Grand Rapids Area Learning Center
Student Handbook
2026-2027

ALC
— Area Learning Center —
Resilience ✦ Readiness ✦ Excellence

650 Southwest 7th Avenue, Grand Rapids, MN 55744

(218) 327-5750 | https://alc.isd318.org/

Our handbook has been formatted to provide students and parents with an easy way to access information about our school and its policies. A copy of this handbook and other important school information is available on the ALC website, which is located at https://alc.isd318.org/.

District Policy Information

Information about district policies is available through the district office (218-327-5700).

The district website can be found at http://www.isd318.org

A Message from the Principal

On behalf of the staff at Grand Rapids Area Learning Center, welcome to the 2026-2027 school year. Our program is built around the belief that every student can succeed when given the right combination of flexibility, support, and high expectations. Our staff is here to help you reach graduation.

This handbook is designed to answer the questions students and families most often have about how ALC works day to day, from attendance and grading to safety and student rights. Please take the time to read through it together, and don't hesitate to reach out with any questions.

We're glad you're here, and we look forward to a successful year together.

Sincerely,

Sean Martinson

Alternative Education Principal, Grand Rapids Area Schools

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PART I: Information

Arrival and Dismissal Hours

The Area Learning Center is supervised by staff from 8:00 until 3:30. Students arriving early may not be supervised. All students are asked to leave the building by 3:30 unless they have arranged with staff to stay after hours for instructional support, or are attending Night School, which is supervised on Tuesdays from 3:30-5:10 p.m.

Food in the Classrooms

Students should not bring food or drinks to classrooms unless they are specifically authorized by the teacher. Many teachers allow water bottles, but not pop or other beverages. Be sure to check with your teacher on this issue.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at http://www.isd318.org/

Class Assignments

Schedule issues can be resolved through the counseling office (218-327-5750). Grand Rapids Area Learning Center staff reserve the right to modify a student's schedule as needed to meet program and graduation requirements.

Concerns & Inquiries

Students, parents/guardians, employees, or other persons may report concerns or inquiries to the school district. Complaints may be either written or oral. School administration will contact the concerned party in order to address issues.

Counseling (218-327-5750)

Grand Rapids Area Learning Center has one counselor, who works with all students. Students are encouraged to make an appointment with the counselor to discuss academic progress, personal matters, and college and career planning. Appointments may be made through the site secretary. The counselor is available from 8:00-3:30, and students are encouraged to make appointments during times they are not in class.

Student Devices

Grand Rapids Area Learning Center does not run a 1:1 device program; instead, a cart of district devices is kept on site and assigned to a student when coursework requires one. Devices are filtered both at school and off-campus, and students should have no expectation of privacy in materials stored on a district-owned device. Use of a device is governed by the same Bullying Prohibition (#514) and Internet Acceptable Use and

Safety (#524) policies that apply to student conduct generally; misuse may result in disciplinary action, including restriction of access to the device.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that School District 318, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, School District 318 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow school District 318 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want School District 318 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by Oct. 1 of each year.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy. Minnesota State MSA 120.06 reads as follows: "The Board of Education of any school district shall provide free educational services to any person between the ages of 18-21 years and may require of that person adherence to rules and regulations applicable to students under the age of 18." This means that all students, regardless of age, must adhere to the policies of the school.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, such as security deposits for the return of materials, supplies, or equipment, or costs associated with optional field trips or activities. Students should

expect to be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Area Learning Center office.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Interviews of Students by Outside Agencies

Persons other than a student's parents/guardians, school district officials, or community agencies conducting investigations except as provided by law and/or school policy may not interview students during the school day.

Meals

The Area Learning Center provides bagged breakfast and lunch through ISD 318 Food and Nutrition. Under Minnesota's school meals program, breakfast and lunch are provided at no charge to all enrolled students, regardless of household income. For more information, contact the Food and Nutrition Office at 327-5771.

Grand Rapids Area Learning Center is an open campus for 11th and 12th grade students, who may leave the building during their lunch period. The campus is closed for 9th-10th grade students, who must remain in the building during their lunch period, which runs from 11:55 a.m. to 12:25 p.m. All students are expected to be ready to start class at 12:30 p.m.

Messages to Students

Students may use office and classroom telephones with permission, and at staff discretion. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the school day is governed by the district's cell phone policy (see Cell Phones and Other Personal Electronic Communication Devices in Part III).

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Kasie Maeder, Director of Human Resources (327-5708), as the district's Title IX Coordinator and as the district's Americans with Disabilities Act (ADA) Coordinator to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians

have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held during the fall semester. For more information, contact the building principal.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America once a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Public and Media Information/Opt-Out Form

The school district periodically shares school events and activities with the community through news releases, photographs, videos, and its approved web pages, which are often accompanied by pictures of students taken by staff or authorized media personnel; students receiving special services are not included, and individual photographs are kept discreet. Parents/guardians who wish to opt out of this by giving a blanket denial of permission for their student must complete a media exclusion form and submit it to the school district office by October 1st of each school year; otherwise, the district will proceed under its normal policies and procedures.

Schedule

Grand Rapids Area Learning Center follows a block schedule each day:
Block 1: 8:30 a.m. to 10:10 a.m.
Block 2: 10:15 a.m. to 11:55 a.m.
Lunch: 11:55 a.m. to 12:30 p.m.
Block 3: 12:30 p.m. to 2:10 p.m.

School Activities

Students who participate in school-sponsored activities are expected to responsibly represent the school and community; all rules pertaining to student conduct and discipline apply to school activities. The Grand Rapids School District is a member of the Minnesota State High School League (MSHSL), and students who participate in MSHSL activities must abide by MSHSL rules, which the district enforces during the school year and in the summer where applicable. For more information about MSHSL rules and student eligibility requirements, contact the activities director (327-5765).

School Closing Procedures

School may be delayed or cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be made over local radio and television stations as well as via Instant Alert.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, cubbies, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Cubbies and Personal Possessions Within a Cubby

Grand Rapids Area Learning Center does not use student lockers; students use cubbies located in the commons (see Bag Policy). Cubbies are the property of the school district. At no time does the school district relinquish its exclusive control of cubbies provided for the convenience of students. Inspection of the interior of cubbies may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a cubby may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school officials will provide notice of the search to students whose cubbies were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

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

Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student may be subject to withdrawal of parking privileges and to discipline if the student refuses

to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, contact school administration or refer to district policy.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the Grand Rapids Area Schools District Educational Services Center.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, please refer to the school district's "Student Surveys" policy. It may be obtained at the Grand Rapids Area Schools District Educational Services Center.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live three fourths of a mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Taping

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their

conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

PART II: Academics

Programs Offered

Grand Rapids Area Learning Center offers several program options depending on a student's needs and goals:

- ALC Only — students attend all of their classes at the Area Learning Center.
- Part-Time — students split their schedule between the Area Learning Center and their home school district.
- Focused Fridays — a once-a-week, extended-block schedule for students who need a more limited weekly commitment.
- TAPP — contact the counseling office (218-327-5750) for eligibility and program details.
- YouthBuild — a pre-apprenticeship program for students ages 16-24 combining GED or diploma completion with paid, hands-on construction training; contact the counseling office (218-327-5750) for eligibility and program details.
- Career Pathways — a career-exploration partnership with local businesses offering hands-on experience across fields such as healthcare, business, construction, and manufacturing; contact the counseling office (218-327-5750) for eligibility and program details.

Students interested in a particular program option should contact the counseling office (218-327-5750) to discuss which option best fits their circumstances.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment may be given a failing grade for that test or assignment and will be addressed in accordance with the school's student discipline policy.

Early Graduation

Students may be considered for early graduation after completing the conditions provided in district policy.

Pass/Fail Courses

In extenuating circumstances or in the face of a personal hardship, counselors and families, in conjunction with administrative approval, may allow students to take a course as pass/fail. Pass/Fail grades will not raise a student's GPA.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Office (327-5705).

Flexible Learning Year Program

The Grand Rapids Area Learning Center offers students a flexible learning year program that provides instruction on an extended day and extended year basis, allowing students to work toward grade level and graduation requirements outside of a traditional school-year calendar. A student's participation in the program is optional. Students interested in participating in the flexible learning year program should contact the counseling office (218-327-5750).

Grades

Students' grades are reported on a quarterly basis during the year, with conferences held during conference week and again at semester time. Report cards will be available after each semester on parent portal for review. Parent portal is a very useful tool to monitor a student's academic and behavioral records. Parents without access to the internet may request paper mailings of their student's report cards through the main office 327-5750.

How Credit Is Earned

Grand Rapids Area Learning Center awards credit based on hours of class time and coursework completed, rather than through traditional grading alone. Each class combines 2 hours of class time with 10 hours of coursework per week, for a total of 12 credit hours per week per class. A student earns one-half credit for every 70 hours completed and one full credit for every 140 hours completed. Because credit is tied to hours, students will not receive new coursework without weekly attendance.

Coursework Expectations

All coursework must be turned in before class begins at 8:30 a.m. (12:30 p.m. for students in the summer school afternoon session). Part-time students turn in coursework at varying times based on their individual schedules. If a student misses homework, staff will issue a verbal warning, document it in Campus, and reach out to a parent/guardian. If homework is missed a second time, staff will create a contract with the student and send a copy home in the mail. If a student fails to complete the homework required under that contract, the student will be dropped from that class for four days.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Grand Rapids Area Learning Center.

Course Credits Required

Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English Language Arts
Mathematics	3	Must be sufficient to satisfy all of the academic standards in Mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	3½	Must encompass at least United States history, geography, government and citizenship in either 11 or 12 for students beginning in

Subject Area	Credits	Explanation
		grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts.
Elective Courses	7	.5 must include Personal Finance in grade 11 or 12

School District Required and Elective Standards

In order to receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements:

- Additional ISD 318 requirements: 1.5 credits
    - Physical Education: 1 credit that satisfies the state standards in physical education
    - Health: .5 credit that satisfies the state standards in health upon adoption of statewide rules for implementing health standards under Minnesota Statutes, section 120B.021
    - College and Career Readiness

Total Credits needed to Graduate from ISD 318: 21.5 State required credits + 1.5 ISD 318 Required credits = 23 credits

Homework/Coursework

Because Grand Rapids Area Learning Center awards credit based on hours of class time and coursework completed (see How Credit Is Earned), coursework is not "made up" after an absence the way it would be in a traditional classroom. Instead, a student simply does not earn hours toward credit for time missed, and will not receive new coursework without weekly attendance. The responsibility for completing assigned coursework promptly rests with the student. Detailed information regarding individual course requirements is distributed to students at the beginning of each course.

Promotion and Retention

All students are expected to earn about six credits per year during grades nine through twelve. Grade standing is based on credits earned and not on the number of years attended.

Parent Right to Know

If a parent requests, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Standards-Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). English learners take the ACCESS or Alternate ACCESS assessment in reading, writing, listening, and speaking.

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide a form to complete if they refuse to have their student participate. The full Parent/Guardian Guide to statewide testing is available at education.mn.gov (Students and Families > Programs and Initiatives > Statewide Testing). The refusal form follows below and includes an area to note the reason for the refusal to participate; it must be submitted annually to the building principal and can also be found on the ISD 318 website under the Teaching and Learning tab, under Assessments and Testing.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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.

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 (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: _____

Summer School

ISD 318 may provide summer school learning opportunities. For more information, contact the counseling office (218-327-5750).

Night School

Night School is an individualized program for seniors who are short of the credits required for graduation, held at the Area Learning Center on Tuesdays from 3:30-5:10 p.m. in the core areas of social studies, English, math, and science. Success depends on regular attendance, assignment completion, and steady progress; credit is earned on the same hours-based basis described under How Credit Is Earned. Qualified students work through their guidance counselor to be referred to the program and are added to a waiting list as new classes start. Questions about Night School can be directed to your counselor or the ALC office at (218) 327-5750.

Independent Study Program

The Independent Study Program is an individualized program for at-risk juniors and seniors who have fallen behind in credits and are self-motivated to complete graduation requirements, offered in social studies, English, math, science, and elective courses. Students generally attend three block classes one day a week in a small group setting and complete assignments on their own time; credit is earned on the same hours-based basis described under How Credit Is Earned. Qualified students work through their guidance counselor to be referred to the program. Questions can be directed to your counselor or the ALC office at (218) 327-5750.

Transcripts

To request a transcript, call the ALC office directly at (218) 327-5750.

Academic Eligibility

Students involved in sports or activities must attend all of their scheduled blocks for that day in order to be eligible for practice, games, or events. Either the Activities Director or a school principal must approve exceptions to the Academic Eligibility policy. ALC students participating in athletics or activities offered through Grand Rapids High School must remain in good standing with respect to academics, behaviors, and school attendance.

Specifically, students must:

- Maintain passing grades
- Avoid discipline referrals and abide by program behavioral and character expectations
- Demonstrate attendance habits in keeping with those outlined in this handbook

In the event students struggle to meet these expectations, students may be asked to sign a contract designed to offer support with remediating academic, behavioral, or attendance indiscretions.

The Activities Director will set student release times when students must leave school early to participate in extracurricular activities (e.g., games, events, competitions, etc.). Students are expected to attend all of their scheduled blocks that day until the specified release time.

PART III: Rules and Discipline

Attendance

Regular attendance is essential to student success at Grand Rapids Area Learning Center. Because ALC awards credit based on hours of class time and coursework completed rather than through traditional daily grading, any lost attendance time directly affects a student's progress toward graduation, and students will not receive new coursework following an absence.

What should you do if you are absent?

If you are going to be absent, you must call the attendance line by 8:30 a.m. on your day of attendance (327-5750, ext. 1) and leave a message explaining the reason for your absence. Documentation to excuse the absence (e.g., a doctor's note or court notice) is due no later than your next day of attendance. Parent and/or student phone calls alone do not excuse an absence or tardy — without supporting documentation, an absence will be recorded as unexcused.

Unexcused Absence Limit

No more than one unexcused absence is allowed per quarter. After a second unexcused absence in a quarter, a student is at risk of being dropped from the program and will be referred for a review of whether Grand Rapids Area Learning Center is the appropriate educational setting for them. Employment is not an excuse to miss school; students who need help balancing work and school should talk with ALC staff.

Tardiness

Students must be seated in class by the start of their scheduled block (8:30 a.m. or 12:30 p.m.). Arriving after that time is considered tardy. A tardy of more than 15 minutes is treated as an unexcused absence. Three tardies of less than 15 minutes within a quarter will also be counted as one unexcused absence.

Leaving School

Students must have parent/guardian permission to leave school for any reason; students must sign out at the main office before leaving. If students leave school for any reason without notifying the office, and/or without signing out prior to leaving, student absences will be recorded as unexcused. Students that leave the building without being excused by the main office will be subject to disciplinary action at the discretion of school administration.

Truancy

A child under 17 years of age must attend school (Minnesota Statute 120A.22, Subd. 5). A child 17 years of age may not drop out of school without the permission of their parents (Minnesota Statute 120A.22, Subd. 8). A student demonstrating chronic truancy issues may be referred to the district's Truancy Prevention Specialists to institute truancy interventions aimed at improving school attendance. This district-wide truancy process runs alongside, and does not replace, the quarterly unexcused absence review described above.

Bullying Prohibition Policy (Ref. ISD 318 Policy 514)

An act of bullying, by either an individual student or a group of students, including cyberbullying, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school

transportation. Retaliation against a victim, good faith reporter, or witness of bullying is likewise prohibited. The school district will investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee found to have violated this policy, with consequences ranging from remedial responses up to suspension and/or expulsion. For the full policy, contact school administration or refer to District Policy 514.

Buses - Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students. Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Personal Electronic Communication Devices

In accordance with Independent School District 318 Policy 589 (“Away for the Day”), cell phones and other personal electronic devices are not permitted to be used or carried on a student’s person anywhere in the building, bell to bell. Upon arrival, students place their cell phone in a locked Faraday bag, which they keep with them for the remainder of the school day. The Faraday bag is not unlocked, and the phone may not be used, until the student leaves the building at the end of the day or upon an authorized early checkout. Students with disabilities may have modifications to this policy through their IEP or 504 plan, and a student with a medical condition requiring the use of a device may have modifications in collaboration with school health personnel and building administration.

Students who bring a personal device to school assume all responsibility and risk relating to its possession and use, including internet access and data transmission. The school district and its employees are not responsible for storing, safeguarding, or troubleshooting a student’s personal device, and are not responsible or liable for the theft, loss, data loss, damage, destruction, misuse, or vandalism of any personal device brought onto school property or a school bus.

Students and parents/guardians must read and sign the Acceptable Use of Electronic Technologies form each year. Non-compliance with this policy will result in progressive consequences: a warning for a first offense, a one-day suspension for a second offense, and a two-day suspension for a third offense.

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. In accordance with Minnesota State High School League rules, use of devices with photo capabilities are prohibited in locker rooms and restrooms. Finally, external speakers (e.g., Bluetooth speakers, amplified stereo devices, etc.) are not permitted at any time.

In addition, non-consensual photographing and video recording of students and/or staff without express consent is prohibited. In the event consent to record is given, students may not record:

A. Actions or events disruptive to the school activities

B. Actions relating to the physical, social, or emotional harm of any peer or adult

C. Non-educational events or activities

Any such act may result in appropriate disciplinary action as determined by school administration. In addition, personal electronic devices may not be used during fire, or lockdown situations.

Bag Policy

Bags, backpacks, and purses must be left in a vehicle or in the cubbies located in the commons; they are not permitted in the classroom.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students may be questioned to determine if disciplinary action is required. Students are required to cooperate in all disciplinary investigations. Failure to do so may result in disciplinary action. Suspected criminal activity will be referred to law enforcement. For detailed information on the Student Code of Conduct and consequences for violations, see the school district's "Student Discipline" policy. Decisions regarding disciplinary action are made at the discretion of school administration; it is impossible to list every behavior that would be unacceptable or to account for every eventuality or potential behavioral indiscretion. In some situations, the principal may institute in-school suspension (ISS).

Dress and Appearance

Students are encouraged to dress appropriately for school activities and in keeping with community standards. Clothing should be suitable for the weather and the day's activities (e.g., Physical Education), and should not create a health or safety hazard, damage school property, or bear a message that is lewd, vulgar, obscene, or promotes products illegal for use by minors. Clothing, jewelry, or other items that are racist, sexist, or otherwise derogatory to a protected minority group, that evidence gang membership or affiliation, or that fail to appropriately cover the body are also prohibited. Headgear is not to be worn in the building except with the approval of the building principal (e.g., for a medical or religious reason).

If administration believes a student’s appearance, grooming, or dress interferes with or disrupts the educational process, poses a safety threat, or violates this policy, the student will be directed to make modifications and may be assigned detention or sent home for the day; repeated violations may result in further discipline. A parent or guardian will be notified.

Drug-Free School and Workplace

The possession and/or use of alcohol, controlled substances, and toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district’s ‘Student Medication’ policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The policy may be viewed at: www.isd318.org.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the District Policy 506.

Internet Acceptable Use and Safety Policy

All school district students have conditional access to the school district's computer system, including Internet access for educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in disciplinary action, payments for damages and repairs, discipline under other appropriate school district policies – including, but not limited to a parent/guardian meeting, suspension, expulsion; or civil or criminal liability under other applicable laws.

A copy of the district's Internet Use and Safety Student and Parent Agreements is available on the district's web site. The Internet Use and Safety Student and Parent Agreements for students must be reviewed by the parent or guardian and the supervising teacher. Forms are to be returned if the parent or guardian wants their student to have limited or no access to the Internet.

Within 30 days of the start of each school year, the school district will give parents and students direct and timely notice, by U.S. mail, email, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice will identify each such provider, the educational data affected, and how a parent or student may inspect the contract and direct questions or concerns to the district office (327-5700).

Parking on School District Property

Students

ISD 318 allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege, not a right.
- Student parking at the Area Learning Center is in the 7th Avenue lot next to the ALC entrance only. Do not park in the lot reserved for district administrative staff; vehicles parked there are subject to fines and/or towing. Vehicles must be registered with the ALC office and display a current parking permit.
- Students must enter and exit the building through the ALC entrance only.
- The ALC shares its parking lot with district administrative offices and is located in a residential neighborhood. Please drive safely, observe a 5 mph speed limit in the lot, and keep vehicle noise, including speakers, to a reasonable level out of respect for our neighbors.
- Riding in the open bed of a pickup truck on campus is prohibited.
- Motorcycle operators must have an appropriately endorsed driver's license and wear a helmet.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless permission has been granted by a building principal. Students that leave campus without permission in a vehicle will lose their parking privilege and are subject to disciplinary action.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school's student discipline policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Reasonable Force

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices, including e-cigarettes or e-cigarette paraphernalia, look-alike products, in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the District Office (327-5700).

PART IV: Health and Safety

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the main office. Accident report forms must be completed for all accidents and are available in the main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office (327-5700).

Confidential Safety Tip Line

ISD 318 has established a confidential safety tip line which can be used to report any situation that might involve student or staff safety. Examples of reportable items might include things such as threats, suicide warnings or chemical abuse issues. The email address for this tip line is safe@isd318.org. Messages received through this tip line will be treated confidentially.

Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Current emergency contact information is critical to ensuring student safety. Parents and guardians should view their contact information on parent portal and update health records and contact information with the school nurse each year.

Health Information

First Aid

Grand Rapids Area Learning Center does not have a nurse on site. Minor injuries requiring first aid can be addressed by staff in the main ALC office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The building is equipped with an automated external defibrillator (AED), located outside the main ALC office along with a Narcan kit and a Stop the Bleed kit. Tampering with any of this equipment is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

Grand Rapids Area Learning Center does not have a nurse on site. Students who become sick at school should request a pass to the main office, where staff can assist with minor issues or contact the district nurse to see if she is available to come to campus. In the event of an emergency, call or send a runner to the main office (327-5750, ext. 0). Students who need to go home sick will check out through the main office prior to departure. A parent/guardian should notify the school on the attendance line (327-5750, ext. 1) if his/her child is unable to attend school because of illness.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the district nurse (327-5750).

Medications at School During the School Day

Administration of prescription medication at school requires a completed, signed request from the student's parent/guardian and a completed "Administering Prescription Medications" form; medication must be brought in its original, pharmacist-labeled container and left with appropriate school personnel rather than carried by the student, with limited exceptions (e.g., prescription asthma inhalers, or as specified in an IEP or 504 plan). Marijuana is not allowed on school property even if prescribed, and students may not distribute any medication, prescription or over-the-counter, to another student. For full requirements, refer to the school district's "Student Medication" policy.

Suicide Prevention Information

Student identification cards include contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text Line, and the county mobile crisis services.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the Director of Facilities at 218-327-5834.

Lead in School Drinking Water

Grand Rapids Area Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.3345, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988, the Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDE). More information on how to obtain test results and remediation efforts can be found on the ISD 318 website, www.isd318.org under the Maintenance section.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal. Area Learning Center does not allow students to bring visitors to classrooms; however, 30-minute visits during the lunch period could possibly be arranged.