



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

Welcome to the West Central Area Learning Center. 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, Sauk Centre. We also welcome students from other districts.

MISSION STATEMENT: West Central Education Area Learning Center's intention is 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.

Contact Information

Phone number: (320) 256-7836
Fax number: (320) 256-7812
Address: Area Learning Center
9 W 2nd St SO
Melrose, MN 56352

West Central Education web page:
wced6026.org

***We reserve the right to refer to home district student handbooks
for additional clarification and guidance.
~updated July 2016***

TABLE OF CONTENTS

Accidents
ALC Commitment
Assessments
Attendance/Truancy
Behavior Guideline
College Visits
Credit/Graduation & Diplomas
Daily Schedule
Dress Code
Drills
Due Process
Electronic Devices: Cell Phones/PLD
Emergency Card
Extracurricular
Extra Help
Food
Immunization Records
Internet and email
Leaving Campus
Lockers
Lost and Found
Medication
Non-Discrimination
Pledge of Allegiance
Removal of Student from Class
Report Cards/Progress Reports
Respect, Safe, & Secure Environment
School Authority
School Closing
Searches
Sponsor
Student Club
Student Records
Student Rights & Responsibilities Regarding Conduct
Supplies
Suspension and Expulsion
Tobacco Free Grounds
Transportation
Visitors

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 or 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, attitude, and attendance.

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

Attendance/Truancy: 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/sponsor must verify the absence, regardless of the student's age, in accordance with the following procedure:

- Parents/guardians/sponsors 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. The school will attempt to contact parents whenever the student is absent from school and a parent has not already contacted the school.

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/sponsor, 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 to 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 staff.

Leaving the Campus

No student is allowed to leave the school grounds during school hours without first obtaining permission from office personnel or administration. Leaving the grounds without permission from ALC staff will result in a consequence.

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 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 and seniors 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, Health/PE

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

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

*All grades will have coursework in Careers and Service Learning Projects

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, sponsor, 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/sponsor 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 need to provide full coverage and show no undergarments, if skirts are shorten than "above the knee", shorts need to be worn under
- girls' tops or shirts should not have a low neckline; or cause distraction for others
- undergarments, which include bra straps, boxer shorts, underwear (thongs), must not be

visible

- no open back tops or spaghetti straps
- 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.

Drills:

Fire Drills

The signal for a fire drill is a continuous blast of the fire alarm system. Everyone must leave the building. Close doors as you leave. Wait until "all clear" signal from staff before re-entering.

Lock Down Drills

The signal for a lockdown drill is an announcement over the intercom system. There are two types of lock down drills that are used:

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. 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 Drills

The signal for a tornado drill 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 Drills

The signal for an evacuation drills 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.

Due Process: The West Central 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/sponsor will be called

Emergency Cards: It is required that all students must have a completed emergency card file in Area Learning Center office. Any changes to this information are the responsibility of the parent/guardian or student.

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 sponsor/guardian to leave campus for lunch. 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. 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. 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 sponsor/guardian permission, sponsor/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 to 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, and sponsors. Credit recovery progress is also shared at week 3, week 6, and end of quarter. 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 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 Area Learning Center have the responsibility and obligation to enforce school regulations.

School Closing: School closing because of inclement weather will be announced over KSAM (1150AM) Albany, KEYL (1400) Long Prairie, KIK (100.7) Alexandria, WCCO (830) Minneapolis, KCLD (104.7) St. Cloud, at 7:00 a.m. or earlier. Closing will also be broadcast on television stations, KCCO 4, KSTP 5, KMSP 9, and KARE 11. The Area Learning Center will mirror all weather-related directions that are announced for Melrose School District. (Ex: Melrose calls a 2 hr. late start then Area Learning Center also has a 2 hr. late start). Please be aware that West Central School is not the West Central Area Learning Center.

Searches: The 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.

Sponsor: The West Central Area Learning Center staff, together with our student's sponsors, wish to produce and promote a productive learning environment and create positive relationships with our students.

Who is a sponsor? A sponsor is an individual (18 years old or older) who is invested in the student's education. This is the person wants to know when things are going well and when things are not going so well. A sponsor is most often the parent/guardian; however, when it is not, the parent/guardian is required to give permission for the ALC to make contact with the designated person.

Student Club: The primary role of the student club is to promote positive school relationships with students, staff, and administration. The individuals within this club are positive role models, follow school expectations, and are willing to support new students starting. Failure to abide by ALC policies and procedures may result in removal from student council as determined by administration.

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. See Protection and Privacy of Pupil Records and Public Notice Policy in appendix.

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 the 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:

1. sets behavioral limits and guidelines to lead students to and through adulthood
2. develops individual respect for law, authority, property, and the rights of others and self
3. 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.

1. 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.
2. 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.
3. 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

1. 3 unexcused tardies per quarter → lunch detention, excessive tardies → parent/sponsor contact
 2. unexcused absence → ISS, 3 unexcused → parent letter, follow county procedures, 7 unexcused → district meeting, 10 unexcused → district meeting and discuss other educational options
 3. disruptive behavior → student report to the office
 4. false fire alarms → OSS, turn over to authorities
 5. terroristic threat/bomb threat → OSS, expulsion, turn over to authorities
 6. plagiarism/cheating → no credit earned on specific assignment
- b.) Violations against property
1. theft → detention/ISS/OSS, possible notification to law enforcement
 2. vandalism → detention/ISS/OSS, and notification to law enforcement
- c.) Violations against persons
1. physical aggression → detention/ISS/OSS and parent notification
 2. assault → notification to law enforcement, student may be suspended up to 5 days
 3. harmful or nuisance articles (items that are of a nuisance, illegal, or may cause harm) → confiscation, detention/ISS, and parent/sponsor contact
 4. verbal assault/Intimidation/threats → parent/sponsor conference, detention/ISS/OSS, police will be called if a student threatens to harm or take the life of another person.
 5. harassment → removal, parent/sponsor conference, detention/ISS/OSS
 6. hazing (coercing a student into committing an act that creates substantial risk of harm to a person) → detention, ISS, possible removal for activities, parent/sponsor conference
 7. bullying → removal, parent/sponsor conference, detention/ISS/OSS
- d.) Dangerous, harmful, and nuisance substances
1. 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) 1st offense → 5 day suspension, law enforcement notified, report to home district, 2nd offense → 10 day suspension, law enforcement notified, report to home district, 3rd offense → law enforcement, district meeting to determine alternate placement for programming
 2. tobacco (any product or imitation): 1st offence → 2 days lunch detention, parent/sponsor notified, law enforcement notified, 2nd offence → 5 days lunch detention, parent/sponsor notified, law enforcement notified, 3rd offence → ISS, law enforcement notified, parent/sponsor notified
 3. weapons → law enforcement notified, parent notification, home district notification, ISS/OSS, exclusion, expulsion

5. Parent Notification

Parents/sponsors 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/sponsor, 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, 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. Students are responsible for their own supplies.

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, sponsor, 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 9:00am from sponsor. 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 sponsor 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 sponsor, 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

West Central Education District Area Learning Center Student Handbook 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

526: Hazing

413: POLICY AND PROCEDURES PROHIBITING HARASSMENT AND VIOLENCE

PURPOSE

It is the policy of the West Central Education District #6026-61 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teachers, administrator or other school personnel of the Ed. District to harass a pupil, regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District).

The Education District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

DEFINITIONS

Sexual Harassment Definition:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, whether explicitly or implicitly, of obtaining or retaining employment, or of obtaining and education; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment or education or:
3. conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include but is not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity
3. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to person or property;
4. unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status or;
6. unwelcome behavior or words directed at an individual because of gender.

Sexual Violence Definition:

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in the Minnesota Statutes Section 60.342, including the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial or Religious Violence Definition:

Racial violence is a physical act of aggression or assault upon another because of, or in manner reasonable related to race.

Assault Definition:

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teachers, administrator or other school personnel of the Ed. District, or any person with knowledge or belief of conduct which may constitute harassment or violence toward a pupil, teachers, administrator or other school personnel should report the alleged acts immediately to the appropriate Ed. District official. In the Beacon Program building the Director is the person responsible for receiving reports of harassment or violence. Any adult Ed. District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the Director immediately. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Director.

Upon receipt of a report, the Support Service Supervisor must notify the Ed. District Director immediately without screening or investigating the report. The Supervisor may request a written complaint. A written statement of the facts alleged will be forwarded as soon as possible by the Supervisor to the Director. If the report was given verbally, the Supervisor shall personally reduce it to written form within 24 hours and forward it to the Director. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the Supervisor, the complaint shall be made to the Director. The Ed. Board designates the Director to receive reports or complaints of the religious racial or sexual harassment or violence. If the complaint involves the Director, the complaints shall be filed directly with the School Board Chair. Submission of the good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complaint or reporter's future employment, grades or work assignments.

Use of formal reporting forms is not mandatory. The Ed. District will respect the privacy of the complaint, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Ed. District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Investigation:

The Director, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence shall be immediately authorize and investigation. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and other who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator to determine whether alleged conduct constitutes a violation of this policy. The Director should consider the surrounding circumstances, the nature of the behavior, past incident or past or continuing patterns of behavior, the relationship between the parties involved, and the contact in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the Ed District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence. The investigation will be completed as soon as possible. The Ed. District Director shall make a written report upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action:

- A. Upon receipt of a report, the Ed. District will take appropriate action. Such action may include, but is not limited to, warning,

suspension, exclusion, expulsion, transfer, redemption, termination or discharge. Ed. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and Ed. District policies.

B. The result of the Ed. District's investigation of each complaint files under these procedures will be reported in writing to the complainant by the Ed. District in accordance with state and federal law regarding data or records privacy.

REPRISAL

The Ed. District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports, alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedures:

These procedures do not deny the right of any individual to pursue other avenues or recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Harassment of Violence as Abuse:

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota Statute 626.556 may be applicable.

418: DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances without a physician prescription.

General Statement of Policy:

- A. Use of controlled substances, toxic substances, and alcohol before, during or after school hours at school in or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances or controlled substances on any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teachers, administrator, school personnel, or member of the public who violates this policy.

DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
- B. "Controlled substances" including narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substances as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812 including analogues and look-alike drugs.
- C. "Toxic substances" include, glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects or in an area subject to one's control.
- F. "School district location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employees are supervising students on behalf of the school district or otherwise engage in school district business.

EXCEPTIONS

- A. It shall not be violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has physician prescription for

the substance. The person shall comply with the relevant procedures of this policy.

A. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exception of Minn. Stat. 624-701, Subd. 1a (experiments in laboratories or pursuant to a temporary license under Minn. Sta. 340A.4044, Subd. 10 and 340A.403, sbd 2).

PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The student must provide a copy of the prescription to the school (nurse or other designated staff) to be kept on file, along with other emergency information. It is the responsibility of the student to provide a copy of a renewal after a prescription has expired.

B. Employees who have a prescription from a physician for medical treatment with controlled substance is permitted to possess such controlled a substance and associated necessary paraphernalia, such as an inhaler or syringe. The employees must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Employees are subject to the school district's drug and alcohol testing policies and procedures.

D. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the Director.

E. Possession of alcohol on school grounds pursuant to the exceptions of Minn.Stat. 624-701, Subd. 1a, shall be by a permission of the school board only. The applicant for permission shall apply in writing and shall follow the school board procedures for placing an item on the agenda.

ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline; in accordance with school districts discipline policy. Such discipline may include suspension or expulsion from school.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials where appropriate.

B. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination or discharge as deemed appropriate by the school board.

2. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension or termination as deemed appropriate by the school board.

3. As any condition on employment in any federal grant, each employee who is engaged neither directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statue for a violation occurring in any of the places listed above in which work on a school district federal grant it performed, no later than (5) five calendar days after such conviction.

4. Sanctions against employees, including non-renewal, suspension, termination or discharge shall be pursuant to an in accordance with applicable statutory authority, collective bargaining agreement and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide and escort.

419: TOBACCO FREE ENVIRONMENT

GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type

of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

C. “Tobacco-related devices” means cigarette papers or pipes for smoking.

D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

501: WEAPONS POLICY

GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The West Central Education District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or

producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the West Central Education District.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a non student (or student where specified) falls within one of the following categories:

1. Active licensed peace officers;
2. military personnel, or students or non students participating in military training, who are on duty performing official duties;
3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or non students conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or West Central Education District unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the West Central Education District takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A West Central Education District may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle.

Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The West Central Education District takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the director of dismissal for a period of time not to exceed one year.

B. 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.

C. Administrative Discretion

While the West Central Education District takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON STUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and West Central Education District policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non Students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another West Central Education District, that West Central Education District may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

502: SEARCH OF A STUDENT

GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the West Central Education District. At no time does the West Central Education District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the West Central Education District. At no time does the West Central Education District relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by West Central Education District policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the West Central Education District, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of West Central Education District policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The West Central Education District shall provide a copy of this policy to a student when the student is given use of a locker.

DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the West Central Education District, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the West Central Education District’s Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

506: STUDENT DISCIPLINE (see www.wced6026.com for detailed description of the policy)

Procedure for removal of a student from a class: Students will be directed to leave the classroom to a designated area by a staff member. A staff member will be present during this transition. When the student refuses to transition to the designated area, when possible, other students will be removed from the setting. If it is not possible for the other students to change settings or if the student is in danger of hurting self or others, CPI transport will be implemented by certified staff as a last resort.

Responsibility for and custody of a student removed from class: Staff will be with a student at all times when they are removed from a class for disciplinary actions.

Procedure for return of a student to a class from which the student was removed: After the student has demonstrated self-control, they will likely return to their schedule. At times, it may be necessary to process the situation and make restitution prior to returning to their schedule.

Procedure for notification: Notifications of such incidents will be documented on daily point sheets and/or behavior summaries shared with parents/guardians via phone call attempt and summarized in due process reports. When restrictive procedures are implemented, staff will follow the established rules including monitoring, documenting, training, and notification requirements. Further details regarding restrictive procedures can be found on the district website: www.wced6026.com

Disabled students; special provisions: Special provisions are provided in the modification section of the IEP's for student.

Interventions might also be summarized in a Behavior Support Plan or Behavior Intervention Plan.

Procedures for detecting and addressing chemical abuse problems of students while on school premises: Administrative notification, confiscation, law enforcement notification, and probation officer notification when applicable, disciplinary action based on administration decision (possible suspension).

Procedures for immediate and appropriate interventions tied to violations of the code of school conduct: Social Skills instruction, level system, loss of privileges, and restitution

Any procedures determined appropriate for encouraging early involvement of parents/guardians in attempts to improve a student's behavior: documentation on daily point sheet that is sent home to parents/guardians daily or progress note if student is not using a daily point sheet. Communication may also include parent phone calls.

Any procedures determined appropriate for encouraging early detection of behavioral problems: Notes on daily point sheet or progress notes, possible parent phone call

514: BULLY PROHIBITION POLICY

PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The West Central Education District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the West Central Education District and the rights and welfare of its students and is within the control of the West Central Education District in its normal operations, it is the West Central Education District's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the West Central Education District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or group of students, is expressly prohibited on West Central Education District property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the West Central Education District or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the West Central Education District by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off West Central Education District property and/or with or without the use of West Central Education District resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the West Central Education District shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with West Central Education District's policies and procedures. The West Central Education District may take into account the following factors:

a. The development and maturity levels of the parties involved;

- b. The levels of harm, surrounding circumstances, and nature of the behavior;
- c. Past incidences or past or continuing patterns of behavior;
- d. The relationship between the parties involved; and
- e. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not limited to, exclusion from West Central Education District property and events and/or termination of services and/or contracts.

G. The West Central Education District will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the West Central Education District who is found to have violated this policy.

DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or student’s’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. Harming a student;
- b. Damaging a student’s property;
- c. Placing a student in reasonable fear of harm to his or her personal property; or creating a hostile educational environment for a student.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On West Central Education District property or at school-related functions” means all West Central Education District buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for West Central Education District purposes, the area of entrance or departure from school grounds, or trips. West Central Education District property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the West Central Education District does not represent that it will provide supervision or assume liability at these locations and events.

REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate West Central Education District official designated by this policy. A student may report bullying anonymously. However, the West Central Education District’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The West Central Education District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the West Central Education District office, but oral reports shall be considered complaints as well.

C. The building principal or the principal’s designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a West Central Education District human rights officer or the director.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.

G. The West Central Education District will respect the privacy of the complainant (s), the individual (s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the West Central Education District’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

WEST CENTRAL EDUCATION DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the West Central Education District shall undertake or authorize an investigation by West Central Education District officials or a third party designated by the West Central Education District.
- B. The West Central Education District may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the West Central Education District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. West Central Education District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; West Central District policies; and regulations.
- D. The West Central Education District is not authorized to disclose to a victim private educational or personal data regarding an alleged perpetrator who is a student or employee of the West Central Education District. School officials will notify the parent (s) or guardian (s) of students involved in a bullying incident and the remedial action take, to the extent permitted by law, based on a confirmed report.

REPRISAL

The West Central Education District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the West Central Education District who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to any form of intimidation, harassment, or intentional disparate treatment.

515: RECORDS/PUBLIC NOTICE (See www.wced6026.com for detailed description of this policy)

PURPOSE

West Central Education District No.6026 gives notice to parents of students currently in attendance in the West Central Education District, and eligible students currently in attendance in the West Central Education District, of their rights regarding pupil records.

GENERAL STATEMENT OF POLICY

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the West Central Education District a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the West Central Education District to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the West Central Education District to make. The request shall be signed by the parent or eligible student. If the West Central Education District decides not to amend the record as requested by the parent or eligible student, the West Central Education District will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the West Central Education District may disclose education records to other school officials within the West Central Education District if the West Central Education District has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the West Central Education District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the West Central Education District has consulted to

perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

e. That the West Central Education District forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on West Central Education District property and certain other illegal acts;

f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the West Central Education District to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

g. That the parent or eligible student has a right to obtain a copy of the West Central Education District’s policy regarding the protection and privacy of pupil records; and

h. That copies of the West Central Education District’s policy regarding the protection and privacy of school records are available upon request.

2. Pursuant to applicable law, West Central Education District No. 6026 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The West Central Education District must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY BY THE FIRST DAY OF SCHOOL EACH YEAR, OR WHEN ENROLLED. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT’S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT’S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

522: STUDENT SEX NONDISCRIMINATION

PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates WCED Director, Douglas H. Millaway, 903 State Rd. Sauk Centre, MN 56378 – (320)352-6120 x15, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building supervisor is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building supervisor immediately.
- C. Upon receipt of a report or grievance, the supervisor must notify the school district human rights officer immediately, without screening or investigating the report. The building supervisor may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the supervisor to the human rights officer. If the report was given verbally, the supervisor shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the supervisor. If the complaint involves the building supervisor, the complaint shall be made or filed directly with the director or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby appoints its Title IX coordinator as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chair.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to

conform with any discovery or disclosure obligations.

INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the director upon completion of the investigation. If the complaint involves the director, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a

user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

FILTER

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms,

and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct a periodic review of this policy.

526: HAZING

PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

GENERAL STATEMENT OF POLICY

1. No student, teacher, administrator, volunteer, contractor or other employees of the school district shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor or other employees of the school district shall permit, condone or tolerate hazing.
3. Apparent permission of consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. The policy applies to behavior that occurs on or off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into a affiliated with a student organization shall be subject to discipline for that act.
6. The Ed. District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employees of the school district who is found to have violated this policy.

DEFINITIONS

“Hazing” means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order or the student to be initiated into or affiliated with a student organization, or any other purpose.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as a whipping, beating, striking, branding, electronic shocking or placing harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco products or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that Subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

REPORTING PROCEDURES

1. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief or conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

2. The Supervisor is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Supervisor.
3. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report, observes, or has knowledge, or belief of conduct which may constitute hazing shall inform the Supervisor immediately.
4. Submission of good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

WEST EDUCATION DISTRICT ACTION

Upon receipt of a complaint or report of hazing, the Ed. District shall undertake or authorize an investigation by Ed. District officials or a third party designated by the Ed. District. The Ed. District may take immediate steps, at its discretion, to protect the complainant, reporter, students or other pending completion of an investigation of hazing.

Upon completion of the investigation, the Ed. District will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, transfer remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violation and to appropriately discipline prohibited behavior. Education District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school policies and regulations.

REPRISAL

The Education District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employees of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.