



Beacon Program Student Handbook

WCED: Albany-Melrose-Paynesville-Sauk Centre

Our program was established by the West Central Education District to provide an increased level of intervention for special education students focusing on increasing their social skills, self regulation skills, and coping strategies. We have students attending from our cooperative school districts: Albany, Melrose, Paynesville, and Sauk Centre. We also welcome students from other districts.

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

BELIEF STATEMENTS~

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

OBJECTIVE~

- To provide students with the life skills necessary to be healthy individuals through social skill building, mental health awareness and academic instruction.
 - Students will be provided a structured, consistent and predictable environment
 - Students will be provided the opportunity to realize their full potential
 - Collaboration with families, home school, and community agencies must exist
 - Guardian/Parents are an integral part of team planning

Contact Information

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Beacon Program: (320)352-2258 x4112

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Address: Beacon Program
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Sauk Centre, MN 56378

Beacon will comply with MDE and MDH guidelines in regards to the impact of the covid pandemic in the 2021-2022 school year. This plan will be shared with all families and available on the WCED website.

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

~updated August 2021



WEST CENTRAL EDUCATION DISTRICT

TABLE OF CONTENTS

Accidents.....	3	Immunization Records.....	8
Assessments.....	3	Internet and email.....	8
Attendance/Truancy.....	3	Leaving Campus.....	9
Categories of Absences.....	3	Lockers.....	9
Excused Absences.....	3	Medication.....	9
Unexcused Absences.....	4	Non-Discrimination.....	9
Continuing Truant.....	4	Photo Release.....	10
Habitual Truant.....	4	Pledge of Allegiance.....	10
Tardy.....	5	Removal of Student from Classroom/Learning Space.....	10
Behavior Guideline.....	5	Report Cards.....	11
College Visits.....	5	Respect, Safe, & Secure Environment.....	11
Communication.....	5	Rule Violations.....	12
Crisis Behavior Awareness.....	5	School Authority.....	12
Credit/Graduation & Diplomas.....	6	School Closing.....	12
Passing Classes.....	6	Searches.....	12
Incomplete Classes.....	6	Student Records.....	12
Failed Classes.....	6	Student Rights & Responsibilities Regarding Conduct.....	12
Daily Schedule.....	6	Supplies provided by student and/or school.....	15
Dress Code.....	6	Suspension and Expulsion.....	15
Due Process.....	7	In School Suspension.....	15
Electronic Devices: Cell Phones/PLD.....	7	Out of School Suspension.....	16
Emergency Contact.....	7	Automatic Expulsion.....	16
Emergency Procedures.....	7	Tobacco Free Grounds.....	16
Fire.....	7	Transportation.....	16
Lock Down.....	8	Visitors.....	16
Tornado.....	8	Appendix.....	17
Evacuation.....	8		
Extra-Curricular.....	8		
Food.....	8		

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, parents/guardians will be notified. All incidents will be documented. The school does not provide accident insurance plans for students.

Assessments: Based on MN guidelines, assessments required for students in grades K-12 will be administered at the Beacon Program. Special Education comprehensive assessments will also be administered to inform programming.

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. If a student is absent for any reason, the student's **parent/guardian must verify the absence, regardless of the student's age, in accordance with the following procedure:**

- Call district transportation prior to their student's scheduled time to be picked up and to notify district transportation of any changes; such as but not limited to address changes or students not in need of transportation.
- Call the school by 8:00 AM (320-352-2284) on days your child is absent. The school will attempt to contact parents whenever the student is absent from school and a parent/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 Beacon Program. A team 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. 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 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.
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. Whenever a student receives an "unexcused absence," the guidelines of the resident county truancy mediation program is followed.

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 enforce 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; 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.

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 may lose privileges and/or be required to make up the time as determined by Beacon Staff. Patterns of being tardy will be addressed at IEP meetings. Students are not considered "late" when arriving on school transportation.

Behavior Guidelines: The Beacon Program has been established to meet the needs of a 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 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)
- bullying: fighting, name calling, confrontation/posturing/heckling/grandstanding, threats
- inappropriate language: close imitations of swear words or gestures, swearing,
- stealing: taking items from other students, staff, or school without permission
- illegal substance abuse: possession/use/distribution of alcohol or other illegal or controlled substances like tobacco, items used to alter mood such as rubber cement, markers, white out, aerosol paint.
- violence: fire starting, fighting, vandalism, gang involvement, possession/use of weapons, violent or sexually explicit pictures/drawings, threat to harm

College Visits: Juniors (1 day) and seniors (2 days) may 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, a verification letter from the campus visited. Students will be required to make up all missed work due to the absence.

Communication: The Beacon Program uses a notification system called **Remind** to notify parents/guardians regarding closings, late starts, early outs and other important information.

Email may be used for communication per parent/guardian approval. It may be used for a variety of special education communication activities such as but not limited to meeting notices, scheduling, sharing draft evaluation reports, and behavior summaries. Annual parent/guardian approval will be obtained at the start of the school year.

Crisis Behavior Awareness: If the Beacon staff becomes aware of a student with any suicidal, homicidal, or terrorist intentions/suggestions, the following may occur depending on the severity of the action.

- notification of parent while other actions are being taken

- assessment of risk by Beacon Staff and/or WCED staff
- possible police notification
- notification of county social services

If your child becomes aggressive to the point they are trying to hurt themselves or others, staff will use de-escalation techniques in which they have received training to minimize trauma and injury; as a last resort use of restrictive procedures.

Credits/Graduation and Diplomas: Academic programming provided at the Beacon Program focuses on Language Arts, Math, Social, and Science. In grades 9-12, Transition Skills are also an area of focus. IEP teams decide which content areas will be focused on and to what extent. 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. When students have demonstrated an increase in skills, IEP teams discuss transition opportunities. Students returning to their home school district is the ultimate goal. Students are working towards their home district graduation requirements and will earn their diploma from their home district. IEP teams will address required coursework specific to each student. Walking through graduation ceremonies from member districts is based on individual district policies. The IEP team will meet to review the requirement, monitor the progress on the set requirements, and determine if the requirements have been met.

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. The IEP team will discuss options for earning credit recovery.

Daily Schedule: The Beacon Program school day is 8:15 AM- 2:55 PM. The daily schedule is set based on the students enrolled and their needs. Students arriving prior to 8:15 AM have the option to have breakfast at school. Lunch is provided daily.

Dress Code: Student appearance and/or dress needs to be supportive to the learning environment. Classroom temperature can often vary throughout the day. A lightweight weather or sweatshirt can be helpful when rooms are cooler. Winter gear (such as snow pants, boots, coat, mittens, and a hat) is needed for outside play during cold weather days.

If your child has difficulty with bathroom accidents, please send a couple complete changes of clothes; shirt, pants, and underwear. Also, please label these extra clothes. For safety reasons, students need to wear tennis shoes to school. Boots, crocs, flip-flops or sandals are not allowed. Belts and neck ties can also be unsafe; please keep those items at home.

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, and items that could potentially be used as a weapon are not acceptable.

- shorts/skirts need to provide full coverage and show no undergarments
- tops or shirts should not have a low neckline, open backs or spaghetti straps, or cause distraction for others
- undergarments, which include bra straps, boxer shorts and/or underwear (thongs), must not be visible
- blankets are not allowed
- winter coats must be stored in lockers
- Cowboy boots/steel toed shoes are not allowed
- Belts when removed to use as a weapon are not allowed

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 Beacon Program strives to adhere to all due process required by State and Federal Laws. Special education due process requirements will be addressed at the Beacon Program; such as but not limited to 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: Cell Phones/PLD: It is the individual family's choice to send electronic devices to school. Oftentimes the electronic devices are a preferred activity while riding to and from school. Once students arrive at school, such devices are stored in student lockers. The school is not responsible for lost, stolen, or broken electronic devices. Use of a personal electronic device during the school day is determined by the IEP team. Inappropriate use of electronic devices will result in a consequence. Repeat offenses will result in the device being turned over to Beacon staff. Parents/guardians will need to make arrangements to pick up the device at Beacon.

Emergency Contacts: It is required that parents/guardian's complete a Registration Questionnaire, which includes current phone numbers, addresses, and emergency contact. Any changes to this information are the responsibility of the parent/guardian and must be communicated to the Beacon staff..

Emergency Procedures: The Beacon Program follows Sauk Centre Public Schools Emergency Procedures.

Fire

The signal for a fire is a continuous blast of the fire alarm system. Everyone must leave the building. Close doors as you leave. Wait in the designated area with students and staff until the "all clear" signal

from Sauk Centre Public Schools before re-entering.

Lock Down

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

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.

Food: Breakfast and lunch are offered through the Sauk Centre School District. Applications for free and reduced lunches are available. Turn in completed forms to Beacon Staff. Current menu and prices are available on the Sauk Centre School website (www.isd743.org). Turn lunch money (checks payable to Sauk Centre Public Schools) into Beacon staff.

Immunization Records: Students are required by law to have current immunization records on file at school prior to attending. A health record will be maintained at the District #743 health office including medication information, emergency health data and vision and hearing screening information.

Internet and email: The Beacon Program 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. Computer cases are required for school issued computers. Stickers, 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 Beacon 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.

Leaving Campus: Student's are not allowed to leave campus during the school day without first obtaining permission. Permission is granted by Beacon staff. Service learning, reward time, and/or extended learning are examples of times Beacon will leave campus as a group. If a student leaves school grounds without permission, law enforcement and parent/guardian will be notified and the student is subject to a consequence as determined by the school administrator.

Lockers: Personal items, such as toys, electronic devices, coats, etc are to be put in student lockers upon arriving at school. Lockers assigned to students are the property of the school district and may be inspected based on reasonable suspicion and/or individual student's plan. 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. Should a student feel the need to use a lock on their locker, they must provide their own combination lock and the combination must be provided to Beacon staff.

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 the original 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 Beacon Program..

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 Beacon Program. 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, 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, 9 2nd ST So W Melrose, MN or to the office for Civil Rights, U.S. Department of Education, Washington, DC.

Photo Release: The Beacon Program will be taking photos of students periodically throughout the year and creating bulletin boards or photo albums. No last names will be published. Permission is obtained from parent/guardian upon enrollment. Parent/guardian will need to contact Beacon staff if they change the permission.

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

Removal of Student from the classroom/learning space: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning alternative work space 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 to support a safe learning environment.

"Removal from class" for a period of one day or more, the program administrator will issue this consequence based on discipline policy. Alternative learning will be provided when it is determined a student is removed for greater than 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, 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 (manifestation determination meeting) with the student's parent or guardian and IEP team to discuss the problem that is causing the student to be removed from class.

Procedures for Removal of a Student From a Class.

1. Staff will use guided assistance to remove a student from a classroom.
2. Students are removed from the classroom when their behavior is significantly disruptive to the

learning environment; physical aggression toward others, self, or property.

3. Documentation of removing a student from class will be communicated to parent/guardian and administration as well as documented in the student's learning plan.

Responsibility for and Custody of a Student Removed From Class.

1. When removed from the classroom, the student will go to the designated space away from peers; another classroom, office, meeting room.
2. The student will get to the designated space by walking independently, using guided assistance from staff, or a physical transport using Restrictive Procedures; Handle with Care or CPI transport.
3. While in this separate space, the student will be supervised at all times.
4. While removed, the student will be supported by staff to regain emotion regulation, work through the steps needed to return to class, and support the transition back to class.
5. Staff have the responsibility to support the student when removed from the classroom.

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

1. Staff and student will work together. They will review the expectations and support needed to meet the expectations.
2. Documentation on removal from the classroom as well as tools used to support the student will be made.

Procedures for Notification.

1. Parents/Guardians are notified when guided assistance or restrictive procedures are used.
2. When Restrictive Procedures are needed 3 times in 30 calendar days, an IEP meeting is held to review patterns and determine if changes are needed to support the student.

Disabled Students; Special Provisions.

1. IEP teams review the use of guided assistance and restrictive procedures. This data is reviewed at annual IEP meetings as well as if the frequency is 2 separate school day in 30 calendar days. During these reviews, if the team is not seeing a positive change that cannot be explained, they will consider changes in the IEP and/or an evaluation to gather more information.

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.

Specific procedures addressing disruptive behaviors, identifying replacement behaviors, as well as rewards and consequences for behaviors are developed by the IEP team and outlined in the student's Positive Behavior Support Plan within the IEP.

Report Cards: Report cards are written and sent to parents quarterly. A complete transcript is shared with the home district when the student transitions back to the home district.

Respectful, Safe, and Secure Environment: The Beacon Program 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. The Beacon Program will cooperate with all local and state law enforcement agencies. Rule violations will result in a consequence.

School Authority: All employees of Beacon Program have the responsibility and obligation to enforce school regulations.

School Closing: The Beacon Program will mirror all weather-related directions that are announced for Sauk Centre School District. Weather related decisions for your home school district will also impact programming as transportation will not be provided when they are late/closed. Weather related announcements will be communicated to families via Remind.

Examples:

- If Sauk Centre is two hours late, Beacon will be two hours late.
- If Sauk Centre is closed, Beacon is closed..
- If your home district is 2 hours late or closed due to weather, you may be arriving 2 hours late or not at all depending on travel conditions. Your home district will make that determination.

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

Student Records: The Beacon Program 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 The Beacon Program. While enrolled at the Beacon Program, academic reports cards, behavior reports, attendance, and any special education records will be maintained. Once a student is no longer enrolled, a transcript and all due process is sent to the home district school records. The West Central Education District will maintain a summary of enrollment, transcript, and last IEP/ER. If you are seeking a copy of your official transcript, you need to contact your home district.

Student Rights and Responsibilities Regarding Conduct

1. Student Rights
 - a. The board of education recognizes that students are entitled to the civil liberties guaranteed 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 and district and school policies and regulations, and in a way that respects the rights and safety of others. Corrective action, to discipline a student and/or modify a student's behavior, will be taken by the staff when a student's behavior does not fall within these parameters.
 - i. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian conference, fine restitution, detention, removal from class, dismissal from school, suspension, recommendation of alternative community service.
 - ii. The use of corporal punishment is not permitted. Corporal punishment is defined as inflicting physical hurt upon a child in order to punish her/him for misconduct.
 - iii. When an incident occurs in which one or more students have been physically or emotionally harmed by the misbehavior of other student(s), district staff shall be sensitive to the need to provide support to the victim(s) and to inform their parents about the incident.

4. Discipline Procedures

- a. Violations against school administrative procedures

- i. unexcused tardies will be addressed by the IEP team
- ii. unexcused absence will be addressed by following the resident county procedures
- iii. disruptive behavior will be addressed by the IEP team in the Positive Behavior Support Plan
- iv. false fire alarms will be reported to administrator to determine appropriate consequence which may include a report to Sauk Centre administration and/or a report to law enforcement
- v. terroristic threat/bomb threat will result in student removal from the situation, report to administrator to determine appropriate consequence, report to Sauk Centre administration, and/or a report to law enforcement
- vi. plagiarism/cheating will result in no credit earned on specific assignment
- b. Violations against property
 - i. theft will result in a report to the administrator to determine appropriate consequence, which may include notification to law enforcement and/or parent/guardian contact
 - ii. vandalism will result in a report to administrator to determine appropriate consequence which may include possible notification to law enforcement and/or parent/guardian contact
- c. Violations against persons
 - i. physical aggression will result in a report to administrator to determine appropriate consequence which may include possible notification to law enforcement and/or parent/guardian contact
 - ii. assault will result in student removal from the situation, a report to the administrator to determine appropriate consequences which may include notification to law enforcement, parent/guardian contact and/or in school or out of school suspension of up to 5 days.
 - iii. harmful or nuisance articles (items that are of a nuisance, illegal, or may cause harm) will result in confiscation, student removal from the situation, a report to the administrator to determine appropriate consequence which may include notification to law enforcement and/or parent/guardian contact
 - iv. verbal assault/Intimidation/threats will result in student removal from the situation, a report to the administrator to determine appropriate consequence which may include notification to law enforcement if a student threatens to harm or take the life of another person, and/or parent/guardian contact
 - v. harassment will result in student removal from the situation, a report to the administrator to determine appropriate consequence and/or parent/guardian contact,
 - vi. hazing (coercing a student into committing an act that creates substantial risk of harm to a person) will result in a report to the administrator to determine appropriate consequence and/or parent/guardian contact
 - vii. bullying will result in student removal from the situation, a report to the administrator to determine appropriate consequence, and/or parent/guardian contact
- d. Dangerous, harmful, and nuisance substances will be confiscated.

**Any and all items confiscated need to be picked up by a parent/guardian within a designated period of time. Students 18 and older will be able to pick up legal items if not riding school transportation.

 - i. alcohol/illicit drugs: 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) of alcohol/illicit drugs

1. 1st offense will result in a report to the administrator to determine appropriate consequences which may include up to 5 days suspension, a report to law enforcement, and/or a report to the home district. Parents/guardians will be notified.
 2. 2nd offense will result in a report to the administrator to determine appropriate consequences which may include up to 10 days suspension, a report to law enforcement, and/or a report to the home district. Parents/guardians will be notified.
 3. 3rd offense will result in a report to the administrator to determine appropriate consequences which may include up to 10 days suspension, a report to law enforcement and/or IEP team meeting to evaluate the appropriateness of the placement and services being provided. Parents/guardians will be notified.
- ii. tobacco (any product or imitation such as but not limited to lighters, matches, cigarettes, e-cig):
1. 1st offence will result in a report to the administrator to determine appropriate consequences which may include up to 2 days lunch detention and/or law enforcement notification. Parents/guardians will be notified..
 2. 2nd offence will result in a report to the administrator to determine appropriate consequences which may include up to 5 days lunch detention and/or law enforcement notification. Parents/guardians will be notified..
 3. 3rd offence will result in a report to the administrator to determine appropriate consequences which may include in school suspension and/or law enforcement notification. Parents/guardians will be notified..
- iii. weapons will result in a report to the administrator to determine appropriate consequences which may include law enforcement being notified, parent/guardian notification, home district notification, in school suspension, out of school suspension, exclusion, and/or expulsion.
5. Parent Notification: Parents/guardians will be notified in writing or by phone of violation of the rules and resulting in disciplinary actions except as provided otherwise by the Pupil Fair Dismissal Act of 1974.
6. 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. Student behavior and consequences will be reviewed quarterly as well as at the annual IEP meeting.

Supplies provided by student and/or school: Students are provided a list of necessary school supplies at the start of the school year or at the time of initial placement into the program. 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

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.

Out of School Suspension

Whenever a student is placed on Out of School Suspension status, the student must remain off school grounds. A re-entry meeting is scheduled to review the incident, school expectations, and plan moving forward. The parent/guardian, student, case manager, and administrator (or administrative designee) will be present. Home district administration will be invited.

Automatic Expulsion

There are certain rule violations, which mandate automatic and immediate expulsion from the Beacon Program. 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. Expulsion from another district does not necessarily exclude a student from attending the Beacon Program. The IEP team, school administration, and in some situations the school board will assist in determining enrollment at the Beacon Program when expulsion has occurred.

Tobacco Free Grounds: Beacon Program, located in the Sauk Centre School, 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 school 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 parents/guardians notify Beacon Staff of other arrangements. 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.

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

Appendix
APPROVED POLICIES

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

- 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: Bullying Prohibition
- 515: Protection and Privacy of Pupil Records
- 516: Student Medication
- 520: Student Survey
- 521: Student Disability Nondiscrimination
- 522: Student Sex Nondiscrimination
- 524: Internet Acceptable Use and Safety
- 526: Hazing Prohibition
- 531: The Pledge of Allegiance
- 532: Use of Peace Officers and Crisis Teams to Remove Students with IEP's 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
- 806: Crisis Management
- 903: Visitors to School District Buildings and Sites