

# Area Learning Center | Albert Lea Area Schools



*Compassion. Courage. Achievement.*

## Student/Parent-Caregiver Handbook 2023-2024



Phone/Attendance....507.369.1453

Fax:.....507.369.1460

<https://www.alschools.org/domain/35>

*Updated 8/2023*

If you do not understand the information presented to you in this notice, please contact a Success Coach through the main office in your child's school. Interpreter services can be provided for you.

Si no entiende la información presentada en esta noticia, por favor contacte la oficina principal de la escuela de su hijo para comunicarse con un coordinador de logros estudiantiles (Success Coach). Se puede proveer servicios de intérprete.

နမ့်တန်ပာ်တက်ကစီဉ်လၢပဒုးသ့ဉ်ညါန့တခါအံဝံသးစူဆဲးကျိးဘဉ် Success Coach လၢန့ဖိအကူဝဲၤဒါး (Main Office) န့တက့ၢ်. ပုၤကတိကျိးထံတိဖိကအိဉ်ကတိကတိဟံစၢလၢသုဂီၢ်န့ၢ်လီၤ.

## Area Learning Center | Albert Lea Area School

### Physical Address:

**2200 Riverland Drive | Room 105  
Albert Lea, Minnesota 56007**

### Mailing Address

**211 West Richway Drive  
Albert Lea, MN 56007**

### Albert Lea Area Learning Center

**Office: Room 105    507-369-1453**

Johanna Thomas- Principal.....507-369-1453  
Paige Shaw- Administrative Assistant.....507-369-1453  
School District Offices.....507-379-4800

### Area Learning Center Staff

Jessi Kirsch	Counselor	Office	369-1455
Ben Fistler	English/Electives	Room 100	369-1458
Wendy Bidne	Special Education	Room 101	369-1452
Andrew Gustafson	Math	Room 102	369-1461
Ben Green	Social Studies/Electives	Room 103	369-1456
Ken Alexander	Science/Electives	Room 108	369-1457
Stephanie Miller	Paraeducator	Room 101	369-1452
TBD	Educational Assistant	Room 101	369-1453
Max Jeffrey	Work Based Learning Instructor		369-1453
Brittany Olson	School Social Worker	Room 101	369-1453
Kayla Colleran	Art	Room 101	369-1453

### Additional Support Services

Jenny Hendrickson	County Truancy Officer	Room 101	369-1453
Adam Conn	School Resource Officer	ALHS	379-5352
Travis Pruess	Food Services Director	SWMS	379-5301
Jolene Svendsen	Food Services	SWMS	379-5300
Leslie Gutierrez	Success Coach- Spanish speaking	ALHS	379-5459
Jay Escobar	Success Coach- Spanish Speaking	ALHS	379-5825
Paw Sher	Success Coach - Karen speaking	ALHS	379-5812

## Area Learning Center | Albert Lea Area School

### ALBERT LEA AREA SCHOOLS - SCHOOL DISTRICT MISSION STATEMENT

To ensure individual academic, social and emotional growth that leads to engaged citizens and lifelong learners.

### Mission statement of The Area Learning Center

To empower students in special circumstances to achieve personal and academic success.

### Dear Families and Caregivers,

**The Area Learning Center (ALC)** has a high school program component and a middle level program component. The ALC provides an equal but alternative avenue to high school graduation for students who meet state criteria. Additional Early Middle College and Work Based Learning opportunities are also available to students attending the ALC. The staff of the ALC believes that each student is unique and has his or her own unique reason for enrolling at the ALC. The staff applauds every student's efforts to further their education and earn a diploma.

Staff at the ALC are committed to working together with students and families to ensure a successful path to high school graduation and beyond. It is through our mission that ALC students experience success toward graduation, explore a pathway after graduation and grow and learn in a safe, respectful and positive environment that will allow students to develop to their fullest potential.

This handbook is a guide in understanding the expectations for Area Learning Center students in regard to school policies and procedures. It is the responsibility of each student and parent/caregiver to become familiar with this handbook and its contents as students and parents are held accountable for knowing the guidelines. The policies and guidelines in this handbook may be amended or changed during the school year. The changes will be noted in the handbook online and may be found on the ALC website:

<https://www.alschools.org/Page/147> . At the discretion of administration, any infraction to ALC policies or procedures may be shared with the police liaison officer for review for possible criminal violations.

### **Overview of ALC Program:**

- ALC has attendance guidelines - the majority of students are seat-based and must maintain regular attendance
- ALC awards credits based on successful academic course completion
- ALC program is open to students who meet the enrollment guidelines
- ALC classes are taught by licensed staff
- ALC offers a year round program with its credit recovery courses during summer programming
- ALC program serves adults who meet the qualification criteria
- Classes are offered at the ALC from 8:35 am - 2:50 pm
- ALC Extended Day Credit Recovery Classes are offered at ALHS

Respectfully,  
Johanna Thomas  
ALC Principal

# Area Learning Center | Albert Lea Area School



**ALBERT LEA**  
SCHOOL DISTRICT 241

- Student Days
- District Days (All Staff)
- Holidays & Breaks  
No school PreK-Grade 12
- Elementary Conferences  
No School K-Grade 5
- 8th Grade Orientation
- Evening Conferences

## August 2023

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
Aug 14-21 District Days (All Staff)				
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Aug 17 & 18 Elementary Conferences  
Aug 17 6th/7th Grade Open House  
Aug 21 8th Grade Orientation  
Aug 22 Grades K-12 First Day of School

## September 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sept 1-4 Labor Day Weekend Break (NO SCHOOL)  
Sept 5 School Back In Session  
Sept 18 HS/ALC Conferences  
Sept 28 6/7 Conferences

## October 2023

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct 2 6/7 Conferences  
Oct 18 End of Quarter 1 (40 days)  
Oct 19 - 20 Fall Break (NO SCHOOL)  
Oct 23 District Day (Staff only)

## November 2023

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov 2 Elementary Evening Conferences  
Nov 6 Elementary Conferences (NO SCHOOL PreK-5)  
Nov 20 HS/ALC Conferences  
Nov 22-24 Thanksgiving Break (NO SCHOOL)

## December 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec 22 End of Quarter 2 (41 Days)  
Dec 25 - Jan 2 Winter Break (NO SCHOOL)

## January 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan 2 District Day (Staff Only)  
Jan 3 School Resumes  
Jan 15 District Day (Staff Only)

## February 2024

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Feb 5 HS/ALC Conferences  
Feb 8 & 15 6/7 Conferences  
Feb 19 Hol day Break (NO SCHOOL)  
Feb 22 Elementary Conferences  
Feb 26 Elementary Conferences (NO SCHOOL PreK-5)

## March 2024

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Mar 8 End of Quarter 3 (46 Days)  
Mar 11-15 Spring Break (NO SCHOOL)  
Mar 29 Holiday Break (NO SCHOOL)

## April 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Apr 8 HS/ALC Conferences

## May 2024

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 16 ALC Commencement  
May 17 ALHS Commencement  
May 22 Last Day of School /End of Quarter 4 (47 Days)  
May 23 District Day

**Daily Schedule at the ALC**

ALC Daily Schedule 2023-2024	
Breakfast	8:15-8:35
Period 1	8:35 - 9:25
Period 2	9:26 - 10:16
Period 3	10:17 - 11:07
Period 4	11:08 - 11:58
Lunch 11:59 - 12:24	
Period 5	12:25 - 1:15
Period 6	1:16 - 2:06
Period 7	2:07 - 2:50

**Conferences:** Teacher/Student/Parent-Guardian conferences are scheduled each quarter.  
**Conference dates for the 2023-2024 school year are:**

Quarter 1 Conference:	Monday, September 18 3:00 - 7:00
Quarter 2 Conference:	Monday, November 20 3:00 - 7:00
Quarter 3 Conference:	Monday, February 5 3:00 - 7:00
Quarter 4 Conference:	Monday, April 8 3:00 - 7:00
<b>ALC 2023 Graduation</b>	<b>Thursday, May 16, 2024 6:00 p.m.</b>

Teachers will be making contact with students/parents via phone and/or email on the evening of conferences. Students/Parents/Guardians will visit with each teacher to review student progress in that course. Parents are encouraged to contact teachers with any questions regarding their student throughout the school year. Parent/Teacher/Student communication is important to student success. Please update any contact information with the ALC office.

**AFTER SCHOOL CREDIT RECOVERY / SUMMER CREDIT RECOVERY**

**Courses will be offered using a web-based curriculum and will be held at Albert Lea High School two days per week during the regular school year. Summer credit recovery runs the month of June in the morning. Math, Science, Health/Phy Ed and Social Studies will be offered with the web-based curriculum, while English will be a self-paced blended learning model.**

**\*Note: Should enrollment drop, number of days and course offerings may be modified.**

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Detailed policies can be found on the school district's website at:

District 241 School Board Policies  Albert Lea Area School District Policies

## **General Information For Students:**

ALAS is committed to providing equal educational opportunities to all persons and does not discriminate on the basis of race, religion, color, national origin, sex, sexual preference, age, marital status, physical and mental disability, status due to receipt of public assistance, or any other group or class against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and any other applicable state or federal laws. Inquiries regarding compliance should be directed to the Area Learning Center Principal.

**ALC SCHOOL within Riverland Community College:** The ALC uses **Door A-2** as its "school entrance and exit" and the north student parking lot as its designated parking area. *ALC "campus": Rooms 100, 101, 102, 103, 105, 108, Skylight Room, restrooms in 100 wings and immediately outside of the cafeteria.* Auditorium and other Riverland facilities will be used on occasion as scheduled with the Riverland Campus. ALC is a shared campus with Riverland Community College and Workforce Development Career Center. ALC students are not allowed in areas not designated as ALC campus. Students not in compliance will be asked to leave for the day. Please treat other programs respectfully by staying out of their hallways and classrooms, etc.

- Please appropriately use calm and respectful behavior and language to maintain the respect and safety of all students and adults throughout the building.

## **Athletic/Activity Pass**

Attendance at sporting events is free for all ALAS students. A student ID must be presented.

## **Dances**

There will be separate dances for grades 9 and grades 10-12 for Homecoming and Winterfest.

The following rules will apply to all dances sponsored by Albert Lea High School. No exceptions will be made.

- Only ALAS students are eligible to attend.
- ALAS student ID is required for admission.
- Hats, coats, and jackets must be removed before entering the dance.
- Unacceptable behavior will not be tolerated.
- No slam dancing, moshing, or any other dangerous activities.
- A uniformed law enforcement officer will be on duty.
- Students under the influence of alcohol or other drugs will be removed from the dance. School procedures will be enforced and law enforcement will be notified.
- Once a student leaves the dance they cannot return.
- The school reserves the right to shut the dance down or impose appropriate guidelines at any time.

## **Prom Guidelines**

ALAS students who are juniors or seniors may request permission to bring a guest that does not attend ALHS. The guest cannot be a high school freshman or younger, or be older than 20 years of age. If in high school, the guest must be in good standing at their school (not under suspension or expulsion). For all guests, a permission form will be completed along with a copy of the guest's high school ID or Driver's License by the deadline given in the spring. There are no exceptions.

**Activities:** Students of the ALC have access to any district-sponsored, after school activities of Albert Lea High School for which they meet eligibility criteria. Students attending the ALC are eligible to participate in any of the district's athletic teams as they so desire. Students must maintain eligibility requirements according to district guidelines. Contact the district Activities Director to inquire about sports and fine arts opportunities. ALHS/MSHSL rules relating to activity participation must be followed.

**Academic Honesty:** Students are expected to be honest in completing assignments, tests, and other performance assessments. Students shall not engage in academic dishonesty, which includes cheating and plagiarism.

- Cheating is defined as copying another student's work with or without his/her permission, copying answers during a test or quiz, participating directly or indirectly in the transfer of test information, or bringing to a testing situation or receiving during a test/assessment situation, without permission, information about that test, quiz, or classroom assessment.
- Plagiarism is defined as taking ideas, concepts, facts and/or words of another and using them as one's own. Students shall not tamper with grade books, attendance records, computer files. Students shall not falsify records or falsify

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signatures. Situations involving academic dishonesty may be handled by the classroom teacher or referred to the ALC administration. Students have due process rights.

- Consequences may include no credit for that assignment or test, suspension, removal from the class without credit.

**Accidents/First Aid:** If a student should happen to be injured during the school day, report it to the classroom teacher immediately. The teacher will send students to the ALC office for additional attention. If medical attention is needed, parents/guardians/emergency contact will be immediately notified and the correct procedures for your injury will be followed. An accident report will be filed. If a student is too ill to remain in class, the student and ALC staff may contact parents/guardians/emergency contact to determine whether the student may go home or should remain in school. The ALC office does not prescribe or administer any prescription or over-the-counter drugs or medication, including aspirin without the proper medical documentation available through our school nurse. The ALC office is not equipped with a rest area for students.

**Advising:** The Area Learning Center (ALC) staff offers standard academic information during the registration interview prior to the start of each school year and at registration for each subsequent quarter as part of the development of each student's Continuous Learning Plan. Students wishing to speak to a school counselor or social worker may do so by asking the ALC office staff to arrange an appointment.

**Allergies:** Students and staff should refrain from using perfumes or colognes. No deliveries of latex balloons will be accepted. Any student with an allergy to peanut/nut products, flowers, or any other products which could be available in the ALC must inform the ALC Office as soon as the student knows of the allergy so appropriate precautions can be taken.

### **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability that are important for lifelong success. The purpose of these guidelines is to partner together to encourage regular school attendance. It is intended to be positive and not punitive. Attendance is the responsibility of the student, parent/caregiver, and the school. It is our hope that these guidelines will assist students in attending school on a regular basis. According to Minnesota Compulsory Attendance Law, 7-17 year old students are required by law to attend school on a regular basis. All reasonable efforts should be made by families to make school attendance a priority and ensure that students are in school each and every student contact day. Parent/Caregiver involvement can reduce truancy.

### **Attendance Guidelines at the ALC:**

- ALC operates on a modified block schedule. Students typically enroll up to 4-5 one credit classes at one time. Seat-based day program classes meet Monday through Friday 8:35 - 2:50. It is important that if a student is going to be absent, the adult student/ parent/caregiver should contact the school so that the absence is not considered part of a truancy action. If a student is ill, has a medical appointment, funeral or court appearance or other absence, the parent/caregiver/student should contact the school at **507-369-1453** the day of the absence or beforehand. Please indicate the nature of absences.
- Students who chronically (3 times per week) arrive late without a verified reason may have the following adjustments made to their program:
  - modified schedule developed with administrator
  - Assist the ALC staff in finding out what you need to succeed.
  - may not be able to attend school that day. On-going late arrival is a disruption to the school environment, student educational success, attendance responsibilities and progress toward successful graduation.
- Adult Students that are chronically late or sign out early without a valid reason or verification may be exited from the program for a period of time, referred to truancy, or placed on an attendance contract.

### **Student Responsibilities**

- Attend all classes on a daily basis and arrive on time.
- Follow all check-in and check-out procedures. Sign in and out in the ALC office when arriving late or leaving early.
- Students may not leave school grounds without permission.
- Ensure that a teacher changes the absence notation to a tardy if a student is late to class.

### **Parent/caregiver Responsibilities**

- Ensure that their child attends school.
- Be aware of their child's attendance: online access through Synergy is available for parents.
- Inform the school of absences prior to or on the day of the absence. **507-369-1453**
- Parents are asked to notify the office staff and fill out an Advance/Extended Absence form for an extended absence prior to or at the start of the absence.

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- Schedule student appointments outside the school day when possible.
- Contact the administration, counselor, or teachers if there are any concerns about the student's attendance.
- If you suspect your child is not attending school, contact the school administrator or counselor.

### **Excused Absences- verification may be required if excessive and may involve Freeborn County Truancy Program.**

- Absences with proper written verification (written parent note or office form)
- Pre-approved vacation (paperwork turned in prior to absence)
- College visit (paperwork turned in prior to absence)
- Drivers test appointment
- Funerals
- Illness with parent verification
- 504s and IEPs that have attendance clauses
- Court appearances
- School-sponsored activities
- Suspension
- Verified meeting with office personnel
- Doctor-ordered absence
- Official religious holidays
- Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent)
- Unique or emergency circumstances which are authorized by a school administrator

### **Unexcused Absences that will be reflected through Freeborn County Truancy Program**

Parents/guardians will receive an automatic call notifying them of absence.

- Babysitting
- Missing the bus
- Oversleeping
- Running late
- Transportation problem
- Work/job
- Other reasons that are not listed under excused absences

### **Advance Absences: Vacation/College visit/Extended Medical**

Students must pick up an Advance Absence Form from the Office, have it completed by his/her teachers and administrators, and returned to the Attendance Office. Failure to submit this form in advance may result in an unexcused absence.

### **Truancy**

#### *Continuing Truant*

MN. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of MN. Stat. 120A.22 and is absent from instruction in a school, as defined in MN. Stat. 120A.05, without a valid excuse within a single school year for: three or more class periods on three days if the child is in middle school, junior high school, or high school.

#### *Habitual Truant*

MN Statute 260C.007 provides that a habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

**A school district attendance officer or other designated school official shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under MN. Stat. Ch. 260A.**

### **Reporting Responsibility**

When a student is initially classified as a continuing truant, MN. Stat. 260A.03 provides that the school Attendance Office or other designated school official shall notify the student's parent/caregiver by first class mail or other reasonable means of the following:

- The child is truant
- The parent/caregiver should notify the school if there is a valid excuse for the child's absence;
- The parent/caregiver is obligated to compel the attendance of the child at school pursuant to MN. Stat. 120A.22 and



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parent/caregiver who fail to meet this obligation may be subject to prosecution under MN. Stat. 120A.34;

- This notification serves as the notification required by MN. Stat. 120A.34;
- Alternative educational programs and services may be available in the district;
- The parent/caregiver has the right to meet with appropriate school personnel to discuss solutions for the child's truancy;
- If the child continues to be truant, the parent and child may be subject to juvenile court proceedings under MN. Stat. Ch. 260C;
- If the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to MN. Stat. 260C.201;

**Baby in Class:** We will work with you and your schedule if you are a parent attending the ALC and develop a plan toward graduation. Babies/children are not allowed in classrooms. Teen parents should plan for regular, back-up and emergency childcare. Our School Social Worker may assist you in seeking child care solutions. The district does have an early childhood and voluntary pre-K opportunities for students aged 3 - 5. Contact Early Childhood at 379-5200 for more information or visit Brookside Education Center in Room 203B. Our school social worker or counselor may also assist in information regarding child care.

**Bicycles and Scooters and shoes with wheels:** Bicycles should be left outside and locked in available bike racks. Responsibility for the bicycle and/or scooter resides with the student. Wheels on shoes must not be used in the building. Office staff can assist with storing skateboards/scooters in the office as well. These items may not be used inside the building. .

### Albert Lea Area Schools ConnectED Learning & Internet Use Agreement

The purpose of this agreement form is to inform parents about our commitment to provide a ConnectED Learning environment in the classroom, to notify parents about policies we have to support the safe and appropriate use of technology tools and online digital resources to support this environment for students, and to obtain necessary consent for student participation.

#### What is ConnectED Learning?

A ConnectED learning environment is one in which all students enjoy daily access to a full range of educational resources, web-based learning tools, and technology to support rich, meaningful, and student-centered learning experiences. ConnectED Learning includes the following components:

- **21st Century Skills** - communication, collaboration, creativity, and critical thinking.
- **Digitally-Rich Curriculum** - Digital Content resources, including a variety of online interactive programs such as Google Apps for Education, blogs, digital storytelling, concept mapping, and visual presentation tools and applications.
- **Mobile Devices** - students will have regular access to mobile devices and/or computers during class.
- **Differentiated and Personalized Learning** - the use of a wide range of resources and assessment data to meet diverse learner needs and empower students as self-directed learners.

A successful implementation of a ConnectED learning environment is not measured by the number of devices or technology used, but rather by the powerful learning it enables and supports. A ConnectED learning environment may increase student engagement, encourage student participation, boost creativity, facilitate communication with other learners and educators around the world, and expand the classroom experience beyond four walls.

#### Google Apps for Education & other web-based Digital Learning tools

Use of Chromebooks requires Google Apps for Education. The following services are available to each student and hosted by Google as part of Albert Lea Area Schools online presence in Google Apps for Education:

- **Classroom** - a collaboration & workflow tool that helps teachers and students manage assignments and online discussion.
- **Mail**(grades 6-12 only)- an individual email account for school use managed by Albert Lea Area Schools.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- **Sites** - an individual and collaborative website creation tool.
- **Drive** - users are provided with unlimited online storage to store digital files. These files are accessible from any web-connected device.

For more information on Google Apps for Education, please visit <https://www.google.com/edu/products/productivity-tools/>

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## Student Safety, Security & Privacy

### Filtering

#### ***Filtering of Internet & emails***

School accounts must comply with the Federal Children's Internet Protection Act (CIPA). Student emails and Internet will be filtered and monitored as outlined in the Technology Acceptable Use district policy (524<sup>1</sup>) to ensure student safety online. Every email sent and received from a school email account (whether from any home, school or public computer or mobile device) goes through filtering software that scans for language and images. Student email addresses will have restrictions on what can be received. Albert Lea makes every effort to block inappropriate content; however, technology is ever-evolving. If a student receives any inappropriate emails or accesses inappropriate content on district-owned devices, these incidents should be reported to a school administrator.

#### **Student Online Safety**

Students will receive instruction in online safety while at school. We also encourage you to talk about online safety with your children. (<https://www.consumer.ftc.gov/articles/pdf-0001-netcetera.pdf>)

#### **Student Data Privacy & Security**

Student data privacy and security and Internet use in our schools including Google Apps for Education and other digital learning tools are governed by the district policy(515<sup>2</sup>,524<sup>1</sup>)and federal and state law including:

#### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA and the Protection and Privacy of Student Records district policy (515<sup>2</sup>), schools may disclose directory information, but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information using the Procedure for Obtaining Nondisclosure of Directory Information outlined in the Protection and Privacy of Student Records district policy (515<sup>2</sup>) --FERPA- <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/>

For more information on how Google Apps for Education provides data security and protects student privacy, review the complete policies here.

-- Google Apps for Education- Privacy & Security- <https://www.google.com/edu/trust/>

#### **Communication and Publication of Student Work**

The use of digital learning tools in a ConnectED Learning Environment may include, but is not limited to, blogs, videos, wikis, e-portfolios, and others that make it possible to share content with classmates, students across the globe, and, where appropriate, the general public. Through the use of these educational tools, the school district may cause student work or video/audio images to be published by including materials in instructional materials, booklets, blogs, websites, messaging, video/audio connections on the Internet or intranet, brochures or flyers used in award ceremonies, sports, or fine arts presentations, and any other form that may be used to distribute or communicate the work. Under the Protection and Privacy of Student Records district policy (515<sup>2</sup>), the school must obtain parental consent to publish student work as described. This signed agreement serves as consent. **Student Expectations in a ConnectED Learning Environment**

#### **Digital Citizenship**

District computer systems and mobile devices are intended for educational purposes. Students must adhere to the Albert Lea Area School District Technology Acceptable Use Policy (524<sup>1</sup>) as well as all school rules, policies, and teacher directives. Students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself** - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- **Protect Yourself** - Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
- **Respect Others** - Show respect to others. Do not use technology to antagonize, bully, harass, or stalk people.
- **Protect Others** - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
-

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- **Respect Intellectual Property** - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- **Protect Intellectual Property** - Do not use pirated software or distribute music or media in a manner that violates license agreements.

### eLearning Day

An eLearning Day will be in effect when school has been canceled due to inclement weather or other situations. Students are expected to complete assignments on these days. Teachers have or will provide students assignments via Google Classroom or email. Students are expected to complete and submit work on the eLearning day.

Teachers will be available to help students with questions and concerns during regular school hours via email or using a Google Voice number. Both email and Google Voice numbers are available on the ALC website.

### Internet Procedure

Albert Lea Area Schools has access to the Internet. Students access the Internet to ask questions, consult with experts, communicate with other students and individuals, and to locate materials to meet their educational and personal needs. All educators have a professional responsibility to work together to help students develop the skills needed to select appropriate information sources and to evaluate and use information to meet educational goals.

- Making the Internet available carries the potential that some users might encounter information that some have identified as controversial and of potential harm. Because information on the Internet is fluid (appears, disappears, and changes), it is not possible to predict or control what users may locate.
- School officials cannot promise to control the Internet environment. While we are committed to maintaining a safe environment for student use of computers, we are also focused on providing our students with the understanding and skills needed to use the Internet appropriately to meet their individual educational needs. The district's guidelines for use of the Internet define appropriate educational and ethical uses of the Internet and identify individual user responsibilities. The Internet is considered an educational resource, and as such, any objection to its use should be addressed according to the District's Instructional/Media Resources Procedure. This procedure defines selection procedures for resources as well as procedures for dealing with an objection to the resource.
- The building administrator, at their sole discretion, reserves the right to terminate immediately the Internet and/or computer privileges of any student who misuses it. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Administrators will deem what is inappropriate and their decision is final.

**Electronic Device/ Cell phones:** An electronic device is any personal device that may be deemed to distract a student from learning. This includes, but is not limited to, cell phones, headphones/earbuds, laptops/Chromebooks, portable gaming systems, and music players. Students are expected to follow all school/district guidelines regarding use of technology with the ALC. Use of the school district computer system and the use of the Internet including personal computing devices used at school, shall be consistent with school district policies and the mission of the school district. Students are expected to comply with staff and school cell phone use expectations. Our goal is to work with students on appropriate use of technology in our schools so that you are prepared for the workplace and/or higher education. Students may use headphones, iPods, MP3's, etc. with the permission of the classroom teacher. It is the student's responsibility to comply with each teacher's classroom expectations regarding the use of these devices. Under circumstances where the student's technology use becomes disruptive, abusive or violates other school district policies such as anti-bullying or discrimination policy, the student will be referred to the office to work toward improvement of student inappropriate use of devices. **The ALC will not be responsible for lost or stolen items contained within this section.**

### Cell Phone Responsible Use Protocol

The use of personal electronic devices has become a major talking point at schools throughout the nation. Study after study have now proven that teenage students need support in the appropriate use of personal electronic devices such as cell phones and earbuds. In order to help insure the individual academic, social and emotional growth that we need our students to have in order to create engaged citizens and lifelong learners, the following protocol will be implemented.

An electronic device is any personal device that may be deemed to distract a student from learning. This includes, but is not limited to, cell phones, headphones/earbuds, laptops/Chromebooks, portable gaming systems, and music players.

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## **Non Negotiables:**

- Devices should not be used in the restrooms
- Creating Tik Toks and other non educational videos should not take place.
- Any time a staff member asks for a device to be put away

Students who repeatedly fail to meet the expectations of the responsible use of devices will have the following system in place to assist the student in the responsible use of devices.

- Tier 1: Classroom Intervention
  - o Verbal reminders, calls to family and administration, incident report completed.
- Tier 2: Administrative Intervention
  - o Meeting with student
  - o Parent/Caregiver involvement
- Tier 3: Family Intervention
  - o Further planning for appropriate intervention.

It is important to recognize that this protocol is not a ban of the use of personal devices. This is an opportunity for students to learn how to appropriately use powerful electronics that, when used in the right way, can lead to further learning and a positive life experience. In general, the following guidelines will lead to appropriate use:

- Follow directions from any staff member
- Leave other students' devices alone
- Use your phone appropriately
- Think before posting on social media
- No pictures or videos without prior permission

## **Photography/Videos**

Use of any device to record or take pictures is prohibited in locker rooms and bathrooms. Use of any device to record or take pictures is prohibited throughout the building without permission of staff or administration. Disregard of this expectation could result in a violation of harassment and/or hazing.

**Closed Campus:** The ALC is a closed campus for ALL Students. Students will have the opportunity to schedule according to the length of day they plan to attend based on individual circumstances. If a student leaves the "campus" without permission or for a verified appointment, they may not return to school or they will be dismissed for the rest of that school day. When students arrive in the morning they need to enter the school through door A-2. If a student needs to leave the building they need to sign out in the office and have permission from ALC staff or a parent.

- **Students who arrive late to school or leave early must sign in/out at the ALC office. Attendance calls or notes for appointments are handled through the ALC office.**

**Chromebook Checkout:** Students at ALC will be assigned a Chromebook to use for coursework. If any equipment is damaged or lost, the student/parent/caregiver is responsible for repairing the damage or paying for replacement). Chromebooks are to be used in accordance with the Technology/Internet Acceptable Use Policy. No software should be installed or any setting changes on the chromebooks. Students and parents/caregivers must complete the ConnectEd permission. If students do not use the chromebooks for academic use at home, the privilege of continuing to take a chromebook home may be removed for a period of time.

**Continuous Learning Plan:** Every ALC student will complete a CLP with the ALC Administrator or counselor at least annually, to be updated at registration, each quarter or as needed.

**Emergency Procedures:**

The Albert Lea Area Schools utilizes a Standard Response Protocol (SRP) from The "I Love U Guys" Foundation. This SRP uses levels of responses to assist in a variety of situations. This SRP will be reviewed and drills will be performed throughout the school year.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazard  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# Area Learning Center | Albert Lea Area School

## **Suicide Prevention Information**

If you're thinking about suicide, are worried about a friend or loved one, or would like emotional support, the Lifeline network is available 24/7 across the United States. If you're in crisis, there are options available to help you cope. You can also call the Lifeline at any time to speak to someone and get support. For confidential support available 24/7 for everyone in the United States, call 988.

If someone you know is struggling emotionally or having a hard time, you can be the difference in getting them the help they need. It's important to take care of yourself when you are supporting someone through a difficult time, as this may stir up difficult emotions. If it does, please reach out for support yourself.

### **National Suicide Prevention Hotline**

1-800-273-TALK (8255) -or- 988

### **Crisis Text Line**

Text HOPELINE to 741741

### **Freeborn County Crisis Services**

1-877-399-3040

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA and the Protection and Privacy of Student Records district policy ([515<sup>2</sup>](#)), schools may disclose directory information, but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information using the Procedure for Obtaining Non Disclosure of Directory Information outlined in the Protection and Privacy of Student Records district policy ([515<sup>2</sup>](#)) --FERPA-  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/>

## **Graduation Requirements**

Students must earn 46 required course credit requirements.

Subject	Required Credits (grades 9-12)	Subject	Required Credits (grades 9-12)
English	8	Health	1
Social Studies	6	Physical Education	1
Economics	1	Fine Arts	2
Math	6	Electives	15
Science	6	<b>TOTAL CREDITS</b>	<b>46</b>

Testing requirements for the class of 2017 and beyond, include MCA Reading, and MCA Math. Alternate assessments are available. Advance notice of testing will be sent to student's home. Please refer to the entire Graduation Requirements Policy in the District Policy Manual for further details.

## **eLearning Day**

An eLearning Day will be in effect when school has been canceled due to inclement weather or other situations. Students are expected to complete assignments on these days. Teachers have or will provide students assignments via Odysseyware or other alternate assignments. Teachers will be available to help students with questions and concerns during regular school hours via email or using a Google Meets/Voice number.

## **Electronic Equipment:**

Photos or videos of classmates, teachers, staff or other Riverland Community College occupants while at school or school-related events are expressly prohibited unless required for a school project as directed by the teacher with permission of the participants.

**Field Trips:** Teachers, with the permission of the building principal, occasionally offer students the opportunity to participate in

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field trips. Students are encouraged to participate but alternative assignments will be provided for those who are unable to participate. Students who have a disciplinary consequence which prohibits participation in a field trip will also have an alternative assignment for that event.

### **Fire and Tornado Drills; Lock-Down and Evacuation Drills:**

**Fire:** Fire drills are required by law and may help you if a real emergency were to occur. Each classroom teacher will give instructions on evacuating the building in the event of a fire drill or fire evacuation. Please follow instructions in a quick and orderly fashion. Everyone should evacuate out the nearest door and move away from the building until the all clear is sounded. Be prepared to follow alternative directions from your teacher.

**Tornado:** Tornado drills are required by law and may help you if a real emergency were to occur. In the event of a tornado, students will be informed by the supervising teacher where they will go for safe shelter. During the drill, and in the event of an active tornado, individuals should kneel on the floor and cover their heads with their hands.

**Lock Down: ALICE (Alert, Lock Down, Inform, Counter, Evacuate)** Drills are performed each year. Students will follow the instructions of the supervising teacher for lockdown procedures.

**Evacuation:** In the event that it becomes necessary to evacuate the Area Learning Center, students will be advised not to go to their lockers but to go as quickly as possible to the designated Riverland Community College evacuation site (primary site – Albert Lea High School- secondary site Northbridge Mall). Classroom teachers and administrators will direct students to the appropriate location. Drills will occur throughout the year to practice for such emergencies. It is important to be on alert during these drills for changes in plans to help us all stay safe in our school environment should an incident occur.

**Fundraising:** Fundraising is only permitted when authorized by the ALC administration. No solicitation is permitted except as authorized.

**Gambling:** Gambling of any type is not permitted. Students will receive disciplinary consequences if they are found gambling on the school property.

**Graduation Ceremonies:** 2024 ALC graduation ceremony will be held on **Thursday, May 16th at 6:00 p.m.** Students and parents/family/caregivers are encouraged to attend. Caps and gowns will be ordered through the district vendor. Diplomas will be awarded.

**Participation in Commencement at ALHS:** ALC students from the class of 2024 are allowed to participate in the ALHS Commencement within the guidelines of ALHS. ALHS Graduation/commencement is Friday, May 17 2024

**Homebound Instruction:** Opportunities for such instruction must meet strict criteria. Requests for such instruction must be made with appropriate medical documentation. Homebound instruction is restricted to those whose doctor has specified that attendance at the school is not possible for medical reasons.

**Independent Study:** Independent Study is for students at least 16 years of age. Students must meet a minimum of 18 hours in face-to-face or virtual instruction at ALC with their instructor. Much of the rest of the coursework is designed with the teacher and can be completed outside of school or online as determined by student and teacher.

### **Locker Searches: Minnesota Legislation (Minn. Stat. 127.47 (1995) – in part:**

A. The policy of the state of Minnesota is that school lockers are the property of the school district and the school district does not, at any time, relinquish its exclusive control of lockers provided for student's convenience. (1) Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, student consent, or a search warrant. (2) Personal possessions of a student may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. (3) as soon as practicable after the search of a student's personal possession, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (4) The locker policy must be disseminated to parents and students in the way that other policies of general application to students are disseminated.

**Lost and Found:** The ALC Office maintains a lost and found area. Any item found in the school or on school grounds should be turned in to the office. Materials or clothes not claimed will be disposed of or donated as appropriate.

**Medications:** Since the administration of medication to students may present some potential problems, it is preferred that medications be given at times outside of school hours if possible. The school district policy requires that a medication request and authorization form for any medication to be given in the school must be completed before a student can be given any medication. *This Policy includes both prescription and over the counter medications.* The medication Physician Order and Parent



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Authorization must be completed by the parent AND physician BEFORE any medication will be given in school. All medications must be accompanied by this written physician's order and parent authorization. The parents/guardians of the students shall assume responsibility for informing the school nurse of any change in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. For the parent and the student's protection, the medication will be brought to the school by an adult. If there is a reason this is not possible, please contact the school nurse/ALC office. All prescription medication must be brought to the school in a prescription bottle as issued by the pharmacist. The label on the bottle must match the doctor's order. Over-the-counter medication must be brought in the original, sealed, purchased container with the student's name written on it. If the medication dosage means that pills need to be cut in half, the medication must be brought to school already cut. Any medication given by school personnel, other than oral or inhalers, must be dealt with on a one-to-one basis with the school nurse, parents, physicians, and school personnel (i.e. eye drops, injections, etc.) The school district retains the discretion to reject requests for administration of medication by school district staff.

**Messages and Gifts for Students:** Messages for students can be called in to the ALC office at 369-1453. Messages will be delivered between classes. Classes will not be interrupted for student messages. Flowers or other delivery type gifts must remain in the office until the end of the day. **NO LATEX** balloons are permitted at school due to allergies.

**Narcotics, Alcoholic Beverages, and Drugs:** No student shall knowingly handle, possess, use, transport, or be under the influence of any controlled substance: narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind or prescriptions that aren't their own on the school property or off school property at any school activity, function, or event, unless prescribed by their physician, and the student has received authorization in accordance with the school medication policy. Handling, transporting, or having on the person, in the locker or vehicle of the student any substance described above, or any paraphernalia used to ingest a controlled substance, is prohibited. **POLICE WILL BE CONTACTED.** In addition, school administration may send a student home with a parent/caregiver when it is suspected (via smell, action, or appearance) that a student is under the influence.

**Policy Additions or Changes:** If it becomes apparent that a particular school or district policy or practice needs to be changed during the school year, students will receive announcements of any changes before they are put into effect. The ALC principal may also administer consequences for wrongdoing that disrupts the educational opportunity of students within the ALC. These may include ISS, OSS, or dismissal. These consequences will be discussed with the student and parent/caregiver and will be presented in written format.

**Posters:** Any posters, signs, and/or announcements that individual students or groups wish to post in the ALC area must be pre-approved by the ALC staff. Classroom assignment posters may be displayed according to teacher discretion as long as they do not violate any school policies.

**Scheduling of Classes:** Class sections are determined each quarter/semester based on student needs and staffing.

**Student Pictures, Yearbooks, Graduation materials, etc.:** Student pictures and packages are available at the ALC through the company the ALC contracts with. Students who are seniors or wish to participate in any of the traditional purchases associated with a particular class such as a yearbook or graduation materials must let staff in the ALC Office know and then work with the high school to order and purchase such materials through ALHS staff on their timelines.

**Tobacco-Free Zone:** The entire Riverland Community College campus, including the parking area, boulevard and sports fields are a tobacco and drug – free zone at all times, whether class is in session or not. Students caught with tobacco or illegal drugs anywhere within the entire Riverland Community College are subject to District 241 consequences.

**The Fair Pupil Dismissal Act:** A copy of this brochure is available in the ALC Office – Room 105 at Riverland Community College

**Trespassing:** Persons who do not check in at the ALC office may be subject to the appropriate legal consequences as a trespass. Students not within designated ALC campus areas may be considered trespassing on Riverland Community College property.

**Students attending the ALC should not be on ALHS campus during the instructional school day. ALC students may participate in district activities and events.**

### **Annual Notice - Section 504 of the 1973 Rehabilitation Act**

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of disability or perceived disability. It is the policy of Albert Lea Area Schools not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the school system to



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locate, evaluate, and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA) by contacting the school principal. Parents/guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations or services for access to educational programs may file a formal grievance and/or request a hearing before an impartial hearing officer by notifying the 504 coordinator. The designated school district section 504 coordinator is the Director of Special Services, who may be reached at the Special Services Office, Brookside Educational Center, 211 West Richway Drive, telephone 379-4822.

### **Instructional Resources/Objections**

District employees take great care to ensure that materials chosen for use are appropriate for students in the district. However, sometimes parents/guardians may object to the inclusion or exclusion of a material on the basis of appropriateness. A parent/caregiver may ask that his/her own child be restricted from using any materials he/she might find objectionable. However, if a parent/caregiver has an objection concerning materials used for students other than his/her own, he/she should contact the teacher using the materials or the building principal. He or she will advise the parents/guardians of the proper procedure for dealing with the objection.

**Visitors:** Parents/caregivers and other appropriate adults are welcome in the ALC and must come directly to the office and sign in. Students may not have another school aged student visit them during the school day. Persons wishing to visit must register in the ALC office and wait to be escorted to a classroom before interacting with students and staff, or the student will come to the office. Under no circumstances may a visitor distract a student or staff members from continuance of his/her classroom or job responsibilities. Visitors who disrupt the educational process or accost any ALC student will be required to leave the building and school property immediately. Law enforcement may be contacted for inappropriate visitor actions.

### **Weather Related School Closings/Early Dismissal**

All announcements of school closings and early dismissals will be announced through our School Messenger program. Arrangements can be made for School Messenger to be sent to you via email, text, and/or phone call. Additional announcements will be broadcasted on the district webpage.

## **Student Code of Conduct/Discipline**

It is the position of Independent School District 241 that a fair and equitable district-wide discipline policy will contribute to the quality of the students' educational experience. An environment conducive to learning and teaching must be maintained to ensure maximum educational opportunities for all.

It is the responsibility of all school district employees to safeguard the health, safety, and the rights of each student. The School Board and District Administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Statute, State Board of Education regulations, and this policy.

District 241 has a Police Liaison Program with two full-time officers from the Albert Lea Police Department assigned to the school district. The officer is available for education, conflict resolution, and consultation about safety concerns.

It is the responsibility of all students to abide by our school guidelines to help maintain a quality learning environment.

### **Albert Lea Public Schools - Policy 529**

PARENTAL NOTICE--Policy #529

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

### **Assertive/Progressive Discipline**

Classroom management is the responsibility of the teacher in charge and the students present. To maintain a pleasant educational environment, both parties must work to assure that individual rights and opportunities are respected. To facilitate good classroom operation, each teacher will communicate with students the discipline plan for their classroom. Copies of the

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plan will be given to students through classroom notes or through handouts. These plans will include three to five behaviors they expect from all students. Behavior that disturbs the class or is threatening or harmful in nature will result in removal from class.

### **Bullying Prohibition (refer to Policy 514)**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment and is expressly prohibited. Bullying could be any written or verbal expression, physical act or gesture or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students.

MN. Stat. 121A.031 provides that "bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

MN Stat. 121A.031 provides that this section applies to bullying by a student against another student enrolled in a public school and which occurs:

- on the school premises, at school functions or activities, or on the school transportation;
- by use of electronic technology and communications on the school premises, during school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
- by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- A nonpublic school under section 123B.41, subdivision 9, consistent with its school accreditation cycle, is encouraged to electronically transmit to the commissioner its anti-bullying policy, if any, and any summary data on its bullying incidents.

This section does not apply to a homeschool under sections 120A.22, subdivision 4, and 120A.24, or a nonpublic school under section 123B.41, subdivision 9.

- A school-aged child who voluntarily participates in a public school activity, such as co-curricular or extracurricular activity, is subject to the same student bullying policy provisions applicable to the public school students participating in the activity.

Any person who believes he/she has been the victim of bullying should report the alleged acts immediately to a teacher, counselor or administrator. Students also have the option to submit an online [Anonymous Bullying Report](#), which is located on the high school website. Upon receipt of a complaint or report of bullying, the School District shall undertake or authorize an investigation and may take immediate steps to protect the complainant, reporter, students or other pending completion of an investigation of bullying. Upon completion of the investigation, the School District will take appropriate disciplinary action.

### **Bus**

Riding the school bus is a privilege, not a right. The policies and guidelines for transporting students are provided to each student in a handbook at the start of the school year. Questions concerning bus transportation should be addressed to:

- Albert Lea Bus Company.....507.373.1467
- Paul Durban ....507-379-4808

### **Albert Lea Area School Rules for School Bus Passengers**

The Albert Lea Public School System provides bus transportation for your child to and from school. It is necessary to have certain rules and regulations in order to protect the welfare of every child. Each person, regardless of age, must take the responsibility of following these rules. They should realize that carelessness, thoughtlessness, or misconduct can cause injury to themselves or their fellow passengers. Please review the safety rules listed below.

1. Only pupils assigned to the bus by the school board or designated administration officer shall be transported at district expense. In no case shall the number assigned result in more than three passengers per seat.

2. At the bus stop (home or school) students are asked to:

- Be on time. Board the bus only at your assigned pick-up point.

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- Stay back from the curb so you will not accidentally slip or fall into the street or distract passing motorists.
- Wait for the bus to come to a complete stop and the driver to open the door before proceeding to the bus. Do not push, crowd, or cut the line. Line up in a single row.
- Take a seat promptly, remain seated, and do not move around the bus.
- When it is time to leave the bus, stay seated until the bus has completely stopped. Do not push or crowd to get off.

3. On the bus: The school bus ride is part of the school day. Your driver is on the bus to provide a safe and pleasant trip.

- Please follow the instructions of the driver promptly and courteously.
- For everyone's safety, materials such as: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are not allowed in a school bus.
- A student may be charged for damage to the bus. Please respect your bus.
- Remember to keep voices quiet so your driver can hear traffic noises and be especially quiet at railroad crossings.
- First aid kits, flares, and the emergency door are for emergency use only and should not be handled by students.
- Fighting, abusive language or profanity, throwing objects, use of chemicals or tobacco, and general "horseplay" will not be tolerated.
- Windows may be opened only with the permission of the bus driver. Never put your head, arms, feet, or any object out the window.
- Spitting, littering, lighting matches, and other behavior threatening the safety, well-being, and respect for others will not be tolerated.

4. When leaving the bus:

- Use the handrail when stepping off the bus.
- When you step off the bus, move away from the bus.
- If you must cross the street you should:
  1. Walk ten feet ahead of the bus.
  2. Stop and look back at the bus driver and wait until the driver gives you the signal to cross. Then look left, right, and left.
  3. Walk quickly across the street. Don't stop or turn back.

Students who do not obey these safety rules and regulations may be denied transportation as outlined in the following "Discipline Procedures." Any action by a student that threatens the safety of the bus driver and/or passengers or violates a school regulation will be dealt with according to the following policy. In all cases, the decision of the bus driver is final and will be reported in writing to the appropriate school administrator.

- Referral #1 - The bus driver will make a written report to the principal. The student will be informed with the reminder of the policy and parents will be contacted.
- Referral #2 - The bus driver will make a written report to the principal. The student will be suspended from riding the bus for a period of one (1) to five (5) days. The parents will be contacted informing them of the duration of the suspension.
- Referral #3 - The bus driver will make a written report to the principal. The student will be suspended from further bus service for a period of more than five (5) days or until the end of the school year. Furthermore, the School District also reserves the right to suspend students from bus service for the entire period of the student's enrollment. The Parents/caregivers may request a conference with the principal, Director of Transportation, and/or a representative of the bus company to review the reasons for the suspension or propose alternatives to suspension.

However, Referrals #1 and #2 may be waived by the District if the severity of the first violation is such that common sense dictates immediate suspension for any amount of time up to the balance of the school year for the safety of other students and/or a bus driver.

### **SCHOOL BUS STOP LAWS**

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Do you know what to do when you encounter a stopped school bus?

## Flashing Yellow Lights

Flashing yellow lights will be activated at least 100 feet before a school bus stop in a speed zone of 35 mph or less, and at least 300 feet before it stops in a speed zone of more than 35 mph. The flashing yellow lights (at the top of the bus) warn motorists that the school bus is about to stop to either load or unload children. It is against the law to pass on the right side of the school bus while it is displaying flashing red or yellow lights.

## Flashing Red Lights

Flashing red lights warn motorists that the school bus is loading and unloading students. When a school bus is stopped with its red lights flashing and its stop arm extended, you must stop your vehicle at least 20 feet from the bus. Oncoming traffic, and motorists approaching the bus from behind, may not move until the stop arm is retracted and the red lights are no longer flashing. You are guilty of a misdemeanor if you break the law. The penalty for this violation is a fine of no less than \$300 and your driver's license suspended.

## Exception for Separated Roads

You are not required to stop for a school bus with its red lights flashing if it is on the opposite side of a road that is separated by a safety aisle or safety zone. The safety aisle or safety zone includes a grass median or cement barriers. Painted stripes on a roadway are NOT considered a safety aisle or safety zone.

## Passing a School Bus

It is illegal to pass a school bus on the right side when its red lights are flashing and its stop arm is extended. It is also illegal to pass a school bus on either side when one or more children are outside of the bus, red lights are flashing, and the stop arm is extended. A law enforcement officer with probable cause to believe a driver has violated this law may arrest the driver within four hours of the violation.

## Vehicle Owner May Be Penalized

When a vehicle is used to violate the school bus stop arm law, the owner or lessee of the vehicle is guilty of a petty misdemeanor. However, if the owner or lessee of the vehicle can prove that another person was driving the vehicle at the time of the stop arm violation, the driver-not the owner or lessee- will be charged with the violation.

When you apply for a driver's license, you must certify, by signing the application, that you understand that you must stop for a school bus and are aware of the penalties for violating this law.

## Final Thoughts

All of us must do our part to ensure the safe transportation of children. We can all get distracted while driving by listening to the radio, thinking about home or work, being to passengers, or talking on a cell phone. It takes only a moment for a tragic event to occur. Please pay attention when you drive. Everybody is depending on you.

The Department of Public Safety has a website where you can view more information on this topic if you would like:

Visit <https://dps.mn.gov/divisions/msp/commercial-vehicles/Pages/school-bus-safety.aspx>

## Disruptive Acts

School disruptions (disrespectful behavior, defiance of authority, insubordination, failure to identify oneself, threats) will not be tolerated. Any student who disturbs or interrupts the peace or good order of the school or school-sponsored activities, whether on or off-campus, will be subject to disciplinary action. Students are expected to follow the school guidelines and policies. Students who fail to follow the direction of any adult in the building may receive consequences beyond warning, parental contact, conference with teacher/administrator ranging from:

- 1st time offense will warrant a warning or detention;
- 2nd offense and above may warrant a 1 to 5-day suspension.

Obscene, abusive or offensive language toward a staff member may result in:

- a 1-day suspension, and
- a possible disorderly conduct ticket.

A student who aggressively or violently directs a physical or verbal assault or attack on another student or staff may be:

- initially suspended for up to five (5) days, and
- may be recommended to the Superintendent and School Board for the exclusion program or expulsion.

## Gangs

## Area Learning Center | Albert Lea Area School

Gangs or supposed organization and association of gangs will not be tolerated. Any manifestation of gang apparel or display of gang symbols will not be allowed. Any person(s) found to be knowingly and/or intentionally recruiting or promoting gang-type activity within or on the school property will face consequences from principal, designee, and/or police.

- 1<sup>st</sup> incident is a warning.
- 2<sup>nd</sup> incident will be a 1 day suspension.
- 3<sup>rd</sup> incident and above will have a more severe consequence, which may include suspension, exclusion, remediation, removal from the program for a period of time.

### **Harassment (refer to Policy 413 and Policy 514)**

Everyone at District 241 has a right to feel respected and safe. Harassment toward staff or fellow students will not be tolerated. Harassment is intimidating or abusive behavior toward an individual(s), based on actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial status, socio-economic status, physical appearance, sexual orientation, gender identity or expression, or disability, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's program. Harassment can be in written, oral or electronic form, or displayed through gestures, stalking, or other action. Harassment may include the following when related to religion, race, sex, or gender:

- Name calling, jokes, or rumors
- Commenting on or unwelcome touching of a person or their clothing
- Graffiti
- Notes or cartoons
- Offensive or graphic pictures, posters, or book covers
- Exposing of intimate body parts to another

If any words or actions embarrass you or make you feel uncomfortable or fearful, please contact a teacher, counselor, Principal, or the Director of Human Resources (Located at the District Office). We take all reports of religious, racial, sexual harassment, and/or violence seriously and will take all appropriate actions based on your report. Your right to privacy will be respected as much as possible. Violence is any word, look, sign, or act that hurts a person's body, feelings, or things. No one is entitled to use violence and it will not be tolerated in this school. **Students found guilty of harassment will receive suspension and a record of the behavior is recorded with the student discipline record.**

### **Definitions**

- **Assault:** An act done with intent to cause fear in another of immediate bodily harm or death. The intentional infliction of or attempt to inflict bodily harm upon another. The threat to do bodily harm to another with present ability to carry out the threat.
- **Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature.
- **Racial Harassment:** Racial harassment consists of physical or verbal conduct relating to an individual's race.
- **Religious Harassment:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion.
- **Sexual Violence:** Sexual violence is a physical act of aggression or force, or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in MN. Stat. 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- **Racial Violence:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.
- **Religious Violence:** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

### **Hazing (refer to Policy 533)**

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing. This policy applies to behavior that occurs on or off school property, during or after school hours. A person who engages in an act that violates the school hazing policy or other law, in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. "Hazing" is defined in MN. Stat. 121A.69 as committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.

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The term hazing includes, but is not limited to the following activities:

- Any type of physical brutality such as striking, paddling with a board, branding, electric shocking, sexual contact, or placing a harmful substance in or on a student's body.
- Any type of physical activity such as sleep deprivation, restrictions on personal hygiene, exposure to weather, confinement in a restricted area, public nudity, being forced to wear embarrassing or humiliating attire in public, calisthenics, personal servitude, or other activity that subjects a student to an unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, tobacco, controlled substance (prescription medication not belonging to the student, synthetic, or illegal drug), product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This may include verbal abuse, such as yelling, swearing, and insulting the student.
- Any activity that causes or requires a student to perform a task that involves violation of state or federal law or of school district policies and regulations. This includes abuse or mistreatment of animals, public nudity, and theft.

“Student organization” as defined in MN. Stat. 121A.69 means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular student events. Any person who has knowledge of violation of this policy or has been the victim of hazing shall report the alleged acts immediately to the Principal, Superintendent, or designee. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation and may take immediate steps to protect the complainant, reporter, or others pending completion of an investigation of hazing. **Upon completion of the investigation, the school district will take appropriate action including a warning, 1-10 day suspension, exclusion, expulsion, student transfer, remediation, termination, or discharge.**

### Lockers

School lockers are the property of the school district. Locker assignments will be issued to all students. Lockers are to be used for books, coats, clothing, and supplies.

The following suggestions regarding locker use:

- Keep lockers locked at all times.
- Do not reveal your locker combination to any other students. **DO NOT SWITCH OR SHARE LOCKERS.**
- Lockers should be cleaned periodically.
- Do not leave money in your locker.
- Do not kick or mark your locker in any way.
- Please do not bring valuables to school intending to store them in your locker.
- Students are responsible for keeping the front of their lockers clean.
- Theft/vandalism should be reported to the office and/or the Police Liaison.
- District 241 is not responsible for items lost or stolen from lockers.

In the event that a student officially withdraws from ALC, lockers will be cleaned out by school officials and all items found within that locker will be held for two (2) weeks in the office. After two (2) weeks, all items will be transferred to storage. At the end of the school year all remaining items will be disposed of.

### Food Services:

Students are offered a breakfast and lunch program at the ALC contracted through Cedar Valley Service as outlined by the Food Service Department of the Albert Lea Area Schools. All waste paper from food or beverages should be placed in containers provided. Students will eat in the cafeteria on the Riverland campus; at times, this is a shared space with other Riverland programs and community organizations. Students must show respect for food service workers and other cafeteria users. Due to food safety concerns individuals should not bring food into the building for distribution to other students. All food must follow the guidelines of the district wellness and nutrition policy. Food should not be taken into classrooms unless permission is given by administration or staff. Students are not allowed to bring in food from outside vendors, nor are they allowed to have food delivered to them from an outside vendor or other individual.

**Breakfast:** Breakfast is served at all schools in the district. Studies have proven that students who eat breakfast achieve higher academic scores, are more alert in class, visit the school nurse less often and are better behaved in school.

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**Application for Educational Benefits:** The Albert Lea School District strongly encourages all families who may be eligible for free or reduced price meals to apply. Almost all federal funds use the free and reduced lunch count as one of the eligibility criteria to determine federal funding. This is a confidential process and the school is required by law to protect the identity of these students.. Return the completed application to the school or mail it to the Food Service Office, 1601 W. Front St., Albert Lea, MN. 56007

### Parking:

Parking in the parking lot at Riverland Community College is a privilege, not a right. Parking spaces are available to ALC students on a first come, first serve opportunity as long as the student respects the rules of car usage on school property. Parking should be as close as possible to the ALC area outside and around Door A-2. Vehicles may not be parked in any restricted areas nor in any non-striped areas. Students' cars parked in a "No Parking" area will be towed at the owner's/operator's expense. Students must obey all traffic directions and school bus laws and drive with extreme slow speed (10 mph or less). Failure to abide by parking and driving expectations may result in elimination of the right to park on Riverland Community College property. Students will register their vehicle/s when they register for classes or any time a different vehicle is going to be parked on school property. **\*Student vehicles that are parked on school property may be subject to search if a suspicion of illegal items/substances is suspected. If illegal/inappropriate items are found the student will be subject to school and police consequences as deemed necessary.**

### Safe Zone

In accordance with MN. Stat. 609.66, District 241 schools, including ALC, are in a Drug-Free, Weapon-Free Zone. Anyone convicted of possessing, storing, or keeping a dangerous weapon while knowingly on school property is guilty of a felony and may be sentenced to imprisonment for not more than five (5) years or to payment of a fine of not more than \$10,000, or both.

### School Property

All school property loaned by the school during the school year is the student's responsibility. Students are liable for all damages incurred. The school will charge an appropriate replacement fee for technology, textbooks, workbooks, library books, or other property lost or destroyed by students. Students must respect school property and property belonging to others. Students causing damage to or destroying school property will pay for the damage and be disciplined accordingly. This includes manipulating computer files or entering or printing unauthorized files.

### Student Attire

- **Dress Code:** Students are expected to be appropriately dressed and acceptably groomed. No hats, personal items or clothing with gang-related insignia, paraphernalia material may be worn or carried on campus or at school activities. Undergarments should not be visible. Student dress should comply with reasonable standards of cleanliness, safety, and should not be disruptive to the operation of the school or inappropriate for students. For example, ads for alcohol, tobacco or clothing of a sexually suggestive nature are not allowed. The administration will be the final arbiter of what is appropriate attire. See district policy for additional information.

### Student Identification

All District 241 students in grades 5-12 must have a student picture identification card with them to attend a home athletic contest or school-sponsored dances. Students must carry the I.D. with them at all times. Staff and event supervisors may ask students to show their I.D. at any time. There is no charge for students to attend regular season home athletic events.

### Substance Abuse Policy

- **Tobacco/electronic cigarettes and accompanying cartridges, liquid nicotine, or inhalants:**
  - o If under the age of 18, law enforcement contacted.
  - o Educational information provided. Work with School Social Worker. Ongoing violations will result in out of school suspension.
- **Alcohol/Drug Use, Possession and/or Sale:**
  - o Law enforcement contacted.
  - o Up to 5-day OSS (out-of-school) suspension with a recommendation for further action per district policy.

### Weapons Policy (refer to Policy 501)

The Albert Lea School District has a "No Weapons" policy. This policy is in effect during the school day, on school grounds, on the school bus, and during athletic events, or any other school sponsored activity. A weapon is any object used in a threatening manner. This could include, but is not limited to, an object that looks like a gun, a pocket knife, knife, or ammunition. Possession of a weapon in violation of this policy may result in suspension, expulsion, and police involvement.

## PUBLIC NOTICE—GRADES 8-12

Independent School District No. 241 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

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

Family Policy Compliance Office  
U.S. Department of Education



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400 Maryland Avenue S.W.  
Washington, D.C. 20202

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 241 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address, and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position, or nationality.

**a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**

**b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT’S OR ELIGIBLE STUDENT’S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**

**c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE “PRIVATE” (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (4) PARENT’S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT’S OR ELIGIBLE STUDENT’S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. 241 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL**

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## INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *BUILDING PRINCIPAL*, BY OCTOBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

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

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

INDEPENDENT SCHOOL DISTRICT NO. 241  
ALBERT LEA, MINNESOTA

9/2022

DISTRICT POLICY NO. 603  
ALBERT LEA AREA SCHOOLS  
DISTRICT 241  
CURRICULUM DEVELOPMENT

### I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### III. RESPONSIBILITY

A. The Executive Director of Teaching and Learning shall be responsible for curriculum development and for determining the most effective way of conducting research on the

## Area Learning Center | Albert Lea Area School

school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the Executive Director of Teaching and Learning that will provide for periodic reviews of each curriculum area.

B. The District Curriculum Committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

C. Within the ongoing process of curriculum development, the following needs shall be addressed:

1. Provide for articulation of courses of study from kindergarten through grade twelve.
2. Identify minimum objectives for each course and at each grade level.
3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
4. Provide a program for ongoing monitoring of student progress.
5. Provide for specific, particular and special needs of all members of the student community.
6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
8. Meet all applicable requirements of the Minnesota Department of Education and the No Child Left Behind Act.

D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.

E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.

F. The Superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and for periodically presenting recommended modifications for school board review and approval.

G. The Superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Reviewed: 5/02/11**

**DISTRICT POLICY NO. 609  
ALBERT LEA AREA SCHOOLS**

## DISTRICT 241

## RELIGION

### I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

### II. GENERAL STATEMENT OF POLICY

A. The school district shall neither promote nor disparage any religious belief or non-belief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.

B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.

C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.

D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.

E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

### III. RESPONSIBILITY

A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:

1. The proposed activity must have a secular purpose.
2. The primary objective of the activity must be one that neither advances nor inhibits religion.
3. The activity must not foster excessive governmental relationships with religion.

B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"><li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</li><li>• Majority of students take the MCA.</li><li>• MTAS is an option for students with the most significant cognitive disabilities.</li></ul>	<ul style="list-style-type: none"><li>• Based on the WIDA English Language Development Standards.</li><li>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</li><li>• Majority of English learners take ACCESS for ELLs.</li><li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li></ul>



### Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

### Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

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