



# TECUMSEH LOCAL SCHOOLS

## ALTERNATIVE LEARNING CENTER

### RULES AND PROCEDURES



Please rewrite these rules prior to arrival for your ALC Assignment. The rules must be handwritten clearly with a line between each rule.

1. I understand that I will be required to copy the rules, exactly as they appear on this sheet, every time I am assigned to the ALC room. My days **WILL NOT COUNT** until the rules are completed and turned in to the ALC supervisor.
2. All school rules are in effect in the ALC room. I may be held to a greater level of compliance and scrutiny due to the nature of the Alternative Learning Center's purpose.
3. When I am assigned to the ALC, I must report directly to the ALC classroom upon arrival to school and must leave school grounds by bus or an alternative ride immediately after dismissal. With the exception of Administrative or Teacher Detentions, I am not eligible for any after school activities during the duration of my ALC Assignment. If I attend an after school event during my ALC, I am subject to additional disciplinary actions.
4. ALC is an alternative to an Out-of-School Suspension. If I fail to take advantage of ALC, I could face an Out-of-school. An Out-of-School Suspension could have an immediate negative effect to my education, grades, and unexcused absences. Out-of-School Suspension could even effect my future educational plans and employability.
5. I am expected to report to the ALC room on the first day of the ALC Assignment with all course textbooks, workbooks, and any other necessary school supplies. I understand that I will not be permitted to leave the ALC room to go to my locker or borrow from a fellow student.
6. I understand that the ALC follows the school day from 7:25 AM until 2:15 PM and does not allow for early dismissal without the potential for additional consequences. Therefore, I may be impacted differently if I am involved in the curricular programs such as: CBI, PSEO, CTC, Work-Study, etc.
7. All students will be given an assigned seat in ALC. It is my responsibility to stay quietly seated, facing the front of the room, alert, and in an upright position. If I need my seat moved, I must receive permission from the ALC supervisor or my Unit Principal.
8. I am not permitted to communicate (verbal, non-verbal, gestures, or writing notes) to any person inside or outside the ALC room without permission from the ALC supervisor.

9. Sleeping, or the appearance of sleeping, will result in me not getting credit for the day and the possibility of receiving additional disciplinary actions.
10. One restroom break will be scheduled before lunch and another after lunch unless other arrangements are requested in writing from the parent/guardian (with a doctor's note). No talking is permitted on the way to, from, or during the restroom breaks. If necessary, there are water fountains inside the ALC room; however, I must ask permission from the ALC supervisor before using.
11. Lunch will be eaten in the ALC classroom during 5<sup>th</sup> period. I can either bring a pack lunch from home or purchase a cold pack lunch provided by the school's food service. I am not allowed to drink soda, chew gum, or purchase a hot plate lunch during my ALC Assignment. All food must be eaten during the student's lunch time unless other arrangements are requested in writing from the parent/guardian (with a doctor's note).
12. The staff, administrators, and my parents are expecting me to complete daily assignments, including homework, and turn it into the ALC supervisor. In order to receive credit for my assignments, I must have all work completed prior to being released from the ALC classroom.
13. If I finish my work early, I must read or study a school textbook or material approved by the ALC supervisor or Unit Principal.
14. I am not permitted to openly complain or argue in regards to any ALC procedure, instruction, or personnel while other students are present. If I need to discuss a situation, I should ask to talk directly and privately to the ALC supervisor, Unit Principal, Guidance Counselor, or teacher as soon as a meeting can be arranged.
15. I understand that if my behavior becomes severely disruptive, I am subject to Emergency Removal, Out-of-School Suspensions, or other disciplinary action. After the additional discipline has been served, I may still need to return to ALC to finish my original assignment.

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Student's Name

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Date

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Parent/Guardian's Name

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Date

Please turn handwritten copy with signatures in to the ALC Supervisor