrupting the academic flow of the school day.
- All visitors including parent(s) or legal guardian(s) must come to the office to sign in, noting the time and destination.

- Adult visitors are role models in our buildings and should abide by proper dress code found within this handbook.
- All visitors must sign out upon departure from the building.
- Unauthorized visitors are considered trespassing and will be given a verbal warning and instructions to leave the school premises.
- Should an attempt be made by an unauthorized person to remove a student from school, the principal will immediately notify the custodial parent and will contact the police if necessary.
- Due to COVID-19 protocols building access may be limited, please visit https://www.sowashco.org/about/fall_2020

As a guest in our building, it is expected that visitors remain in visual contact with a school employee when with students. For the protection of our students, as well as our visitors, it is expected that visitors refrain from physical contact with our students and disciplining children.

PROSPECTIVE STUDENTS

Students who are considering attending and wish to visit the SWAHS should make arrangements through an administrator in their home school or by making an appointment with the SWAHS office personnel. All such visits must be arranged in advance with the SWAHS office personnel.

ADDRESS CHANGE

If you have a change of address or telephone number, please report this to the SWAHS office.

AGE OF MAJORITY

The age of majority in Minnesota is eighteen (18) years of age. All students regardless of age, are required to follow the rules and regulations of South Washington Alternative High School.

IX. DISTRICT POLICIES

Besides the policies that are included and/or referred to in this handbook, students are expected to be aware of and to abide by all of the District's policies. All of the District's policies can be found on the District's website at <http://sowashco.org/> under the "About" tab and then click on the "School Board" link and then "School Board Policies" link. Students should pay particular attention to the policies in Section 500 which specifically pertains to students. Questions regarding policies can be directed to your building administrator.

***Notice** - Parents and students please note that Department of Education, Department of Health, and Executive Orders may modify practice and rules on very short notice. New rules regarding student conduct may be required to comply with these directives. We will make every effort to keep you advised of any changes in practices, rules, guidelines or directives.*

HANDBOOK ACKNOWLEDGEMENT FORM

I have been shown the student handbook and where it is located on the South Washington Alternative High School website, and I understand that it is my responsibility to read it. I understand that it is also my responsibility to abide by all of the District's policies, as they are presented on the District's website at www.sowashco.org. Students should pay particular attention to the policies in Section 500 which specifically pertains to students. I must ask questions if I do not understand current policies or a portion of the handbook. I understand that I will be held accountable according to the District's policies.

Date: _____

Student Signature: _____