



**SAIL Transition Program
Student Handbook 24-25
West Central Education District
805 E Hwy 55 Paynesville, MN 56362
Phone: 320-243-9663**

WCED Mission Statement: To maximize every student's educational experience by providing high quality services to students, families and member districts.

Introduction

The SAIL Transition Program is designed for students with disabilities receiving special education services, ages 18-22, who have transition needs in post-secondary education and training, employment, and independent living skills. Students qualify for transition support through the Individualized Education Program (subsequently referred to as an "IEP") planning process while they are in high school. Placement in the SAIL Transition Program is determined on an individual basis and according to the student's specific transition needs. Students who are eligible have not received their diploma from their resident district. Students of the SAIL Transition Program are considered to be a part of West Central Education District (WCED) and must follow district policies and district-wide expectations.

The goal of the SAIL Transition Program is to prepare students to achieve independence, to support them in securing competitive integrated employment (if appropriate), and to assist them in becoming fully participating members of their community. The SAIL Transition Program provides a supportive learning environment in which students continue to develop their skills and explore a variety of opportunities to find their passion and have a positive plan for their future.

Enrollment Process

Enrollment at the SAIL Program is determined by the student's IEP team prior to their senior year of high school .

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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 the student requires immediate medical attention, administration or designee will call 911 or seek emergency medical treatment and then contact parents/guardians. All incidents will be documented in the student cumulative file. The school does not provide accident insurance plans for students.

Attendance

The SAIL Transition Program strongly believes that regular school attendance directly impacts student success and goal achievement. Consistent school attendance helps students with developing responsibility and self-discipline. For these reasons, student absence from the program should be limited to those instances in which it is unavoidable. The program may request medical verification for excessive absences. Students, parents or guardians, and the program share an obligation to ensure the student's continuous attendance.

Please make every effort to schedule personal appointments outside of the school day. Some appointments are deemed an educational experience for students, so please check with program staff to see if your appointment meets requirements to regularly schedule during your school day. If students leave school at any time without signing out and informing program staff, the absence will be considered unexcused.

A student will be considered absent when the student is missing from the program for any day or part of the day for reasons outside of the student's regular programming schedule. Teachers will make students aware of specific absence/attendance expectations. When absences from the program become habitual, a letter requesting medical verification will be sent home. From that point on, all additional absences will require medical verification to be considered excused. If frequent absences become a concern in any programming, the case manager will contact the student / parent to address attendance and to make a plan to address the issue. An IEP meeting will be held to discuss the alternatives for meeting the IEP goals due to the excessive absences. Dismissal from the program will occur after 15 consecutive unexcused absences. A conference with the student, parents and resident district will occur prior to reaching 15 days.

Absence Procedures

When a student is going to be absent from school, the procedures below need to be followed. For students who are their own guardians, parent verification of absences is not required, but may be requested/necessary depending on individual circumstances. Students and parents / guardians should be aware that if the program does not receive verification to excuse the absence, the absence will be marked as unexcused. When possible, SAIL students are encouraged to make the call about their absence as a means of promoting independence and responsibility. Parents/Guardians are encouraged to confirm that they are aware of the absence.

- Notify district transportation
- Call, email or send a message to the school by 7:30 AM (320-243-9663) on days their student is absent.

Remind

The West Central Education District uses the Remind messaging system to notify parents/guardians of weather related announcements and other important updates.

In addition to Remind, the district will communicate via phone and email regarding academic progress, behavioral concerns, special education services, and other student-related matters.

Credits, Graduation and Diplomas

All students enrolled in the SAIL Transition Program have a documented disability and have qualified for special education services through their resident school district. Although they have met the credit requirements for a high school diploma, their IEP team has determined that additional instruction in transition skills is necessary. Placement in the SAIL Transition Program is decided by the IEP team, which includes representatives from the resident district. All decisions regarding program completion and graduation are made by this team.

Goals will be identified through a checklist of transition skills and the IEP team will discuss criteria for determining completion of the program based on the student's needs and future goals. The student's resident district will

issue the diploma upon completion of the SAIL Transition Program.

The SAIL Transition Program does not report grades as all progress is reported through the IEP progress report and transition checklists of skill attainment. Students receive progress reports 2 times a year at the end of each trimester and discussed at the annual IEP meeting.

Graduation and Diploma

The SAIL Program hosts a Completion Ceremony each spring to recognize students who have met their transition goals. During the ceremony, students receive a Completion Certificate from the SAIL Program. High school diplomas are issued by the student's home district in accordance with that district's policies and procedures.

Daily Schedule

The school building will be open from 7:45 AM to 2:45 PM on all days that school is in session. One day per week may be designated as a Hybrid Learning Day. On these days, students will either attend on-site or participate remotely via Google Meet, depending on their assignment. Students attending in person will receive individual and small group skill instruction, while those working from home will be assigned tasks to demonstrate generalization of previously taught skills. Student schedules may be adjusted to accommodate paid or unpaid employment, job training through outside agencies, or enrollment in college-level courses.

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.

Electronic Devices

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

The SAIL program incorporates instruction on appropriate workplace use of personal technology, including cell phones, smartwatches, earbuds, and similar devices. To support a focused learning and work environment, cell phones and other personal electronic devices must be turned off or kept out of use during instructional or work time, unless pre-approved by the instructor or workplace supervisor.

Students may check their phones or make phone calls only during designated break or lunch times.

If a student uses an electronic device inappropriately:

- A verbal warning will be given after the first incident.
- Continued misuse may result in the device being confiscated until the end of the day.
- Parents/guardians will be notified if the behavior persists.

Chromebooks, Internet, and Email

The West Central Education District Area Learning Center 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 completed registration paperwork, 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

This is an abridged version of the West Central Education District's policy 806 Crisis Management Policy. The full version of applicable policies are available on the school website.

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. 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 is an announcement. 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. 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.

Food

Breakfast and lunch is offered through the Paynesville Area School District. There is no cost for student breakfast and lunch for the 2025-2026 school year. Additionally, students may opt to bring a lunch from home; there is a microwave and fridge available for student use.

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.

Health and Nursing Services

The SAIL Transition Program does not have on-site nursing staff but a licensed school nurse is available if needed on a consulting basis.

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 location. 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.

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

West Central Education District programs are closed campus programs. The SAIL Program campus is inclusive of the job sites students are assigned to throughout the school year. Students are not permitted to leave campus during the school day without prior approval. Permission must be obtained by checking in and out through the office.

If a student leaves without parent/guardian permission, their parent/guardian will be notified, and disciplinary action will be determined by the school administrator. If a parent/guardian cannot be reached, law enforcement may be contacted.

Students who leave without permission may not return to campus until the following school day unless accompanied in person by a parent or guardian.

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.

Permissions

Students enrolled in the West Central Education District SAIL Program are required to have a parent or guardian sign permission forms and other necessary documents, as well as verify absences. While students are encouraged to take the lead in obtaining signatures and reporting absences, parent or guardian verification remains a requirement.

Photo Release

The West Central Education District may take photos or videos of students during school-related activities and events. These images may be used for educational, informational, or promotional purposes, including but not limited to:

- The district website
- Social media accounts
- Campus displays
- Local newspapers or other media outlets

Student names will not be used in any public materials. Permission is obtained upon student enrollment. A parent or guardian may change their permission at any time by contacting the office.

Pledge Of Allegiance

In accordance with state law, the Pledge of Allegiance will be recited weekly. Participation is voluntary; students who choose not to participate are expected to remain respectful during the pledge. Likewise, all students must respect the rights of others to either participate or abstain.

Recreation & Leisure Fees

SAIL recreation and leisure activities are focused on developing social, emotional, communication and planning skills. Students will participate in recreation and leisure programming and most activities will be offered free of charge. Occasionally, students may have the option to purchase snacks or lunch during outings; in those cases, they are responsible for covering those personal expenses.

Searches and School Safety

The West Central Education District Area Learning Center is committed to maintaining a safe, respectful, and drug-free learning environment. To ensure the safety and well-being of all students and staff, school officials may conduct searches on campus when there is reasonable suspicion of a violation of school rules or the law.

Search Authority and Procedures

In accordance with state law and district policy, school officials may search student property, lockers, desks, vehicles on school property, and other areas within the school setting. These searches may include, but are not limited to, inspections of:

- Student lockers
- Desks
- Backpacks and personal items
- Vehicles parked on school grounds
- The student's person (when justified by reasonable suspicion)

Searches will be conducted based on reasonable suspicion and will be appropriate in scope and intrusiveness. When necessary, law enforcement will be contacted, and legal officials may become involved.

Contraband

Students violate school policy when they possess contraband on their person, in their personal possessions, or store such items in desks, lockers, or vehicles on school property. "Contraband" includes any unauthorized item prohibited by school district policy or law. If a search yields contraband, the item(s) will be confiscated by school officials and may be turned over to law enforcement for appropriate legal disposition. Students found in violation of this policy are subject to disciplinary action in accordance with the school district's Student Discipline Policy,

which may include suspension, exclusion, expulsion, and legal referral.

Use of Detection Dogs

To take a proactive and preventative stance on the presence of prohibited items, trained detection dogs may be used to conduct random searches throughout the school year. These searches are scheduled in collaboration with law enforcement and do not require prior notice.

Lockers and Desks

Lockers and desks are the property of the school district and are provided for student use. At no time does the district relinquish its exclusive control over them.

- Lockers: May be inspected at any time, without notice, student consent, or a search warrant.
- Personal items within lockers: May be searched when there is reasonable suspicion of a violation. Students will be notified of such searches as soon as reasonably possible, unless doing so would impede an ongoing investigation.
- Desks: May be inspected at any time, without notice, student consent, or a search warrant.

Vehicles on School Property

Routine patrols and exterior inspections of vehicles in student parking areas may be conducted without notice or consent.

- The interior of a student's vehicle may be searched with reasonable suspicion that a violation has occurred. This includes the glove compartment and trunk.
- Refusal to unlock or grant access to a vehicle may result in disciplinary action and loss of parking privileges.

Personal Searches

A student's person and personal possessions may be searched when school officials have reasonable suspicion that the search will reveal evidence of a violation of law or school policy. All searches will be conducted respectfully and appropriately based on the circumstances.

Student Conduct, Behavior Expectations, and Disciplinary Actions

This is an abridged version of the West Central Education District's policies related to student conduct and discipline. The full version of applicable policies are available on the school website.

The West Central Education District Area Learning Center is committed to providing a respectful, safe, and secure learning environment where all students can thrive academically and socially. This section outlines behavior expectations, student rights and responsibilities, discipline procedures, and consequences for violations.

Expectations for Behavior

Students are expected to:

- Attend regularly and engage actively in learning.
- Respect the rights of peers, staff, and visitors.
- Follow school rules, staff directives, and all applicable laws.
- Maintain a school environment free of violence, harassment, and illegal or harmful substances.

Students are encouraged to demonstrate self-respect, self-regulation, and positive citizenship. Disciplinary efforts will focus on positive interventions and restorative practices whenever possible.

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.

Student Rights and Responsibilities

Rights:

- Freedom of expression within appropriate boundaries.

- Safety and protection from threats or harassment.
- Fair treatment and due process in disciplinary matters.

Responsibilities:

- Respect the learning environment and all individuals within it.
- Follow school rules and procedures.
- Cooperate with staff and peers to maintain a positive atmosphere.

Behavior Violations

Behavior that undermines the educational environment, threatens safety, or disrupts school operations will result in disciplinary action. Violations include, but are not limited to:

- Insubordination, harassment, bullying, or physical aggression.
- Use or possession of illegal substances, tobacco, weapons, or imitation items.
- Vandalism, theft, or other violations against property or persons.
- Repeated classroom disruptions or refusal to comply with staff requests.

Consequences will be progressive and may include conferences, detention, loss of privileges, removal from class, suspension (in-school or out-of-school), and in severe cases, expulsion. School authorities retain the right to notify law enforcement as appropriate.

Removal from Class or School

Teachers may remove a student from class for up to five (5) class periods if a student:

- Disrupts instruction or interferes with learning.
- Endangers themselves or others.
- Willfully violates school rules or policies.

Procedures for removal include notifying administration, documenting the incident, contacting the student's parent/guardian, and supporting the student in preparing to return to class. Repeated removals may trigger a team meeting with the family and home district.

Students removed for assaultive or dangerous behavior may not return to class until re-entry conditions are met. These may include a behavior plan, parent conference, and/or support from school social work or special education staff.

In-School Suspension (ISS): Students remain at school under staff supervision and complete coursework in a separate setting.

Out-of-School Suspension (OSS): Students are temporarily removed from school. A re-entry meeting with school staff and family is required.

Expulsion: Certain behaviors, such as bringing a firearm to school, result in mandatory expulsion under state law. Other serious or repeated offenses may result in expulsion, subject to administrative and school board review.

Non-exclusionary discipline measures will always be considered before suspension or expulsion. These include:

- Restorative conversations
- Behavior contracting/Problem solving
- Social work services
- Mini-courses targeting specific behavior
- Schedule adjustments
- School wide SEL Instruction
- Restitution
- Alternative programming/schedule

Additional Notes

- Confiscated nuisance or illegal items must be retrieved by a parent/guardian. Students 18 or older may retrieve legal items if not using district transportation.
- Students are expected to cooperate in all investigations and will be informed of any violations and corresponding actions.

- Students with IEPs or 504 Plans will have discipline reviewed by their case manager to ensure compliance with special education regulations.
- Violations may affect extracurricular eligibility per MN State High School League rules.

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.

Student Records

West Central Education District 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 SAIL Program. While enrolled at the SAIL Program, 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 SAIL Program does not issue official transcripts as you are working on graduation requirements from your home district.

Suicide Prevention Information

In the event that a student is expressing or displaying 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 West Central Education District staff,
- police notification, and/or
- notification of county social services

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 provided a list of necessary school supplies at the start of the school year or at the time of initial placement into the program. Families needing assistance with obtaining supplies can contact their student's case manager.

Textbooks/school materials are provided free of charge by West Central Education District. 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.

Tobacco Free Grounds

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. 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 transportation 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 SAIL Program 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.

Parking

Students who drive to school must park in the designated area. Responsible driving behavior is expected at all times when entering, exiting, and navigating the parking lot. All vehicles must be parked in an orderly manner within marked spaces. Parking on the street is not permitted.

Student drivers are required to follow Minnesota state laws and school guidelines regarding safe and respectful driving practices. Vehicles must not block other cars, encroach on snowbanks, or be parked in a manner that obstructs traffic or access.

Students who fail to park appropriately may face consequences, including but not limited to:

- A phone call to a parent/guardian
- A requirement to immediately move the vehicle into an appropriate space
- Notification of law enforcement if necessary

Repeated or serious violations may result in the loss of parking privileges.

Visitors:

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

Weather-Related Closures and Delays

The West Central Education District SAIL Program follows all weather-related decisions made by the Paynesville School District. If Paynesville announces a weather-related closure, late start, or early dismissal, the SAIL Program will follow the same schedule.

Transportation for students will be provided based on the weather-related decisions of each student's home district. If a student's home district cancels transportation due to weather, the student will not be expected to attend in person that day.

In the event that the Paynesville School District is not in session, weather-related decisions will be made by the West Central Education District Director.

All weather-related announcements will be communicated to families and staff via the Remind messaging system.

West Central Education District will utilize E-Learning Day instruction when appropriate. A copy of West Central Education District's E-Learning Plan can be found on the district website and in the appendix.

Appendix

Board Approved Policies

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

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Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: Current Grade in School: Student ID Number (if known):

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting your student out of this school year:

- | | |
|----------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Reading MCA/Alternate MCA | <input type="checkbox"/> Science MCA/Alternate MCA |
| <input type="checkbox"/> Mathematics MCA/MTAS | <input type="checkbox"/> WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20 to 20 school year.)

West Central Education District E-Learning Plan 2025-2026

According to Minnesota Statutes, an "E-Learning Day" means a school day where a school offers full access to on-line instruction provided by students' individual teachers due to inclement weather. A school district that chooses to have E-Learning days may have up to 5 E-Learning days in one school year.

The Beacon Program, SAIL Program, and WCED Area Learning Center will implement an E-Learning Plan for the 2025-2026 school year. This document is intended to provide background information and the process for an E-Learning day.

If the decision is made to close school and an E-Learning Day is scheduled, this decision will be communicated to you via Remind and/or email.

The following information describes the E-Learning Day:

- Teachers will be available during the hours of 8:300 a.m. - 2:30 p.m. by Remind, email, or google meet for questions students or families may have.
- The E-Learning Day is considered a student contact day that requires attendance. Students and teachers are expected to participate in the E-Learning Day.
- Students who choose not to participate will be unexcused unless their guardian provides verification of absence.

Student and teacher expectations are specifically outlined in the attached E-Learning Day Expectations document.

If you have any questions about the E-Learning Plan, please contact:

Vanessa Hoffarth

Programs Administrator

West Central Education District

320-256-6026 x136

Student and Staff Expectations

***If an E-Learning Day is scheduled, staff, students, and families will be notified by 6:15 a.m., or as soon as possible. In rare circumstances, the decision to go to an E-Learning day may need to be made after 6:15 a.m.

Paraprofessionals Behavioral Aides Transition Aides	Teacher Expectations	Student Expectations	Information
<p>Teacher(s) and/or administrator(s) will assign tasks for the day, including student support, curriculum or material prep, and/or other tasks as assigned.</p> <p>Professional development opportunities in the form of Infinitec, Kognito, and/or Wellness will be available. Certificates of completion will be submitted.</p> <p>Staff will work their typically scheduled hours.</p>	<p>Assignments and Activities will be sent to students/families via Remind, email, or Google Classroom by 9:00 a.m. (in some situations, assignments/activities will have been previously sent home).</p> <p>Teachers will be available during the hours of 8:00 - 2:30 and will respond in a timely manner to any communication from parents, students, staff, or administration.</p> <p>Attendance will be determined by completion of assigned work within 2 days of the E-Learning Day</p>	<p>Families/students will find E-Learning activities:</p> <p>Beacon- email, Remind, or previously sent home with students</p> <p>ALC- Google Classroom</p> <p>SAIL - email or previously sent home with students.</p> <p>Students will complete assignments/activities as directed</p> <p>Students/families will contact their child's teacher using email, phone, Remind, or Google Meet if they have any questions.</p> <p>Students will return assignments/activities within 2 school days of being back in session</p>	<p>Proposed guidance for total amount of time worked for individual students are below:</p> <p>Beacon: 1-2 hours</p> <p>Area Learning Center: 30 minutes per class period. (2.5-3 hours total)</p> <p>SAIL Program: 2-3 hours</p> <p>All E-Learning days are considered student days requiring attendance. Students, teachers and support staff are expected to participate in E-Learning days.</p> <p>If a student is too ill to participate in E-Learning, absences must be reported following typical procedures.</p>

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: _____