

March 18, 2014

# TIGER NOTES

## NEW ANNOUNCEMENTS & REMINDERS

**MUSIC LESSONS** – MAKE UP week May 17 - 21– sign up for appointments with your teachers.

**BAND CONCERT** – Tuesday, March 18 at 7:00 pm in Auditorium

**YELLOW CARD MAKE UP** – Tuesday, March 18: 3:30 – 4:45pm; Thursday, March 20: 3:30 – 4:45 pm; Saturday, March 22: 8am – 12pm.

**8<sup>TH</sup> GRADE BOYS** - Thinking about signing up for a spring sport? 8<sup>th</sup> Grade Baseball registration information is now available in the Activities Office. The first practice for 8<sup>th</sup> grade baseball will be Monday March 31<sup>st</sup> and registration should be completed by March 28<sup>th</sup>. Why stay inside this spring? Come out and play some baseball!

**SPRING SPORTS REGISTRATION** – It's not too late to sign up for a spring sport! Forms are available at the ALHS and SW Athletic offices and at tigeractivity.org. Athletes must have a current MSHSL sports physical on file in order to participate.

### **Sports beginning this week:**

Boys Track: 7-12

Girls Track: 7-12

Softball: 8-12

### **Beginning Monday, March 17, 2014**

Boys Golf: 7-12

Girls Golf: 7-12

Baseball: 9-12

### **Beginning Monday, March 24, 2014**

Boys Tennis: 7-12

## **SCHOLARSHIP INFORMATION:**

**New Scholarship Available** (added to ALHS Scholarship packet)

\*MAPLE ISLAND PARK ASSOCIATION SCHOLARSHIPS (**NEW 3/11/2014**) Eligibility: All graduating seniors in schools within a 20 mile radius of Maple Island. For any post high school education. \$750 (6 available. Separate application – available on the web page and in the Guidance Office. Must mail yourself! Deadline: April 7, 2014.

### **ALHS SCHOLARSHIP PACKET –**

All scholarship-related information (scholarship descriptions and applications) can be found on the Albert Lea High School/Guidance & Registration webpage: <http://www.alschools.org/our-schools/albert-lea-high-school/guidance-registration>. All Scholarship applications are due to the ALHS Guidance Office on Wednesday, April 2, 2014 by 3:30pm, unless otherwise stated in the scholarship description. \* Please note the importance of reading each individual scholarship completely (Eligibility, Selection Criteria and Special Instructions). Anything needed or required other than completing the ALHS General Application (including the Personal Statement) will be indicated by an astrick (\*) next to the scholarship name. "Different" could be a separate application, a letter of recommendation, a transcript or needs to be delivered to somewhere other than ALHS (for examples). Copies of all current scholarship applications are also available for students in the Guidance Office.

### **COMMUNITY SCHOLARSHIPS –**

These are scholarships that have been requested to post for ALHS students. These are not connected with the ALHS program directly. These scholarships could be nationally, state-wide or locally available. We advertise them as a courtesy and have no direct knowledge of the scholarship. These are listed separately from the ALHS Packet and are titled

Community Scholarships on the webpage. A listing of community scholarships currently available is also available in the Guidance Office.

**11<sup>th</sup> grade student scholarship opportunity!** The Minnesota Association of Townships Scholarship is available. Amount \$1,000. Application is due date is May 1, 2014 and involves writing an essay on a question (450 to 500 words). Information regarding this scholarship opportunity can be found on their webpage; [www.mntownships.org](http://www.mntownships.org) Applications are also available in the Guidance Office.

### **UPCOMING EVENTS – Changes in Schedule are highlighted in yellow**

March 3 – 7	Spring Break – NO SCHOOL
March 21	ALL STUDENTS REPORT
April 3	8 – 12 grade evening conferences – Postponed
April 4	ALL STUDENTS REPORT
April 17	8 – 12 grade Conferences 3:30 – 7:30 pm
April 18	NO SCHOOL for Students Staff Development Day
	8 – 12 grade Conferences 7:30 – 11:30 am
May 26	Memorial Day – NO SCHOOL
June 2	Last Day for Seniors
June 5	ALL STUDENTS REPORT
June 6	LAST DAY FOR STUDENTS Commencement
June 9	Staff Development Day – No Students

### **COLLEGE VISITS**

All college and military visits take place in the Guidance Office. Please come down ahead of time to sign up to meet with a rep.

<b>Tuesday</b>	<b>March 18<sup>th</sup></b>	<b>ARMY lunchroom visit</b>	<b>(no need to sign up)</b>
<b>Wednesday</b>	<b>March 19<sup>th</sup></b>	<b>MARINES lunchroom visit</b>	<b>(no need to sign up)</b>
<b>Wednesday</b>	<b>March 19<sup>th</sup></b>	<b>1pm- Riverland Community College: Law Enforcement and Criminal Justice</b>	<b>Please sign up in the CRC</b>
<b>Friday</b>	<b>March 28<sup>th</sup></b>	<b>St. Thomas@ 8:30am.</b>	<b>Please sign up in the CRC w me.</b>
<b>Monday</b>	<b>March 31<sup>st</sup></b>	<b>University of Minnesota Morris@ 8:20am</b>	<b>Please sign up w me in CRC</b>

### **REPEATED ANNOUNCEMENTS**

We have individuals at Albert Lea High School who have allergies/sensitivities to scents which cause them to become ill. Please do not apply any scented lotion or use body spray or perfumes while at school. Thank you for your cooperation and understanding in this matter.

Students! So your internet is not working? If you are not able to access the internet on a computer, please stop in to the Media Center and pick up an internet/equipment/permission to publish form today!

The Weight Room is open after school until 4:30pm on Mondays, Wednesdays, and Fridays.

Students: Transcripts can be requested in person (in the Guidance Office there are pink Transcript Request Forms on the desk) or online. Go to <http://www2.albertlea.k12.mn.us/> and click on 'Transcript Request' on the left side. Complete the form and click SUBMIT. Transcripts are typically mailed out within three business days.

Seniors: If the college/university you are applying to requests a SECONDARY SCHOOL REPORT – please contact the Guidance Office or Mrs. Danner, counselor, and request it to be completed. We also will need to know which post-secondary institution it should be sent to. If the post-secondary institution has their own form as part of their application, please bring this to the Guidance Office. If the institution does not have their own form, but request it – we have generic forms available. *FYI: Not all post-secondary institutions request this report.*

## OFFICE STAFF / ADMINISTRATION

GRADE	ADMINISTRATOR	COUNSELOR
8	Johanna Thomas	Lindsey Hugstad-Vaa
9	Johanna Thomas	Lindsey Hugstad-Vaa
10	Marsha Langseth	Lindsey Hugstad-Vaa
11	Marsha Langseth	Kim Danner
12	Jim Wagner	Kim Danner

<b>Activities/Athletics</b>	<b>Chris Chalmers</b>	
	Lindsey Tollefson	-5345
	Jane Thompson	-4833
<b>Community Ed</b>	Mary Boorsma	-4834

### **ATTENDANCE HOTLINE... 379-5344**

Attendance	Sandra Jimenez	-5347
Guidance Office (Assistant Principals and Counselors)	Melissa Schumann	-5354
Health Office	Colette Lillibridge	-5836
Police Liaison	Officer Ted Herman	-5352
Principal's Office	Jennifer Zoller	-5342
Social Worker	Jenni Braaten	-5358
Social Worker	Heather Johnson	-5346
Student Services	Dani Bryant	-5361

## LUNCH MENU

Go to [Chartwells School Dining Services](#) and click on **Albert Lea High School** on the right-hand side

## ATHLETICS & ACTIVITIES

Go to the [Big 9 website](#) and click on **Albert Lea High School**

## POLICIES & REMINDERS

### **ABSENCES | Excused and Unexcused**

**There is a cap of eight (8) total absences per class per semester. If a student misses more than eight (8) days, they will be issued a Yellow Card to make up time missed from every class period for each day they are absent. [See: 5. YELLOW CARD SYSTEM EXPLANATION.]**

Absences that are ALWAYS excused and DO NOT count toward the cap of eight (8) per semester:

- 504s and IEPs that have attendance clauses in them
- Court appearances
- School-sponsored activities
- Verified meeting with office personnel
- Doctor-ordered absence

Absences that are excused but DO count against the cap of eight (8) per semester:

- Excused absences with proper written verification (parent note or office form)
  - If the absence is due to an excusable appointment (doctor visit), the student should bring in a note from the doctor's office.
- Pre-approved vacation [See: 1. VACATION FORMS]
- College visit (paperwork turned in to Attendance Office in advance)
- Suspension
- Funerals
- Driver's Test
- Illness with a parent note

UNEXCUSED absences | All other absences are considered unexcused.

### **YELLOW CARD SYSTEM EXPLANATION**

- When a student receives an absence indicated by "A" or "AB," this is considered unexcused time away from class.
- A Yellow Card is written up by the Attendance Secretary for each student for each class he/she missed.
- Yellow Cards are then placed in appropriate teachers' mailboxes. The teacher gives the Yellow Cards to the student.
- It is the student's responsibility to make up time missed in class. They will make up the time with the teacher in the class they missed or, if okayed by that teacher, they can make up their time with a different teacher.
- The minimum time required with a teacher for make-up to sign off on a Yellow Card is 35 minutes. This may require more than one meeting day/time either after or before school.

- Once time has been served and work is completed, the student must have the supervising teacher complete the Yellow Card as such. The teacher will bring the completed Yellow Card to the Attendance Office.
- The Attendance Secretary will record that the time has been made up, with a special notation to take the place of the "A" or "AB."
- If a student feels the need to appeal an absence, he/she must do so with his/her principal within two (2) weeks of receiving the Yellow Card.
- Students have the remainder of the semester to make up their time.
- If the time is not made up within the semester grading period, the student is granted a grade of INCOMPLETE. The student then has two weeks to complete his/her time or he/she may receive a FAILURE for the class.

Two important reminders for students regarding appointments during the school day:

- Please bring documentation from your appointment to the Attendance Office so that your absence may be excused. For example – a note from your doctor or your appointment card. Otherwise you will be responsible to make up the time missed from class.
- If you are arriving at school between 8:00 and 9:00am, please enter through the pool door and check in at the pool door desk.

All students 6<sup>th</sup> grade and up must have his/her student ID to get in to sporting events. Students 5<sup>th</sup> grade and under must be accompanied by a parent or guardian at sporting events.

A reminder to all students that it is state law as well as school policy that anyone under the age of 18 found with tobacco will be cited and suspended from school. Students over the age of 18 found with tobacco on school grounds will be suspended. There is absolutely NO smoking or tobacco use on school grounds!

Any student that displays un-sportsmanlike behavior at ANY athletic contest by using inappropriate language, signs, gestures, etc. will be removed immediately and said student will be suspended from attending any further athletic contests. You will receive NO warnings.

Students that are released early for athletic events are not to leave before the assigned time. Students that leave before their appointed time will be subject to disciplinary action.

This is a reminder that no hunting equipment like shotguns, knives, bow and arrows, or ammunition is allowed on school property. District 241 has a Zero Tolerance policy for weapons on school property.