



Area Learning Center Student Handbook

WCED: Albany-Melrose-Paynesville-Sauk Centre

Our school was established by the West Central Education District to meet the needs of a large variety of individuals. The education, safety, and security of all attending is important to us. Academic skills and social/emotional learning are prioritized to prepare students for graduation and beyond. We have students attending from our cooperative school districts: Albany, Melrose, Paynesville, and Sauk Centre. We also welcome students from other districts.

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

BELIEF STATEMENTS~

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

OBJECTIVES~

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

Contact Information

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

~updated September 2024



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Accidents: All accidents must be reported to staff if injuries occur in the classroom, the school building, or school grounds. If medical attention is needed, guardians will be notified. All incidents will be documented in the student cumulative file. The school does not provide accident insurance plans for students.

ALC Commitment: Prior to enrollment at the ALC, students, guardians, district representatives, 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" from their home district to be eligible for ALC enrollment. Further information regarding being "at-risk" can be obtained from your home district guidance counselors. When the team reviews individual student needs and determines the needs exceed the resources and services available at the ALC, alternative options will be pursued.

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

Assessments: Based on MN guidelines, assessments required for students in grades 6-12 will be administered at the Area Learning Center. Special Education comprehensive assessments (following due process guidelines) will also be administered to inform programming for students receiving special education services.

Attendance/Tuancy: Attending on a regular basis promotes academic growth and employability readiness. In accordance with all applicable state and federal statutes and regulations, all students must attend school according to their continual learning plan. If a student is absent for any reason, the student's guardian must verify the absence (unless the student is enrolled as a senior plus), in accordance with the following procedure:

- Notify district transportation
- Call, email or send a message to the school by 8:00 AM (320-256-6026) on days their student is absent. Messages can be left with the office. The school will attempt to contact guardians whenever the student is absent from school and a guardian has not already contacted the school.

Categories of Absences

All absences are either "excused" or "unexcused". 15 consecutive days of absence will result in the student no longer being actively enrolled in the Area Learning Center. A meeting with the student, guardian, district representative, and ALC staff will be required to re-enroll. A designated staff, or the school principal, has discretion to determine whether an absence is excused or unexcused. 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 (i.e. hunting trip, family vacation)
 - b. The student must be passing all classes and have no incomplete assignments 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 to a total of 10 excused absences for family trips each year. 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; a note from the appointment is encouraged and will be required if truancy has been previously filed or if the student has been absent on 8 or more occasions.
6. Religion: Any absence due to a student's religious observance is excused. (not to exceed 3 hours per week unless prior approval has been granted by the principal).
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 the 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 the resident county truancy mediation program is followed. Examples of unexcused absences include but are not limited to: babysitting, work, rest due to work, travel (unless preapproved), missing the bus or getting kicked off the bus, oversleeping or helping at home.

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 guardian is obligated to comply with 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 the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy; that alternative education programs and services may be available in the district;
6. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C; the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201; and

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 7 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 1+ class periods on 7 school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant and the child's parent or legal guardian to appropriate services and procedures, under chapter 260A. The school sends a letter to the County Attorney requesting mediation.

Tardy

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

Bags: All backpacks, bags, purses or other carrying devices must be stored in the student's assigned locker during the school day. The administration and/or teachers may further restrict the use of backpacks or other carrying devices on the basis of health, safety, or educational disruption potential.

Behavior Guidelines: West Central Education District Area Learning Center has been established to meet the needs of a large variety of individuals. The safety and security of all who attend is vital in providing a quality educational environment. 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 forms 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)
- bullying: fighting, name calling, 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

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

College Visits: Juniors (1 day) and seniors (2 days) may be granted excused absence(s) to visit a post-secondary campus. The student must provide a note from their parent/guardian 3 days in advance of the visit, and upon returning to school, verification from the campus visited. Students will be required to make up all missed work due to the absence.

Credits/Graduation and Diplomas: Credits needed to earn a high school diploma are reviewed at intake, documented on the student's Continual Learning Plan, and monitored throughout enrollment. Traditional and nontraditional instruction is implemented; such as lecture based instruction, cooperative grouping, 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 social awareness. Interventions to support Social Emotional Learning include, but are not limited to social skills instruction, chemical dependency counseling, and/or individual skills instruction.

Passing Classes

Passing classes requires the successful completion of course requirements.

Incomplete Classes

Students will be given a grade of incomplete if the 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

If a student fails a class, this will result in a need for credit recovery. Students will complete their credit recovery according to their learning plan.

Graduation and Diploma: Students earn a high school diploma from member districts by completing the credits outlined in their Continual Learning Plan. The ALC holds a graduation ceremony in the spring for all students that have completed graduation requirements. Students earn a certificate of attendance from the ALC. Participation in member district graduation ceremonies is set by the district. Students/guardians will need to work with the member district to review the guidelines and determine eligibility.

Students who have not met graduation requirements according to their home district at the end of their 12th grade year will have the opportunity to attend summer session credit recovery and/or return to the ALC in fall as a "Senior Plus".

Daily Schedule: The school building will be open from 7:45 AM - 2:45 PM, on all days that school is in session. Students should not arrive before 7:45 AM unless prior approval from ALC staff. Classes begin at 8:00 AM and end at 2:30 PM. A 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. If a student leaves the building without permission, they will not be permitted to return without a parent being physically present with the student.

Students are expected to leave the building promptly upon dismissal each day. Students will remain in supervised areas until transportation arrives.

Discipline Complaint Procedure (DCP): Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the West Central Education Director. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website, in the handbook appendix and is available in administration offices. The process is initiated by filling in the form and submitting the form to the West Central Education Director.

1. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The Director will direct the investigation. The District may use outside counsel as it sees fit. The Director may designate staff responsible for any aspect of the process.
2. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Director will require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.
4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who

engages in reprisal or retaliation.

Dress Code: Student appearance and/or dress needs to be supportive to the learning environment.

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

- shorts/skirts/tops need to provide full coverage and show no undergarments
- blankets are not allowed
- winter coats must be stored in lockers

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

Due Process: The West Central Education District Area Learning Center strives to adhere to all due process required by State and Federal Laws. Special education due process requirements will be addressed at the ALC; including annual IEP meetings, progress reports, and 3-year evaluations when applicable. In the event a student receiving special education services violates school expectations, due process requirements will be addressed. In certain situations staff will convene to discuss the appropriateness of disciplinary actions and make modifications if the team determines it necessary to do so.

Electronic Devices: Both personal devices and school issued procedures and guidelines are outlined below.

Students are encouraged not to bring cell phones or other electronic devices including smart watches, and earbuds/air pods to school.

If students choose to bring a cell phone/device to school the expectations are as follows:

- Cell phones, electronic devices (including smart watches) and earbuds/air pods will be turned in prior to entering the building. Devices will be stored in a locked location and will be returned to students at the end of the academic day.
- Students who need to be in contact with their family during the academic day are to ask permission to use one of our school phones. Parents are welcome and encouraged to contact our main office if there is a message that needs to be relayed.
- Students assume the risk of damage, theft, or loss when choosing to bring a phone to school.
- Cell phone use of any kind is not permitted in locker rooms or bathrooms.
- Corded earbuds/headphones may be allowed at designated times for instructional purposes on school approved devices.
- Phone usage during lockdown and fire drills is prohibited.
- Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non instructional time, or while participating in school events

- Cell Phone Guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. These expectations will be addressed at pre-trip meetings and/or on trip-specific permission slips.

Consequences of Violations

1. First Violation - electronic device is turned into the office for the remainder of the school day. Student may pick up the device at the end of the academic day.
2. Second Violation - electronic device is turned into the office for the remainder of the school day. Parent/guardian will need to pick up the device at the end of the academic day.
3. Third Violation - electronic device is turned into the office for the remainder of the school day. Parent/guardian will need to pick up the device at the end of the academic day. Parent meeting to discuss plans for successful learning outcomes.

Chromebooks, Internet, and Email: The West Central Education District ALC is a Google School. While enrolled, students will be issued a West Central Education District email account to communicate regarding school expectations; such as but not limited to, announcements, school assignments, and teacher/student feedback. Stickers or student markings are not allowed on school issued devices and/or cases. Students are responsible for appropriate behavior on the school computer network. **The chromebook is intended for participation in school; not for personal use.** Communication on the network is often public in nature. General rules for behavior and communication apply. *Gaming and listening to music needs staff approval.* Access to the network is a privilege, not a right. Student chromebooks are monitored for appropriate use; inappropriate use will result in a consequence such as but not limited to a warning, closing the site, loss of technology access. Upon graduation or leaving the program, the gmail account will be disabled.

The following uses of email and internet are not permitted:

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

Damaged, lost, or stolen items are subject to a fee paid for by the student/family. Specific cost amounts will be listed on annual permission/agreement form parents/guardians complete.

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

Emergency Procedures:

As part of our ongoing efforts to ensure the safety and security of students and staff, West Central Education District has incorporated the strategies and techniques offered by the nation's most highly regarded training program: ALICE (Alert, Lockdown, Inform, Counter, Evacuate). These research-based strategies and techniques help staff members proactively deal with the threat of an aggressive intruder or an active shooter event.

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

Soft Lockdown: The signal for a lockdown is an announcement over the intercom system. 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.

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

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

Extra-Curricular: Students are encouraged to participate in extracurricular activities with their home district. Contact your home district for more information.

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: Breakfast/lunch is offered through the Melrose Area School District. There is no cost for student breakfast and lunch for the 2024-2025 school year.

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

At no time during school hours will students be allowed to order or have food delivered to the school. This includes parents/guardians delivering restaurant food to students.

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

Leaving Campus: Students are not allowed to leave campus during the school day without first obtaining permission. Permission is granted by checking in/out of the office. If a student leaves school grounds

without parent/guardian permission, parent/guardian will be notified and the student is subject to a consequence as determined by the school administrator. If parent/guardian are not able to be reached, law enforcement may be notified. Students may not return to campus if they leave without permission, until the following school day or unless a parent/guardian physically accompanies them.

Lockers: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities 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 authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Minn. Stat. §121A.72

Students are expected to put winter coats, backpacks, purses, and other items not needed for classroom activity in their locker. 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. A combination lock is provided by the district. If a combination lock has been removed and not returned, the student/family will be responsible for paying a replacement cost. 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.

Medication: Nonprescription/over-the-counter (OTC) medications: The school will not provide OTC medications. A secondary student (grades 7-12) may possess and use non prescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent/guardian and physician orders permitting the student to self-administer the medication.

Prescription medications: The administration of prescription medication at school requires a completed signed request from the student's parent/guardian. A "Prescription Medication Administration" form must be completed annually and/or when a change in prescription or requirements for administration occurs. The Prescription Medication Administration form requires a physician's signature and dosing instructions. 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 kept in a locked box 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.

Non-Discrimination: It is the policy of the West Central Education District not to discriminate on the basis of race, color, creed, religion, national origin, age, marital status, disability, sex (including sexual orientation and gender identity) 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, 9 2nd ST So W Melrose, MN or to the office for Civil Rights, U.S. Department of Education, Washington, DC.

Parent/Guardian: Students enrolled at the West Central Education District ALC and are attending through their home district graduation (completion of senior year), need to have parent/guardian sign permissions and call to verify attendance. If a student does not have a parent/guardian active in their life, the school district will work with the student to appoint an advocate in the best interest of the student and their education. Students enrolled as a "senior plus", continuing to work on high school graduation requirements after their graduating year, are able to sign permissions and verify absences for themselves.

Parking: Students driving to school will park in the parking lot across from the ALC entrance. Students will enter and exit the parking lot with responsible driving skills and will park in an organized manner.

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/School: 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/guardians. 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 for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class/school (detention/suspension/expulsion) 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, at 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. A student must be removed from class immediately if the student engages in assaultive or violent behavior. In such instances, the removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

2. The teacher will contact the administrator/administrative designee.
3. If the student is unwilling to leave and go to another space, other students will be directed to go to a different space.
4. Removal will be documented in the student information system and communicated to parent(s)/guardian(s).

Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

Responsibility for and Custody of a Student Removed from Class.

1. When removed from the classroom or peer group, the student will go to the designated space away from peers.
2. The student will get to the designated space by walking independently. If the student is physically aggressive and is not responding to support from staff, law enforcement will be called.
3. While in the designated space, the student will be supervised at all times.
4. While removed, the student will be supported by staff to regain emotional regulation and work through the steps identified to return to class.

Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Staff and student will work together to identify the necessary steps to return to class, which may include but are not limited to:
 - a. Review school and behavioral expectations
 - b. Identify supports needed for student to be successful
 - c. Student-teacher conference
 - d. Parent/guardian notification
 - e. Creation of a behavior plan
 - f. Consultation with special education case manager or school social worker

Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. Parent(s)/guardian(s) are notified when a student is removed from the classroom or peer group.
2. Parent(s)/guardian(s) are notified when law enforcement is called. Documentation of the need for law enforcement will be made on office disciplinary reports.

Students with a Disability; Special Provisions.

1. When students with an individual education plan (IEP) or Section 504 plan are dismissed or removed from class, the IEP Manager or 504 Coordinator will be notified.
2. If a pattern of removal occurs, the IEP Manager or 504 Coordinator and relevant team members will consider the adequacy of the plan, the need for additional assessment and/or the need for additional support or training for the student's teachers.

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

1. West Central Education District has a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
2. School staff and Community Staff are on the team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
3. When teachers have a concern about possible chemical abuse of a student, they will report it to the school social worker or administrator in 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 and parents/guardians. Report cards reflect an overall grade earned by students quarterly.

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

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

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

School Closing: The West Central Education District Area Learning Center will mirror all weather-related directions that are announced for Melrose School District. Weather related announcements will be communicated via JCM Communication System.

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

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

Student Rights and Responsibilities Regarding Conduct

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

1. Student Rights:

- a. The Board of Education recognizes that students are entitled to the civil liberties guaranteed to all citizens. One of the primary goals of public education is to prepare students to successfully complete the transition from school into the general society in which they live, and to accept the responsibility commensurate with the rights and privileges they have and those they will assume.
 - b. The district shall provide an environment in which students may exercise the rights and privileges of the society in which they live, with its proportional amount of responsibility.
 - c. Students have the right to freely express ideas, verbally or in writing, within their school program. Responsible criticism and reasonable dissent are basic to the educational process. However, false statements, disruptive activities, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law or school rules and regulations are unacceptable means of expression.
 - d. Students have the right to be safe and free from threatening situations on school property, at school activities and in district vehicles.
2. Student Responsibilities:
- a. Regular attendance.
 - b. Conscientious effort in school work and activities.
 - c. Respect for the rights of other students, school staff, and school visitors.
 - d. Adherence to and cooperation in upholding local, state, and national laws, and district and school rules and regulations.
 - e. Students share with the administration and staff the responsibility of establishing and maintaining a safe, stimulating and productive environment.
3. Student Behavior and Discipline:
- a. Discipline is a learning experience which:
 - i. sets behavioral limits and guidelines to lead students to and through adulthood
 - ii. develops individual respect for law, authority, property, and the rights of others and self
 - iii. develops a mature individual capable of self-control and direction
 - b. Disciplinary efforts are to be as positive as possible and are to include recognizing and strengthening appropriate behavior.
 - c. The district is responsible for safeguarding the health and safety of each student, making reasonable rules and regulations governing student behavior and conduct, and maintaining proper control and discipline. To carry out this responsibility, district employees are expected to deal with students fairly and honestly and to treat all students with courtesy and respect.
 - d. In establishing the proper learning environment, with proper control and discipline, the general maturation of the students involved must be considered. Within this context, district officials must protect the health and well being of all students while safeguarding individuals rights.
 - e. Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Corrective action, to discipline a student and/or modify a student's behavior, will be taken by the staff when a student's behavior does not fall within these parameters.
 - i. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian conference, restitution, detention. These non exclusionary measures will be utilized prior to more exclusionary consequences such as removal from class, dismissal from school, suspension, and/or recommendation of

- alternative community service.
 - ii. The use of corporal punishment is not permitted. Corporal punishment is defined as inflicting physical hurt upon a child in order to punish her/him for misconduct.
 - iii. When an incident occurs in which one or more students have been physically or emotionally harmed by the misbehavior of other student(s), district staff shall be sensitive to the need to provide support to the victim(s) and to inform their parents/guardians about the incident.
- 4. Discipline Procedures: School violations resulting in law enforcement notification, ISS, or OSS will be reported to member district administration and may impact MN State High School League Regulations (eligibility to participate in extracurricular activities)
 - a. Violations against school administrative procedures
 - i. unexcused tardy will result in a report to administrator to determine consequence such as, but not limited to, making up lost time and/or parent/guardian notification
 - ii. 3 unexcused absences will result in a parent notification via a parent letter. 7 unexcused absences will result in a district meeting via phone conference or in person. 10 unexcused absences will result in a district meeting via phone conference or in person in which other educational options will be offered. In all instances, the ALC will follow the procedures of the resident county.
 - iii. disruptive behavior will result in a report to administrator to determine consequence
 - iv. false fire alarms will result in an out of school suspension. The incident will also be turned over to authorities.
 - v. terroristic threat/bomb threat will result in an out of school suspension or expulsion. The incident will also be turned over to the authorities.
 - vi. plagiarism/cheating will result in a no credit earned on specific assignment
 - b. Violations against property
 - i. theft will result in detention, in school suspension or out of school suspension. The incident may be turned over to law enforcement.
 - ii. vandalism will result in detention, in school suspension or out of school suspension. Law enforcement may be notified.
 - c. Violations against persons
 - i. physical aggression will result in a report to the administrator to determine appropriate consequences, which may include detention, in school suspension or out of school suspension. Parents/guardians will be notified.
 - ii. assault will result in a report to the administrator to determine appropriate consequence, which may include notification to law enforcement, alternative schedule, and/or an out of school suspension up to 5 days. Parents/guardians will be notified.
 - iii. possession of harmful or nuisance articles (items that are of a nuisance, illegal, or may cause harm) will result in a report to the administrator to determine appropriate consequences which may include confiscation of item(s), detention, in school suspension, out of school suspension and/or parent/guardian contact.
 - iv. verbal assault/Intimidation/threats will result in a report to the administrator to determine appropriate consequences which may include parent/guardian conference, detention, in school suspension, and/or out of school suspension. Law enforcement will be called if a student threatens to harm or take the life of another person.
 - v. harassment will result in a report to the administrator to determine appropriate consequences which may include parent/guardian conference, detention, in school

- suspension, out of school suspension and/or an alternative schedule.
 - vi. hazing (coercing a student into committing an act that creates a substantial risk of harm to a person) will result in a report to the administrator to determine appropriate consequences, which may include detention, in school suspension, removal from activities, and/or a parent/guardian conference.
 - vii. bullying will result in a report to the administrator to determine appropriate consequences which may include removal from the situation, investigation, parent/guardian conference, detention, in school suspension, out of school suspension, and/or an alternative schedule.
- d. Dangerous, harmful, and nuisance substances will be confiscated. Items confiscated need to be picked up by a parent/guardian within a designated period of time. Students 18 and older will be able to pick up legal items if not riding school transportation.
- i. alcohol/illicit drugs: Student's possessing alcohol/illicit drugs (including imitation or paraphernalia) or appearing to be under the influence (staggering, odor of chemicals on breath of person, reddened eyes, nervousness, falling asleep, memory loss or inappropriate behavior) will be reported to the administrator. Investigation will include a student interview to determine intent.
 - 1. Violations will result in a meeting with the school social worker or administrator for a chemical health evaluation and parent/guardian notification. ISS, OSS, district notification, and/or law enforcement notification as determined by the administrator.
 - ii. tobacco (any product or imitation such as, but not limited to, lighters, matches, cigarettes, e-cig). Investigation will include a student interview to determine intent.
 - 1. Violations will result in notification to parent/guardian. Additional consequences may be lunch detention, ISS, and/or notification to law enforcement as determined by administration.
 - iii. Weapons: Investigation will include a student interview to determine intent.
 - 1. Violations will result in law enforcement notification, parent notification, home district notification, in school suspension, out of school suspension, and/or expulsion as determined by administration.
5. Parent/guardian Notification: Parents/guardians will be notified in writing or by phone of violation of the rules resulting in disciplinary actions, except as provided otherwise by the Pupil Fair Dismissal Act of 1974.
6. Students will be notified of violations of the rules resulting in disciplinary actions verbally except as provided otherwise by Pupil Fair Dismissal Act of 1974. Students with more than 15 disciplinary referrals during the school year may be required to attend a district meeting with parent/guardian, district administration/counselor, ALC administration, and ALC teaching staff.

Suicide Prevention Information

Suicide and Crisis LifeLine: **988**

Crisis Text line: **741741**

Four County Crisis Response Team: **320-253-5555 or 1-800-635-8008**

Supplies: Students are required to bring a notebook and folder for each class, pens, #2 pencils, earbuds, and a box of kleenex. A calculator may be needed depending on the math requirement specific to the student. If a calculator is needed, a specific calculator will be recommended.

Textbooks/school materials are provided free of charge by the Area Learning Center. Students are responsible for the care of the materials that are issued to him/her. As per M.S. 120-101, the school will charge an appropriate replacement fee for textbooks, workbooks, equipment, or library books lost or destroyed by students.

Suspension and Expulsion

Non-exclusionary discipline measures will be attempted prior to out of school suspensions. These measures include, but are not limited to:

Behavior Contracting/Problem Solving	School wide SEL Instruction
Mini-Courses targeting specific behavior	Social work support
Restitution	Behavior Plans
Social Work support	Behavior tracking
Alternative programming/schedule	

In-School Suspension

Students who are on in-school suspension may not leave the building and will be under the supervision of staff at all times while on ISS status.

Out of School Suspension

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

Automatic Expulsion

There are certain rule violations which mandate automatic and immediate expulsion from the WCALC. Pursuant to Minnesota Law, a student who brings a firearm, as defined by federal law to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. This does not necessarily exclude a student from attending the ALC who has been expelled from any other school district.

Telehealth Space

West Central Education District provides a designated space for secondary students to access telehealth appointments for mental health care. To request access to the space, a student must:

- Provide a signed Release of Information to confirm the student is currently receiving mental health care.
- Request access to the space by contacting the school social worker.
- Space availability is on a first come first served basis.
- Students may utilize a school chromebook to access their telehealth appointment.
- In the event of behavioral or safety concerns, West Central Education District may determine, with input from the mental health provider, that the student is not able to access the telehealth space.

Tobacco Free Grounds: West Central Education District 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, including the parking lot. Individuals violating the tobacco policy will be subject to disciplinary action. Refer to Board Approved Policy 419: Tobacco-Free Environment for additional information.

Transportation: Students riding district transportation are subject to local district policies. If a student

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

School bus safety expectations pertain to all transportation provided by school districts; including cars, vans, school buses, or other school vehicles. As per Minnesota Statute Sec. 4 (123.7991) School Bus Safety Training, all students K-10 and new students must be provided Bus Safety Training and demonstrate knowledge and understanding of at least the following competencies and concepts;

1. Transportation by school bus is a privilege not a right
2. District policies for student conduct and school bus safety
3. Appropriate conduct while on bus
4. Procedures for safely boarding and leaving a school bus
5. Procedures for safe vehicle lane crossing; and
6. School bus evacuation and other emergency procedures.

The transportation contract will be enforced until the parent/guardian provides written notification on the change. Student drivers are expected to park in the 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 a phone call to parent/guardian, student required to move car into appropriate parked position, and/or law enforcement notification.

Visitors: All visitors, including parents/guardians and former students, need to stop in the office to sign in and receive a Visitors Pass.

APPROVED POLICIES

Full language of approved policies can be found at www.wced6026.org

- 102: Equal Educational Opportunity
- 413: Harassment and Violence
- 417: Chemical Use and Abuse
- 418: Drug-Free Workplace/Drug-Free School
- 419: Tobacco Free Environment
- 501: School Weapons Policy
- 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- 506: Student Discipline
- 514: Bully Prohibition Policy
- 515: Protection and Privacy of Pupil Records
- 516: Student Medication
- 520: Student Survey
- 521: Student Disability Nondiscrimination
- 522: Student Sexual Nondiscrimination
- 524: Internet, Technology and Cell Phone Acceptable Use and Safety Policy
- 526: Hazing Prohibition
- 531: The Pledge of Allegiance
- 532: Use of Peach Officers and Criss Teams to Remove Students with IEPs from School Grounds
- 533: Wellness
- 534: Unpaid Meal Charges
- 601: School District Curriculum and Instruction
- 612.1: Title One
- 620: Credit for Learning
- 709: Student Transportation Safety Policy
- 806: Crisis Management
- 903: Visitors to School District Buildings and Sites

*Member School Districts:
Albany, Melrose,
Paynesville and Sauk Centre*



*Program Oversight:
Early Intervention,
Beacon and ALC*

**West Central Education District # 6026
Discipline Complaint Form**

Date of Complaint: _____ Name of Person Completing Form: _____

Email Address _____ Phone: _____

Student Name _____ Grade: _____

Applicable Governing Discipline Documents

- Pupil Fair Dismissal Act
- School District Discipline Policy

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or the school discipline policy or how the procedures in these two documents are being discriminately applied.

List below any other information you would like the District to consider:

Signature _____ Date: _____

Our mission is to maximize every student's educational experience by providing high quality services to students, families, and member districts.

9 2nd St SW Melrose, MN 56352 * 320-256-6026 * wced6026.com * 320-256-6028 (fax)