



WEST CENTRAL EDUCATION DISTRICT



Area Learning Center Student Handbook Albany-Melrose-Paynesville-Sauk Centre

Our school was established by the West Central Education District to meet the needs of a large variety of individuals. The education, safety, and security of all that attend are vital to us. We have students attending from our cooperative school districts: Albany, Melrose, Paynesville, and Sauk Centre. We also welcome students from other districts.

MISSION STATEMENT~ The West Central Education District's mission is to maximize every student's educational experience by providing high quality services to students, families, and member districts.

BELIEF STATEMENTS~

- All WCED staff have expertise in their individual discipline or licensure area
- Lifelong learning is a vital component of the educational experience
- Parents are an integral part of their child's learning
- Partnerships with community resources and other agencies are key in helping children and families reach their fullest potential

OBJECTIVE~

- To encourage all students to participate in making the environment one in which they can learn and grow both intellectually and socially to earn their high school diploma
- To build skills which will prepare students for a career and/or college readiness

Contact Information

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***We reserve the right to refer to home district student handbooks
for additional clarification and guidance.***

~updated August 2018

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Accidents: Students should report all accidents to the staff if they are injured in the classroom, the school building, or school grounds. If medical attention is needed, parents/guardians will be notified. All incidents will be documented by completing an accident report. The school does not provide accident insurance plans for students.

ALC Commitment: Prior to enrollment at the ALC, students, parents, district representative, and ALC staff will hold a meeting to review student progress, student needs, concerns, and ALC expectations. Students must be considered to be "at-risk for graduating" by their home district to be eligible for ALC enrollment. Further information regarding about being "at-risk" can be obtained by your home district counselors. When the team reviews individual student needs and determines the needs exceed the resources and services available at the ALC, the student will be denied enrollment and alternative options will be pursued.

Periodically, students will be given opportunities to meet with staff to review progress toward earning credit for graduation, as well as overall success at the ALC. Specifically, the staff will review and provide feedback on the following: continual learning plan, academic progress (passing classes), attitude (following school expectations), and attendance (attending at least 90% of the time).

Assessments: Based on MN guidelines, assessments required for students in grades 7-12 will be administered at the Area Learning Center.

Attendance/Tuancy: The attendance policy will be in effect for this school year. In accordance with all applicable state and federal statutes, regulations and the school board's policy, all students must attend school according to their continual learning plan. If a student is absent for any reason, the student's parent/guardian must verify the absence, regardless of the student's age, in accordance with the following procedure:

- Parents/guardians are requested to call the school by 8:30 AM (256-7836) on days their child is absent. Messages can be left with the office. If the call has not been made, the school will attempt to contact parent/guardian; resulting in most situations as an unexcused absence.

Categories of Absences

All absences are either "excused" or "unexcused". 15 consecutive days absent will result in the student no longer being actively enrolled in the Area Learning Center. A district meeting will be required to re-enroll. A designated staff or the school principal has discretion to determine whether an absence is excused or unexcused. All students are expected to complete coursework missed due to absence.

Excused Absences: In order for an absence to qualify as "excused" it must fit into one or more of the following categories and be approved by designated staff:

1. **Illness/injury:** any absence due to a student's legitimate illness or injury is excused. The designated staff has the sole discretion to require a doctor's note verifying the need for the absence before designating any absence as excused due to illness/injury.
2. **School Sponsored Activities:** For purposes of the attendance policy, school sponsored activities are activities approved and sponsored by the school district including activities such as but not limited to field trips, service learning projects, or extra curricular activities. Student participation in these types of activities is a privilege, not a right. It is the responsibility of the student to check with his or her teachers regarding assigned work and completing it according to expectations.

3. Family Emergencies: For purposes of the attendance policy, family emergencies include serious, unavoidable events that require the student's absence from school. Examples of family emergencies include funerals for family members and visiting immediate family members (such as parents, grandparents, siblings) in the hospital.
4. Family Trips: Absences due to family trips may be excused if the student and parent meet all of the following requirements;
 - a. requests for absences due to family trips must be made at least 3 school days before the trip is to begin. The request must be signed by the student's parent/guardian, and include a brief description of the purpose of the trip (ie hunting trip, family vacation...)
 - b. The student must be passing all classes at the time of the request.
 - c. Failure to meet one or more of these requirements will result in the absence for a family trip being classified as "unexcused".
 - d. Students may be entitled up to a total of 10 excused absences for family trips each year. In A review of the student's current and past attendance record will assist in determining approval or denial for granting family trip as "excused"
5. Dental, Medical or Court Ordered Appointments: Any absence due to a student's legitimate dental, medical, or court ordered appointment is excused; note from appointment is encouraged and will be required if truancy has been previously filed.
6. Religion: Any absence due to a student's religious observance is excused; not to exceed 3 hours per week.
7. Other Absences: Any absence not covered in categories 1-6 will be determined by the building principal as either excused or unexcused.

Unexcused Absences

An "unexcused" absence occurs when the absence has not been identified as an "excused absence" according to above criteria. Discussions, group interaction, and class participation cannot be "made up" after an absence. When a student is absent, he or she may lose daily points and grades may be affected. Whenever a student receives an "unexcused absence," the guidelines of resident county truancy mediation program is followed.

When a student reaches 20 accumulative absent days; excused and unexcused, a district meeting will be held to review the continual learning plan and determine if appropriate progress is being made toward earning a high school diploma or if other options need to be pursued. The district meeting will, at a minimum, include ALC staff representation, student, parent/guardian, and home district representation.

Continuing Truant

"Continuing Truant" refers to a child who is subject to the compulsory instruction requirements for section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school. Upon a child's initial classification as a "continuing truant," the school attendance officer or other designated school official shall notify the child's parent or legal guardian, by first-class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or the guardian is obligated to compel the attendance of the child at school pursuant to section 120A.22 and parents or guardians who fail to meet this obligation may be subject prosecution under section 120A.34;

4. That this notification serves as the notification required by section 120A.34;
5. That alternative education programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with child for one day.

When students have 3 unexcused absences, the school will notify the County Attorney requesting a first letter be sent to the child and/or the child's parent(s). The County Attorney will send a letter to the child and/or the parent(s) and mail a copy of the letter to the school authority who sent the request.

Habitual Truant

A "habitual truant" is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days if the child is in middle or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant and the child's parent or legal guardian to appropriate services and procedures, under chapter 260A. The school sends a letter to the County Attorney requesting mediation.

Tardy

When a student is late to school, the student needs to report to the office prior to entering class. A designated staff will determine if the tardy is excused or unexcused. The student may be subject to consequences as determined by ALC administration.

Perfect attendance

Perfect attendance indicates that a student has not been absent from school during a given period of time. We will not allow any variances from the policy. Perfect attendance awards are issued quarterly.

Behavior Guidelines: West Central Education District Area Learning Center has been established to meet the needs of a large variety of individuals. The safety and security of all who attend is vital in providing a quality educational environment for all students. The purpose of the following Policy and Rules of Conduct is to clearly state our expectations of student's behavior and consequences for violations of the rules.

Students are entitled to fair treatment and recognition of their rights and privileges. In return, students are expected to pursue a suitable course of study, comply with the rules and follow the lawful authority of the school staff. The mutual aim of the school staff and students should be to create a sense of community where everyone is respectful of the rights of others and all may develop to their fullest potential. Students will earn recognition based upon their behavioral and academic performance.

All forms of harassment, abuse, insubordination, bullying, inappropriate language, stealing, illegal substance abuse, or violence among or by students whether by action, spoken words, written words, pictures, sounds, or other form of communication will not be tolerated and are subject to discipline.

Examples include but are not limited to:

- harassment: bullying based on race, sexual orientation, and religion
- abuse: fighting, Any sexually motivated unwelcome touching
- insubordination: noncompliance (failure to obey any reasonable request from a staff member), back talk, littering
- bullying: fighting, back talk, name calling, stepping up to others, gang involvement, Group confrontations/posturing/heckling/grandstanding, threats
- inappropriate language: close imitations of swear words or gestures, swearing,
- stealing: taking items from other students, staff, or school without permission
- illegal substance abuse: Possession/use/distribution of alcohol or other illegal or controlled substances like tobacco, items used to alter mood such as rubber cement, markers, white out, aerosol paint.
- violence: fire starting, fighting, vandalism, gang involvement, possession/use of weapons, violent or sexually explicit pictures/drawings, threat to harm

College Visits: Juniors (1 day) and seniors (2 days) may visit post-secondary campus; excused absence. A college visit will be excused with prior approval from parent/guardian and administration as well as verification from campus.

Credits/Graduation and Diplomas: Academic programming provided at the ALC meets graduation requirements specific to each member district. Students may earn a diploma from their home school when they meet all the requirements of the home district. Traditional and nontraditional instruction is implemented; such as lecture based instruction, cooperative grouping, I-TV instruction, and individually paced learning. Social Emotional Learning is promoted in all classrooms throughout the school day. Social Emotional Learning includes developing skills in the following areas: self awareness, self management, relationship skills, responsible decision-making, and ability to identify one's emotions to thoughts and feelings in relation to behavior exhibited. Interventions to support Social Emotional Learning include, but are not limited to, yoga, Boys Town social skills instruction, chemical dependency counseling, relationship counseling, level system, individual instruction/counseling on goal setting.

Courses required in each grade include:

7th: English, Math, Social, Science, Health/PE

8th: English, Math, Social Science, Health/PE

9th: English, Algebra I, Civics/World History, Physical Science, Health/PE

10th: English, Geometry, Geography/US History, Biology/Chemistry, Health/PE

11th: English Algebra II, World History/American History, Biology/Chemistry, Fine Arts/Electives

12th: English, Government/Economics, Fine Arts/Electives

*All grades will address Careers and service project opportunities

Credit recovery applies to courses that students have received a failing grade. Teachers and administration will review failing grades to determine the number of hours and coursework required for the student to receive a passing grade for the specified course. Credit recovery will be completed before or after school hours (until 3:00 PM unless other arrangements have been made between student, parent/guardian, and administration), at home or at school. Summer school will be an option for credit recovery for those students who passed all classes 4th quarter. Online learning will be an option for credit recovery.

- Passing Classes: successful completion of course requirements
- Incomplete Classes: the grade will be incomplete if a student has been absent and has not had enough time to make up the coursework that was missed (one day for every missed day plus one; i.e. absent 2 days would allow for 3 days to make up the work). Coursework not completed within timelines will result in a zero for the identified assignments.
- Failed Classes: failing a class results in credit recovery

Students who have not met graduation requirements according to their home district will have the opportunity to return to the ALC in fall as a "Senior Plus". "Senior Plus Students" will work independently to complete the requirements specific to their graduation plan/continual learning plan. Independent work may be provided online and/or independent learning packets.

"Walking through graduation ceremony" is based on individual district policies. It is the responsibility of the student and parent/guardian to connect with their home district to review eligibility.

Daily Schedule: School will be open from 8:00 am to 4:00 pm, Monday through Friday. Students should not arrive before 8:00 AM unless prior approval from ALC staff. Classes begin at 8:30 AM and end at 3:00PM. A thirty minute lunch break is provided daily. Students are expected to attend class daily. Students are not allowed to leave the building without permission from the office.

Students are expected to leave the building promptly upon dismissal each day. Students will remain in supervised areas until transportation arrives. Any student who does not comply with these expectations will be subject to disciplinary action.

Dress Code: Student appearance and/or dress are to be in good taste at all times. Extremes in dress are not considered appropriate. Student dress or appearance which interferes with the teaching or learning function is not acceptable.

Clothing (shirts, hats, or other) that contain profanity or slogans which are degrading to any group, or which promote alcohol, or other drugs, will not be tolerated. Grooming or dress that prevents a student from doing his/her best work because of blocked vision, restricted movement, or clothing which exposes them or any other students to danger is not acceptable.

- shorts/skirts need to provide full coverage and show no undergarments
- girls' tops or shirts should not have a low neckline, no open backs or spaghetti straps; or cause distraction for others
- undergarments, which include bra straps, boxer shorts, underwear (thongs), must not be visible
- pants that hang low, cannot expose what is worn under. It is appropriate to wear a longer shirt/sweatshirt.

Students who violate any of the above listed guidelines will be required to change to clothes that meet the guidelines. Students will remain in the office until they make the appropriate change. Further consequences may result based on how the student accepts responsibility. Repeat violations will result in additional consequences; including notifying parents/guardians.

Due Process: The West Central Education District Area Learning Center strives to adhere to all due process required by State and Federal Laws. Special education due process requirements will be

addressed at the ALC; including annual IEP meetings, progress reports, and 3-year evaluations when applicable. In the event a student receiving special education services violates school expectations, due process requirements will be addressed. In certain situations staff will convene to discuss appropriateness of disciplinary actions and make modifications.

Electronic Devices: Cell Phones/PLD: Electronic devices are recommended to be stored in student lockers during class. If students choose to keep their electronics with them, they need to follow the rules and expectations.

- personal electronic devices and accessories are for individual personal use; no sharing, no external speakers
- must receive permission to listen to electronic device during class time (NOT allowed during instruction or ITV class)
- when listening to music, the volume needs to set to not be heard by others
- cell phone (example of electronic device) use is prohibited during the school day (8:30AM-2:15PM) with the exception of lunch unless pre-approved by ALC Staff.
- ALL phone calls made need to take place in the office; including calling parents
- taking/sending photos/audio recording is prohibited
- instances of harassment/bullying will not be tolerated (refer to harassment and bully policies)

Consequences of Violations (applied to ALL electronic devices)

Harassment - automatically sent to office

1st Violation - Lose electronic device for 1 day

2nd Violation - Lose cell phone for 1 week (bring to office), no use during lunch

3rd Violation - Lose cell phone for 1 month, no use during lunch, parent/guardian will be called

Emergency Contacts: It is required that all students must have a completed Registration Questionnaire, which includes emergency contact. Any changes to this information are the responsibility of the parent/guardian or student.

Emergency Procedures:

Fire: The signal for a fire is a continuous blast of the fire alarm system. Everyone must leave the building. Students and staff report to the parking lot/basketball court. Close doors as you leave. Wait until "all clear" signal from staff before re-entering.

Lock Down: The signal for a lockdown is an announcement over the intercom system. There are two types of lockdowns:

In a "soft lockdown", everyone must remain in a locked room until an announcement is made by school personnel and/or law enforcement. No one will be allowed to enter a secured room. Entrance doors to the building are locked. Phones may be used by staff/teachers; not students. Teachers should continue teaching.

In a "hard lockdown", everyone must remain in a locked room, located away from doors and windows until an announcement is made by school personnel and/or law enforcement. Cover windows. No one will be allowed to enter a secured room and school/cell phones will not be used. Lights are turned off. Students and staff need to remain quiet. Teaching will not occur.

Tornado: The signal for a tornado will be announced over the intercom system. When you reach your shelter area, sit on the floor with your hands covering your head. An "all clear" announcement will be given when you are to return to your classrooms.

Evacuation:: The signal for an evacuation is an announcement over the intercom system. Everyone must report to the pre-designated evacuation site in an orderly manner, with his/her class. Keep away from the dangerous situations. Return to the classroom when instructed to do so.

Extra-Curricular: Contact your home district to participate in extracurricular activities.

Extra Help: The Area Learning Center is able to provide a learning environment with smaller class sizes which allows for frequent individualized interaction between teachers and students. Students can access additional help by seeking a conference to review needs and identify a plan of action which might include individual sessions before or after school. A teacher may request students to stay after school, on occasion, if it is apparent the student is having difficulties with his/her work or is not completing assigned work. It is our desire to help the student progress academically. Students qualifying for special education services will have access to special education services at the ALC.

Food: The ALC allows students who are 16 or older, meeting academic/behavioral expectations, and permission from their parent/guardian to leave campus for lunch on designated days. Students who leave campus without permission will receive a consequence, such as, but not limited to lunch detention or ISS.

Breakfast/lunch is offered through the Melrose High School. Applications for free and reduced lunches are in the office. Turn in completed forms to the office. Current menu and prices are posted each week. Turn lunch money (checks payable to Melrose Public Schools) into the office before school starts. Students order and pay for breakfast and/or lunch by 9:00 AM. (Breakfast is ordered for the following day). A refrigerator and microwave is available for student use.

Vending machines may be used during designated times only. Please make sure you pick up your own wrappers and cans to ensure the continuation of this service. Facilities for recycling cans and plastic are available throughout the school.

Students need to receive permission from staff to have food/beverages in classrooms.

Immunization Records: Parents are required to keep immunizations records up-to-date in the home district health file. Contact the home district nurse if you have questions regarding immunizations.

Internet and email: The Area Learning Center is a Google School. While enrolled, students will be issued a gmail account to communicate regarding school expectations; such as but not limited to, announcements, school assignments, and teacher/student feedback. Students are responsible for appropriate behavior on the school computer network. Communication on the network is often public in nature. General rules for behavior and communication apply. Access to the network is a privilege, not a right. Upon graduation, leaving the Area Learning Center, the gmail account will be disabled.

The following uses of email and internet are not permitted:

- sending/displaying offensive messages or pictures

- obscene language
- harassing/insulting others
- damaging computers/computer systems/computer networks
- violating copyright laws
- using another's password
- trespassing in another's folders/work/files
- intentionally wasting limited resources
- accessing social media

Leaving Campus: Students need permission to leave campus during the school day. Permission is granted by checking in/out of the office. If a student leaves school grounds without parent/guardian permission, parent/guardian will be notified and the student is subject to a consequence as determined by the school administrator. If they are not able to be reached, law enforcement may be notified.

Lockers: Lockers assigned to students are the property of the school district and may be inspected at any time. Students may not switch lockers and are recommended not to share. Individuals are responsible for what is in their locker and how it looks at all times. The school is not responsible for lost or stolen items: it's best to keep your locker locked and not share the combination with others.

Lost and Found: The lost and found is in the office. Please turn items "found" to the office. If you have lost something, check in the office.

Medication: Nonprescription/over-the-counter (OTC) medications: The school will not provide OTC medications. If used, OTC medications must be in the original bottle with official container label and directions. The student's name will be legibly placed on a label in permanent marker, attached to the bottle, not obstructing drug name, dose, official instructions, or expiration date. Parents will sign a permission form for school staff to administer OTC medication. Medication will be kept in a locked box in the office.

Prescription medications: The administration of prescription medication at school requires a completed signed request from the student's parent. A "Prescription Medication Administration" form must be completed annually and/or when a change in prescription or requirements for administration occurs. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with the law, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not be carried by the student, but will be left in the office. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school and the parents or as specified in an individual health plan. Medication will be kept in a locked box in the office.

Non-Discrimination: It is the policy of the West Central Education District not to discriminate on the basis of race, color, creed, religion, gender, national origin, age, marital status, disability, and status with regard to public assistance or in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973. The District will identify, evaluate and provide an appropriate public education to learners who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the respective Director of the West Central Education District, 903 State Road, Sauk

Centre, MN or to the office for Civil Rights, U.S. Department of Education, Washington, DC.

Pledge Of Allegiance: In accordance with the state law, the Pledge of Allegiance will be recited weekly. Students choosing not to participate need not do so, but they must be respectful during the pledge. Students must respect another person's right to make that choice.

Removal of Student from Class: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period, of instruction for a given course of study and shall not exceed five(5) such periods.

If a student is removed from the class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

Procedures for Removal of a Student From a Class.

1. Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.

Responsibility for and Custody of a Student Removed From Class.

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

Procedures for Notification.

1. Specify procedures for notifying students and parents/guardians of violations of the rules of

conduct and resulting disciplinary action;

2. Actions or approvals required, such as notes, conferences, readmission plans.

Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and any procedures determined appropriate for referring students in need of special education services those services.

Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
3. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.

Report Cards/Progress Reports: The Area Learning Center uses letter grades, percentiles and a rubric system to explain levels of student attainment. Students receive progress reports after week 3 and week 6 in each quarter if they are at risk of failing a class. Progress reports are shared with students, parents/guardians. Report cards reflect an overall grade earned by students quarterly.

Respectful, Safe, and Secure Environment: The ALC strives to provide a safe and secure environment. A safe and secure environment can be described as a place where appropriate language is used, appropriate behavioral choices are made, and students are making progress toward graduation.

Rule Violations: A behavioral intervention system is implemented to provide privileges based on level of independence observed during the school day. Instruction is provided to assist students in gaining independence. We reserve the right to determine the potential severity of a given situation. Staff will make every effort to assist the student with their behavior by providing appropriate guidance, counsel and action. West Central Education District Area Learning Center will cooperate with all local and state law enforcement agencies. Rule violations will result in a consequence.

School Authority: All employees of West Central Education District Area Learning Center have the responsibility and obligation to enforce school regulations.

School Closing: The West Central Education District Area Learning Center will mirror all weather-related directions that are announced for Melrose School District. (Ex: Melrose calls a 2 hour late start then Area Learning Center also has a 2 hour late start).

Searches: The West Central Education District Area Learning Center strives for a safe learning environment. School officials will conduct searches on campus (such as but not limited to student property, lockers, classrooms, and parking lot) based on reasonable suspicion. Detection dogs are used to take a proactive/preventative position regarding the presence of prohibition items and are scheduled for random searches throughout the school year. Law enforcement will be contacted when school officials deem it necessary.

Student Records: The Area Learning Center has to responsibility to give notice to parents of students

currently in attendance of their rights regarding pupil records. Annual notification of rights will be provided to those enrolled at the West Central Education District Area Learning Center. While enrolled at the Area Learning Center, records of course completion, behavior reports, attendance, and any special education records will be maintained. Once a student is no longer enrolled, a transcript is sent to the home district which maintains the permanent record. If a student received special education services, those records are also returned to the home district. The West Central Education District will maintain a summary of enrollment, transcript, and last IEP/ER when applicable. If you are seeking a copy of your official transcript, you need to contact your home district. The West Central Education District Area Learning Center does not issue official transcripts as you are working on graduation requirements from your home district.

Student Rights and Responsibilities Regarding Conduct

1. Student Rights

- a. The board of education recognizes that students are entitled to the civil liberties guaranteed all citizens. One of the primary goals of public education is to prepare students to successfully complete the transition from school into the general society in which they live, and to accept the responsibility commensurate with the rights and privileges they have and those they will assume.
- b. The district shall provide an environment in which students may exercise the rights and privileges of the society in which they live, with its proportional amount of responsibility.
- c. Students have the right to freely express ideas, verbally or in writing, within their school program. Responsible criticism and reasonable dissent are basic to the educational process. However, false statements, disruptive activities, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law or school rules and regulations are unacceptable means of expression.
- d. Students have the right to be safe and free from threatening situations on school property, at school activities and in district vehicles.

2. Student Responsibilities

- a. Regular attendance
- b. Conscientious effort in school work and activities
- c. Respect for the rights of other students, school staff, and school visitors
- d. Adherence to and cooperation in upholding local, state, and national laws, and district and school rules and regulations.
- e. Students share with the administration and staff, the responsibility of establishing and maintaining a safe, stimulating and productive environment.

3. Student Behavior and Discipline

- a. Discipline is a learning experience which:
 - i. sets behavioral limits and guidelines to lead students to and through adulthood
 - ii. develops individual respect for law, authority, property, and the rights of others and self
 - iii. develops a mature individual capable of self-control and direction
- b. Disciplinary efforts are to be as positive as possible and are to include recognizing and strengthening appropriate behavior.
- c. The district is responsible for safeguarding the health and safety of each student, making reasonable rules and regulations governing student behavior and conduct, and maintaining proper control and discipline. To carry out this responsibility, district employees are expected to deal with students fairly and honestly and to treat all students with courtesy

and respect.

- d. In establishing the proper learning environment, with proper control and discipline, the general maturation of the students involved must be considered. Within this context, district officials must protect the health and well being of all students while safeguarding individuals rights.
- e. Students are expected to behave in accordance with federal, state and local laws and rules and district and school policies and regulations, and in a way that respects the rights and safety of others. Corrective action, to discipline a student and/or modify a student's behavior, will be taken by the staff when a student's behavior does not fall within these parameters.
 - i. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian conference, fine restitution, detention, removal from class, dismissal from school, suspension, recommendation of alternative community service.
 - ii. The use of corporal punishment is not permitted. Corporal punishment is defined as inflicting physical hurt upon a child in order to punish her/him for misconduct.
 - iii. When an incident occurs in which one or more students have been physically or emotionally harmed by the misbehavior of other student(s), district staff shall be sensitive to the need to provide support to the victim(s) and to inform their parents about the incident.

4. Discipline Procedures

- a. Violations against school administrative procedures
 - i. unexcused tardy → report to administrator to determine consequence such as but not limited to making up lost time, parent notification
 - ii. 3 unexcused absence → parent letter, follow county procedures, 7 unexcused → district meeting via phone conference or in person, 10 unexcused → district meeting and discuss other educational options
 - iii. disruptive behavior → report to administrator to determine consequence
 - iv. false fire alarms → OSS, turn over to authorities
 - v. terroristic threat/bomb threat → OSS, expulsion, turn over to authorities
 - vi. plagiarism/cheating → no credit earned on specific assignment
- b. Violations against property
 - i. theft → detention/ISS/OSS, possible notification to law enforcement
 - ii. vandalism → detention/ISS/OSS, and notification to law enforcement
- c. Violations against persons
 - i. physical aggression → report to administrator to determine consequence, possible detention/ISS/OSS and parent notification
 - ii. assault →, report to administrator to determine consequence, possible: notification to law enforcement, alternative schedule, student may be suspended up to 5 days
 - iii. harmful or nuisance articles (items that are of a nuisance, illegal, or may cause harm) → report to administrator to determine consequence, confiscation, possible detention/ISS, and parent/guardian contact
 - iv. verbal assault/Intimidation/threats → report to administrator to determine consequence, parent/guardian conference, possible detention/ISS/OSS, police will be called if a student threatens to harm or take the life of another person.
 - v. harassment → report to administrator to determine consequence, parent/guardian

- conference, possible detention/ISS/OSS, alternative schedule
- vi. hazing (coercing a student into committing an act that creates substantial risk of harm to a person) → report to administrator to determine consequence, detention, ISS, possible removal for activities, parent/guardian conference
- vii. bullying → report to administrator to determine consequence, removal, investigation, parent/guardian conference, possible detention/ISS/OSS, alternative schedule
- d. Dangerous, harmful, and nuisance substances (any and all items confiscated need to be picked up by a parent/guardian within a designated period of time. Students 18 and older will be able to pick up legal items if not riding school transportation)
 - i. alcohol/illicit drugs (as well as imitation, paraphernalia) have or appear to be under the influence (staggering, odor of chemicals on breath of person, reddened eyes, nervousness, falling asleep, memory loss or inappropriate behavior)
 1. 1st offense → possible alternative schedule, up to 5 day suspension, law enforcement notified, report to home district,
 2. 2nd offense → up to 10 day suspension, law enforcement notified, report to home district,
 3. 3rd offense → law enforcement, district meeting to determine alternate placement for programming
 - ii. tobacco (any product or imitation such as but not limited to lighters, matches, cigarettes, e-cig):
 1. 1st offence → 2 days lunch detention, parent/guardian notified, law enforcement notified,
 2. 2nd offence → 5 days lunch detention, parent/guardian notified, law enforcement notified,
 3. 3rd offence → ISS, law enforcement notified, parent/guardian notified
 - iii. weapons → law enforcement notified, parent notification, home district notification, ISS/OSS, exclusion, expulsion
- 5. Parent Notification: Parents/guardians will be notified in writing or by phone of violation of the rules and resulting in disciplinary actions except as provided otherwise by the Pupil Fair Dismissal

Act of 1974. Students will be notified of violations of the rules and resulting in disciplinary actions verbally except as provided otherwise by Pupil Fair Dismissal Act of 1974. Students with more than 15 disciplinary referrals during the school year may be required to attend a district meeting with parent/guardian, district administration/counselor, ALC administration, and ALC teaching staff.

Supplies: Students are required to bring a notebook and folder for each class, pens (blue or black ink only for timesheets), #2 pencils, ear buds, and a box of kleenex. A calculator may be needed depending on the math requirement specific to the student. If a calculator is needed, a specific calculator will be recommended.

Textbooks/school materials are provided free of charge by the Area Learning Center. Students are responsible for the care of the materials that are issued to him/her. A charge will be made by ALC for any loss of books or for wear beyond normal use. Students will be required to pay for the replacement for any lost or damaged materials.

Suspension and Expulsion

In-School Suspension: Students who are on in-school suspension may not leave the building and will be

under the supervision of staff at all times while on ISS status.

Out of School Suspension: Whenever a student is placed on Out of School Suspension status, a meeting between the student, parent/guardian, WCALC administrator or designee and referring teacher is required upon re-entry. At this meeting, conditions for re-entry will be established and become part of the student's Learning Plan.

Automatic Expulsion: There are certain rule violations, which mandate automatic and immediate expulsion from the WCALC. Pursuant to Minnesota Law, a student who brings a firearm, as defined by federal law to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

This does not necessarily exclude a student from attending the ALC who has been expelled from any other school district.

Tobacco Free Grounds: West Central Area Learning Center 6026 is a tobacco free school district. This means that the use of any tobacco product or imitation will not be allowed by anyone on any school grounds. This includes the parking lot.. Individuals violating the tobacco policy will be subject to disciplinary action. Refer to Tobacco Policy for additional information.

Transportation: Students riding district transportation are subject to local district policies. If student loses bus privileges they are still obligated to attend school. Students who ride the bus/van to school must ride the bus/van home from school unless written permission is provided to ALC staff by 9:00 AM from parent/guardian. Students are not allowed to use district transportation services other than that provided by their own home district.

The transportation contract will be enforced until parent/guardian provides written notification on the change. Student drivers are expected to park in school parking lot appropriately and follow MN laws regarding safe driving practices. Students not parking appropriately (such as, but not limited to, parking into the snowbank, blocking other vehicles) are subject to consequences such as phone call to parent/guardian, student required to move car into appropriate parked position, and/or law enforcement notification.

Visitors: All visitors, including parents and former students, need to stop in the office, sign in and get a visitor's pass.

Appendix APPROVED POLICIES

413: Policy and Procedures Prohibiting Harassment and Violence

418: Drug-Free Workplace/Drug-Free School

419: Tobacco Free Environment

501: Weapons Policy

502: Search of Student

506: Student Discipline

514: Bully Prohibition

515: Protection and Privacy of Pupil Records & Public Notice

522: Student Sexual Nondiscrimination

524: Internet Acceptable Use and Safety Policy

