



2025-26
Student Handbook

STARRS Online Academy
Supplemental and
Credit Recovery Courses

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INTRODUCTION

STARRS Online Academy is a public, online school enrolling students in grades K-12 offering Supplemental and Credit Recovery Courses. Students are allowed to take up to 50% of their school day in online courses, per Minnesota Statute. This allows students to continue attending classes in their home school and choose from a variety of online courses to fill a schedule and is available to all Minnesota residents. There is another provision on the Enrollment form that allows a student to take more than half of their courses online if the enrolling district agrees. STARRS Online Academy serves students who need a flexible schedule and students looking for a virtual school option. Our Online Learning Manager (OLM) will collaborate with your school guidance office on enrollment. You will continue to be enrolled in your resident district and receive your diploma from that school. Our credit recovery courses are designed especially for students who did not pass a course initially but learned enough to make a complete repetition of the course unnecessary. With the diagnostic driven model, students can test out of the material they previously mastered in a course so they can focus on the more difficult concepts they missed. Courses will be taught using online curriculum. Laptops will be provided by your home district.

An online school program may be appropriate for the following types of students:

- Students who are looking for courses and advanced courses that our small schools are not able to offer
- Students who are struggling to learn in a large school setting
- Students who are credit deficient and willing to put the work in to graduate
- Homebound students
- Advanced students
- Students seeking flexibility in a school schedule to pursue career readiness

The STARRS Student Handbook is comprised of four parts:

- 1) Information
- 2) Academics
- 3) Rules and Discipline
- 4) Health and Safety

Policy Information

A comprehensive list of SWWCs Board Policies can be found at www.swwc.org.

Administration

Stephanie Strenge, Director of Alternative Programs
Liz Deen, Sr. Director of Teaching and Learning

PART I – INFORMATION

Daily Schedule

Students who enroll in the STARRS Online Academy full-time are encouraged to set up a daily schedule that closely “mimics” their home district. Students should plan to have a common start and end time. For optimal success, students are encouraged to login to each course for 45 minutes and then take a 10-15 minute break before moving to the next course. A 30-minute lunch break is encouraged. Students always have the option to spend more time logged into a course as needed. The minimum expectations for attendance requirements will be determined by the home district. Truancy will also be the responsibility of the home district.

Calendar

At STARRS Online Academy, each semester course contains two, approximately nine-week quarters. Students working at a standard pace complete eight weeks of work in each quarter, plus any projects or final assessment required.

Course assignments are available continuously, meaning that once an assignment is completed, the next one will be released for the student to complete. To be successful, it is imperative that the student pace themselves and stay on top of the coursework. We recommend students look ahead in their courses each week to determine how many assignments, projects, or quizzes need to be completed before testing. Students are encouraged to talk to the teacher for assistance with pacing.

If a student enrolls in a new course mid-semester, they may be given the opportunity to complete the entire semester course at an accelerated pace.

The school calendar is adopted annually by the SWWC Executive Director. A copy of the school calendar can be found on SWWC’s website at www.swwc.org.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to SWWC. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The administrator will respond in writing to the complaining party regarding SWWC’s response to the complaint.

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 SWWC policy and this handbook.

Employment Background Checks

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

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Nondiscrimination

The SWWC is committed to inclusive education and providing an equal educational opportunity for all students. The SWWC 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, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the individuals listed below as the organization's human rights officer to handle inquiries regarding nondiscrimination.

Access [SWWC's Policy 522-Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#). (Also in Appendix)

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. For more information on the rights of parents/guardians

and eligible students regarding student records, see [SWWC's Student Records, Policy 551](#) and [Policy 552](#), and [SWWC's Protection and Privacy of Pupil Records, Policy 515](#).

Texting/Videorecording/Photography

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events. Using social media and/or electronic devices to display or create inappropriate messages or images that disrupt the school day may result in a suspension from school.

PART II — ACADEMICS

Program Eligibility

STARRS Online Academy is an option available to eligible learners to assist them in succeeding in school or to learners who wish to complete school in a nontraditional setting designed to meet the individual needs of learners.

To become an eligible student of the STARRS Online Learning Academy, the following requirements must be met:

- Students must be 5-21 years of age or in grades K-12
- Students must be Minnesota residents or have Tuition Agreement through home district
- Students must have access to high-speed internet in their home, school or community. (OLM will assist in finding opportunities for internet in your community)

Enrollment/Registration

1. Complete and submit the Online Learning Supplemental Notice of Student Registration form or contact your resident school guidance office and inform them you are interested in enrolling in STARRS Online Academy.
2. A STARR's representative will contact you and make contact with your school district of enrollment.
3. You will continue to be enrolled in your resident district.
4. Following approval from your resident district all required paperwork will be sent.
5. Upon successful completion of enrollment forms and receipt of required documents you will receive notice of enrollment and instructions on how to get started including the required orientation process.

Online Supplemental Classes

Students can enroll in supplemental classes up to the midpoint of the resident district semester.

Credit Recovery

Students can enroll in credit recovery courses at any time during the school year calendar.

Grades

Students' grades will be reported at the end of each semester. Report cards will be sent to parents/guardians or eligible students for review by the resident district.

Graduation Requirements

STARRS Online Academy will work with the resident district. The student will follow the graduation requirements of the district of residence. The OLM will work with the student's local guidance office to determine what is needed for graduation. Courses are worth 0.5 credits per semester and 1.0 per year. **ALL statewide testing is done by the enrolling district.**

Special Education Services

STARRS Online Academy will work with your district to understand your IEP and make sure we are including any accommodations or modifications necessary.

Drop/ Add Policy

A student has one instructional week from the beginning of the semester in which to officially withdraw from a course. If the student stops participating in a course without withdrawing, they are in danger of failing. The grade for that course will be recorded on the student's official transcript and will be used to generate their grade point average.

The student needs to contact the Student Success Coach to officially withdraw from a course. The student will be required to have a phone conference with the Student Success Coach and the designated district representative to discuss the decision.

Diploma

Students attending STARRS Online Academy will receive a diploma from the district of residence. STARRS Online Academy does not issue diplomas. We work closely with the student's guidance office to ensure graduation requirements are met.

Technology Needs

Enrolling in STARRS Online Academy requires internet access in the student's home or local community. The OLL team will assist students in options for internet in their local community if needed. We have internet access available to enrolled students at our Educational Learning Centers located in Cosmos, Marshall, Montevideo, New London, Pipestone and Windom. Laptops will be provided by your home district.

The technology requirements needed to complete courses:

- Laptop or home computer

- Built-in wireless capability
- Dial-up and high speed connections installed
- Virus protection software and filters to protect students
- 24/7 technology support through online curriculum provider

Parent Right to Know

If a parent requests it, SWWC 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 qualifications 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. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. whether the student is provided services by paraprofessionals and, if so, their qualifications

SWWC will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Post Secondary Enrollment Options (PSEO)

According to MN state statute, students must inform their high school of PSEO plans by May 30 each year. Additional PSEO information can be found by contacting your enrolling district.

PART III — RULES AND DISCIPLINE

Attendance Policy

Learning is dependent on regular school attendance. Students have the responsibility of regular, punctual attendance. Consistent school attendance is one means by which a student develops responsibility and self-discipline. Student absence from school should be limited to those instances in which absence is genuinely unavoidable (work is not an excuse to miss school). The minimum expectations for attendance requirements will be determined by the home district.

Excused Absences

Students who have a legitimate excuse for missing school can be excused by submitting appropriate verification. The following constitute valid excused absences allowed by the State of Minnesota:

- Illness verified by the parent, guardian, or physician. **Illness must be verified within the day the student is absent.** If absent more than three days within a quarter/ trimester, a doctor's note is required for the remainder of that term. If a doctor's note is not provided, the student will be considered unexcused. The doctor's note can be turned into the office upon the student's return. The note should state the time and date of visit, and when the student should return to school.
- Health appointments, verified by a note from the visited professional, stating the date and time of visit. Please schedule outside of the school day when possible.
- An extreme family emergency, at the discretion of administration.
- Religious/cultural observance – written pre-approval three days prior.
- Appearance in court, verified with proper documentation.
- Agency/community support meeting, verified with proper documentation.
- Post high school visit – written pre-approval three days prior to date of absence.
- Family vacations or trips out of town must be authorized in advance to be considered excused at the discretion of administration.

Unexcused Absences

Students who miss school without a valid excuse, or who leave school without authorization, will receive an unexcused absence. Work is not an excused absence. After three (3) unexcused absences, the student is considered a Continuing Truant as defined in Minnesota State Statute 102A.34.

Truancy - Students Under 18 Years Old

Unexcused absences for three school days will result in a Continuing Truant Notification (a letter will be sent to parents/guardian). After five unexcused absences, the student and parents may be required to meet with administration. After seven unexcused absences, notification may be made to the appropriate county attorney to issue a citation for habitual truancy. Truancy includes unexcused absences that occur throughout the entire school year. Truancy will also be the responsibility of the home district.

Bullying Prohibition

SWWC is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on SWWC property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see [SWWC's Bullying Prohibition, Policy 514.](#)

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. For detailed information on the Student Code of Conduct and consequences for violations, see [SWWC's Student Discipline, Policy 506.](#)

Online Code of Conduct

Access to STARRS Online Academy data and information, and access to IT accounts, systems, and applications, is based on the student's need for access and consent to use that access appropriately. These services are integral to the operation of the school, and security and privacy laws and other school policies protect much of the information. Therefore, before being granted access, students must read and agree to follow these acceptable usage standards, and must accept responsibility to preserve the security and confidentiality of information that is accessed, in any form, including oral, print, or electronic formats. Students should read the information carefully as it sets out user responsibilities.

Passwords

Students and parents will be issued usernames and passwords to be used in accessing courses and school-provided email accounts. Students and parents are required to keep the login information private. Passwords should never be shared with other STARRS Online Academy students or with any individuals outside STARRS Online

Academy. This information is used to identify a student or parent online and help in the tracking of student progress. Students or parents who suspect that their login information has been accidentally compromised should contact the STARRS Online Academy office immediately to request a change of password. Parents, guardians and the OLM will have “observer” access to all student accounts.

Email Accounts

STARRS Online Academy email accounts are to be used for school-related communication only. Students and parents are also required to use their STARRS Online Academy email account for all school-related email communication. Students and parents are required to check their school-assigned email account daily for important communications from the school or from their teachers. Teachers will be identifying student emails by their assigned email accounts, so students should never use another student’s webmail account for any purpose.

Internet Safety

STARRS Online Academy provides a secure, password-protected OLL environment for students. All course materials are located within this system. At times, teachers will provide students with links to appropriate internet sites for students to do additional research or exploration. At no time will a STARRS Online Academy teacher or staff member direct students to an internet site with sexually explicit or other inappropriate internet content. Students should only access internet sites that are approved by STARRS Online Academy.

Parents need to be vigilant in monitoring their child’s internet use. Laptop computers that are loaned to students have internet filtering software loaded on them that will block inappropriate internet content. STARRS Online Academy recommends that parents providing a home computer for their student purchase internet filtering software for their home computer to provide internet protection for times when parents may not be working directly with their student. Some practices that can help keep students stay safe when working online include: keep student work areas in a public area of the home where internet use can be more easily monitored, talk with your child about the importance of keeping their personal information private and only visit internet sites approved by STARRS Online Academy, make use of internet filtering and other programs that track student access to the internet so that parents can periodically review their child’s web surfing habits. Students or parents who have concerns about internet sites that are required for school should feel free to contact the STARRS Online Academy office or the student technical support team to report the issue for prompt response.

Submission or Posting of Inappropriate Content

Students are not allowed to submit, post, write about, or otherwise promote any inappropriate content in any of their courses. This includes drug-related content, sexually explicit content or anything that violates laws or the generally accepted standards of school appropriateness.

Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must abide by rules established by the course instructor.
- Students must comply with usage instructions communicated orally or in writing by the instructor.
- Students who violate the virtual classroom rules of conduct will be warned by the instructor to correct their behavior. If the student does not comply with the instructor's instructions, they will be removed from the virtual classroom for the rest of the session.

Use of Language and Images

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites.

Personal Respect

Administrators, instructors and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

Defiance

Students should follow the requests of STARRS Online Academy staff. Failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking school rules. Acts of defiance may result in disciplinary action.

Harassment, Intimidation and Bullying

No one should be subjected to harassment at school for any reason. Therefore, it is school policy that all students will deal with all persons in ways which convey respect and dignity. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, slurs or ridicules are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

STARRS Online Academy has a zero tolerance policy towards intimidation, harassment, bullying and/or fighting. Intimidation, harassment, bullying, fighting and racial and/or sexual harassment are violent acts against others. These behaviors will not be tolerated, and the natural consequence is to be barred from interactions with others. The school will promptly and thoroughly investigate reports of harassment and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, the school will act appropriately within the discipline codes of the school and will take reasonable action to end bullying.

Computer and Internet Access

All students must have access to a high-speed internet connection. Computers will be supplied through the home district and a 24/7 tech support line is available. If your computer is in for repairs, speak with the OLM for options. Progress is expected to continue. Options may include using your public library's computer or traveling to one of our educational learning centers to use a computer.

CIPA, FERPA, and COPPA

Our online partner, Edgenuity, ensures the privacy and safety of all students. Edgenuity seeks to maximize every child's potential by transforming the educational experience, and making it accessible, engaging and individualized.

This Privacy Policy lets you know how we collect, use, share and protect information that we may gather from Edgenuity and Edgenuity's other web sites, the Edgenuity Online School ("OLS"), and the websites we manage for schools (collectively, "Sites"). This policy also applies to information that we may collect from you outside of our Sites, such as over the phone, by fax, through conventional mail, or by other means. By using any of the Sites, you agree to accept the terms of this Privacy Policy that are in effect at the time of use, including any provisions pertaining to changes to the Privacy Policy. You can click the link below to visit the SWWC website to view more information on CIPA and Internet Safety. A signature page is included in the enrollment packet to indicate that you agree with the privacy policies.

Investigations

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

Tennesen Warning

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, [pursuant to section 13.82, subdivision 7](#), to a law enforcement officer.

Cheating & Plagiarism

Students who have been determined to have plagiarized or cheated on either their daily work or tests may be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/guardian of the violation as soon as possible. Teachers will also report the situation to an administrator.

Plagiarism is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student didn't actually write (often downloaded from the internet)
- Using smaller bits of information from the internet (cutting and pasting) without giving credit
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. It is the student's responsibility to be aware of plagiarism issues. The district has a practice of using the website www.turnitin.com or other similar websites to check for student originality. Students may be expected to submit their work to one of these sites for credit.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. SWWC 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 [SWWC's Student Medication and Telehealth, Policy 516](#). SWWC will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition

SWWC strives to maintain a learning and working environment 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. SWWC prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on [SWWC's Harassment and Violence Prohibition, Policy 413](#) is included in the Appendix.

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 [SWWC's Student Discipline, Policy 506](#). Please see [SWWC's Hazing Prohibition, Policy 526](#).

Abusive Language and Verbal Assault

It is a violation of school policy to use abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student, including conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.

Discipline will be handled in accordance with SWWC Policy and Guidelines.

Abusive Language and Verbal Assault Discipline Policy

A. Profane, Abusive or Inappropriate Language

- a. Use of profane, abusive, or inappropriate language will not be tolerated. Inappropriate language includes harassing, abusive, and disrespectful language.
 - b. Inappropriate language in casual conversation will result in a warning. Disciplinary action may be taken.
 - c. Profane or abusive language directed at a staff member may result in an automatic suspension and notification of parent/guardian.
 - d. Inappropriate language directed towards a classmate may result in disciplinary action or dismissal from the class for that hour.
- B. Physical Assault/Property Damage/Fighting/Threats
- C. Physical assault on a fellow student or staff member may result in an automatic suspension of up to five days. The police could be notified.
- D. Any property damage may result in an automatic suspension of up to five days. The police could be notified.
- E. Any verbal threat or harassing comment may result in an automatic suspension of up to five days. The police could be notified.

Tobacco-Free Schools

Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

SWWC students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to SWWC discipline. [For detailed information on SWWC's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, see Policy 419.](#) Contact the Director of Alternative Programs if you have questions or wish to report violations.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in SWWC 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. SWWC 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 site administrator 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 SWWC discretion on a case-by-case basis. [View SWWC's School Weapons, Policy 501, for details.](#)

PART IV — HEALTH AND SAFETY

Asbestos Management Plan

SWWC has developed an asbestos management plan. A copy of this plan can be found at each site, as needed.

Emergency Contact Information

Emergency Contact Forms are provided to parents annually. It is the responsibility of the parent/guardian to update the school on changes to the emergency contact information.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled in your home district. 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.

Suicide Prevention Information

Contact the 988 Suicide and Crisis Lifeline if you are experiencing mental health-related distress or are worried about a loved one who may need crisis support.

- Call or text 988
- Chat at 988lifeline.org

Connect with a trained crisis counselor. 988 is confidential, free, and available 24/7/365. Visit the 988 Suicide and Crisis Lifeline for more information at 988lifeline.org.

You can access [SWWC's Suicide Prevention Policy](#) for further information.

Pesticide Application Notice

SWWC may plan to apply pesticide(s) on school property. To the extent SWWC applies certain pesticides, SWWC will provide a notice by September 15 as to SWWC'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, an estimated 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 site administrator.

APPENDICES

Bullying and Cyber Bullying 514

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the ALC or the safety or welfare of the student or other students, 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. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school property and/or with or without the use of SWWC resources.
- B. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- C. False accusations or reports of bullying against another student are prohibited.
- D. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion (warning, suspension, exclusion, expulsion, transfer, remediation). SWWC will act to investigate all complaints of bullying reported within three days of the report.
- E. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. Materially and substantially interferes with a student's educational opportunities, performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- F. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on

school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- G. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to an appropriate staff member. A person may report bullying anonymously.
- H. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, SWWC shall undertake an investigation.
- I. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the resident district and/or SWWC will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

Harassment and Violence Policy 413

The policy of SWWC is 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. SWWC prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other employee of SWWC harasses a student, teacher, administrator, or other employee of SWWC or group of students, teachers, administrators, or other employees of SWWC through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined by this policy. (For purposes of this policy, SWWC personnel includes board members, employees, agents, volunteers, contractors, or persons subject to the supervision and control of SWWC.)

A violation of this policy occurs when any student, teacher, administrator, or employee of SWWC inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other employee of SWWC or group of students, teachers, administrators, or other employees of SWWC based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

SWWC will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national

origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other employee who is found to have violated this policy.

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; or
- the threat to do bodily harm to another with present ability to carry out the threat.

Harassment

Physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, and may include, but is limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other SWWC personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

Sexual Violence

Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, Section

609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.

Sexual Violence may include, but is not limited to:

1. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex.
2. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

Violence

A physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

Harassment and Violence Disciplinary Actions

The disciplinary actions may include, but are not limited to the following:

1. Conference with Site Administration
2. ISS: length determined by Site Administration
3. OSS: length determined by Site Administration
4. Off the bus/ van: length determined by bus/ van driver and Site Administration
5. Police will be notified if deemed necessary by the Site Administration
6. Expulsion may be recommended to the students' home school district for further consideration

Reporting Procedures

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other employee of SWWC or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other employee of SWWC or group of students, teachers, administrators, or other employees of SWWC should report the alleged acts immediately to an appropriate SWWC official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, SWWC may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited and discipline or appropriate action will be taken.

- C. False accusations or reports of violence or harassment against another person are prohibited and discipline or appropriate action will be taken.
- D. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with SWWC policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Title IX Sex Nondiscrimination 522

SWWC does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. SWWC is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

SWWC prohibits sexual harassment that occurs within its education programs and activities. When SWWC has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

This policy applies to sexual harassment that occurs within the SWWC's education program and activities and that is committed by a SWWC employee, student or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of SWWC's education programs and activities.

This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the SWWC's education programs or activities. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.

SWWC's Title IX Coordinator(s)

Primary: Kari Bailey, Interim Director of Human Resources
Phone: 507-537-2292; Email: kari.bailey@swwc.org
Address: 100 London Road, Marshall, MN 56258

Alternate: Cliff Carmody, Executive Director
Phone: 507-537-2251; cliff.carmody@swwc.org
Address: 100 London Road, Marshall, MN 56258

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020. Access our full Policy 522 – Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process.

SWWC Internet Use Agreement

Electronic Information/Internet Use

SWWC's focus is to provide individual users with the understanding and skills needed to use electronic information resources in ways appropriate to their individual educational needs. Concerns about electronic information will be handled the same way as concerns about other educational resources and other SWWC policies also pertain to use of the electronic information system.

User Responsibilities

Privileges: The use of electronic information resources is a privilege not a right. Inappropriate use of these resources may result in loss of computer/network access, disciplinary action, and/or referral to legal authorities.

Acceptable Use: The use of the electronic information system must be in support of the educational mission, goals, and objectives of SWWC.

Prohibited Use: Users are prohibited from using SWWC's electronic information system for the following purposes:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit or receive obscene, abusive, or sexually explicit material.
- To violate any local, state, or federal statute.
- To violate copyright laws or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any district computer.

- To vandalize, damage, or disable the property of another person or organization. This includes, but is not limited to, uploading, downloading, or creation of computer viruses.
- Unauthorized commercial use for financial gain.
- To post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook”, “Twitter”, “Instagram”, etc.

Network Etiquette

Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

1. Be polite. Never send nor encourage others to send abusive messages. School rules regarding harassment apply to electronic communication.
2. Use appropriate language. Users must remember that they are a representative of the district and are on a non-private system. Users must never use vulgar or any other inappropriate language.
3. Use electronic mail appropriately. Email is not guaranteed to be private. Everyone on the system has access to mail. Messages relating to or in support of illegal activities will be reported to the authorities.
4. Do not reveal personal information. This includes a user’s home address, telephone number, password, or social security number. This also applies to others’ personal information or that of organizations.

Security

Users may not use another individual’s account, with or without permission, nor attempt to log on to the system as the system administrator. If a user identifies a security problem, the user shall notify ALC staff or the SWWC system administrator at once. The user shall not demonstrate the problem to other users.

Network storage areas shall be treated like school lockers. The system administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district’s servers will be private.

Network Service

SWWC makes no warranties of any kind, whether express or implied, for the electronic information service it is providing. SWWC will not be responsible for any damages suffered while using the system. These damages may include, but are not limited to, the loss of data as a result of delays, non-deliveries, miss-deliveries, or system interruptions caused by the system or the user’s errors or omissions. Use of any information obtained via the electronic information system is at the user’s own risk.

SWWC specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

Electronic Information Resources Agreement

The proper use of the electronic information system and the educational value to be gained from the proper Internet use is the joint responsibility of students, parents, and employees of SWWC.

This policy requires the permission of and supervision by SWWC's designated professional staff before a student may use a school account or resource to access the internet.

The Electronic Information Resources Agreement form must be read and signed by the user and the parent or guardian. The signed form must be filed with the ALC office prior to a student gaining access.

Parent Responsibility

Parents will be notified that their students will be using SWWC resources/accounts to access email and the Internet, and the ALC will provide parents the option to request alternative activities not requiring email and Internet access. (Compelling State Interests: Health and Safety, Property Loss or Damage, and Legitimate Educational Purpose)

STUDENT

I have read and do understand SWWC policies relating to safety and acceptable use of the school's technology systems and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read SWWC policies relating to safety and acceptable use of the school's technology systems and the Internet. I understand that this access is designed for educational purposes. SWWC has taken precautions to eliminate controversial material. However, I also recognize it is impossible for SWWC to restrict access to all controversial materials and I will not hold SWWC or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Frequently Asked Questions - Minnesota Online Learning

Is OLL open to all Minnesota K-12 students?

This statute allows a public school student residing in Minnesota to apply to a certified OLL provider to enroll in full-time or part-time OLL at no cost to the student. Minnesota Statutes section 124D.095 Subd 3a, articulates the following OLL enrollment parameters: A student age 17 or younger must have the written consent of a parent or guardian to apply.

- No school district or charter school may prohibit a student from applying to enroll in OLL.
- An OLL student may enroll during a single school year in a maximum of 12 semester-long courses or their equivalent delivered by an OLL provider in a comprehensive program or through supplemental OLL up to 50 percent of the student's full schedule of courses per term at their enrolling district.
- A student may exceed the supplemental OLL registration limit if the enrolling district grants permission for additional supplemental OLL enrollment or if there is an agreement between the enrolling district and the OLL provider for these instructional services.

Students who are ineligible for public funding for OLL include nonpublic school students, students taking summer classes, students enrolling in classes above full-time status (e.g., credit recovery) and students who are not physically located in Minnesota. Students may enroll on a tuition basis with an OLL provider if they are ineligible for state public school funding or do not qualify for another public school program.

How many courses can a student take through a certified OLL program?

Supplemental OLL, defined as an online course taken in place of a course period during the regular school day at a local district school, may not exceed 50 percent of the student's full schedule of courses per term at their enrolling district. A student may exceed the supplemental OLL registration limit if the enrolling district grants permission for supplemental OLL enrollment above the limit, or if an agreement is made between the enrolling district and the OLL provider for instructional services.

Students that enroll in a full-time program (open enroll or transfer to a charter school) will take all of their classes and receive all student services through the online school in which they've enrolled. They will receive a high school diploma from this OLL public school.

Where can I find a list of OLL programs in Minnesota for K-12 students?

There are two websites that provide information about public school OLL in Minnesota:

- The Minnesota Department of Education Website has a list of providers and other information about OLL: <http://education.state.mn.us> > academic excellence > school choice > public school choice > online learning
- The ISEEK Website offers information about Minnesota education, careers, employment and business information has a searchable database and information about OLL: <http://www.iseek.org> > K-12 online learning courses

Can a student participate in OLL courses beyond being a full-time student?

Yes. Students can participate at their own expense or at the district's expense, but they will not generate additional funding for the school district.

The enrolling (resident) district may reduce the instructional contact time of an OLL student in proportion to the number of OLL courses the student takes from an OLL provider that is not the enrolling district (M.S. § 124D.095 subd 3d). The statute states that enrollment in additional courses, beyond full-time status, with the OLL provider is permitted under a separate agreement that includes terms for payment of any tuition or course fees. (M.S. § 124D.095 subd 4b3). A public school student must first be offered a reduction of instructional contact time in the enrolling district so that full-time status is not exceeded. If a student/family elects not to reduce instructional contact time to within full-time enrollment, then payment of tuition is allowable.

What school is responsible for comprehensive student enrollment when a student registers for OLL classes outside of their enrolling (local) school?

There are comprehensive OLL programs that provide grade level advancement and grant high school diplomas and others that provide supplemental OLL instruction (grade level progression and comprehensive student enrollment is maintained at the local school). Certain certified OLL programs offer both comprehensive and supplemental enrollment options.

The student and family determine which school (local or online) the student will be enrolled in as a full-time, comprehensive student. Continued enrollment in the local (enrolling) school requires that all grade level and graduation requirements are met at that district, OLL courses are transferred in, and the enrolling school continues to provide non-academic services. A student may access supplemental instruction through OLL up to 50 percent of the student's full schedule of courses per term at their enrolling district and remain enrolled in their local school.

Are there deadlines for student application to OLL and notifications to students and resident districts?

Part-time, Supplemental OLL: In order that a student may enroll in OLL, the student and student's parents must submit an application to the OLL provider and identify the reason

for enrolling in OLL. The OLL provider that accepts a student under this section must, within ten days, notify the student and the enrolling district in writing if the enrolling district is not the OLL provider. The student and family must notify the OLL provider of their intent to enroll in OLL within ten days of acceptance, at which time the student and parent must sign a statement of assurance that they have reviewed the online course or program and understand the expectations of OLL enrollment. The OLL provider must notify the enrolling district of the student's enrollment in OLL in writing on a form provided by MDE (OLL Supplemental Notice of Student Enrollment Form).

Supplemental OLL notification to the enrolling district must include the courses or program, credits to be awarded, the start date of online enrollment, and confirmation that the courses will meet the student's graduation plan. A student may enroll in supplemental OLL courses up to the midpoint of the enrolling district's term. The enrolling district may waive this requirement for special circumstances and upon acceptance by the online provider. (M.S. § 124D.095 Subd 3 a and b).

Full-time or Comprehensive OLL: Students may apply for full-time enrollment in an approved OLL program through open enrollment, agreement between school boards or to an online charter school following enrollment procedures and timelines in Minnesota Statutes § 124D.03 (Enrollment Options), Minnesota Statutes § 124D.08 (School Boards' Approval To Enroll In Nonresident District.) or Minnesota Statute § 124D.10 (Charter School).

How does the student get access to necessary technology for OLL?

An OLL student has the same access to the computer hardware and education software available in a school as all other students in the enrolling district.

An OLL provider must assist an OLL student whose family qualifies for the education tax credit under section 290.0674 to acquire computer hardware and educational software for OLL purposes (M.S. 124D.095 Subd 4c).

OLL programs may provide computer hardware, educational software and stipends for Internet services to enrolled students.

Can home school or nonpublic school students participate in OLL from a certified provider and generate state funding for OLL?

The Omnibus Education Bill (2005) changed funding for OLL such that Minnesota nonpublic school students must become full-time public school students to be eligible to generate funding for OLL courses. If you have specific questions relating to funding, please contact Sharon Peck at (651) 582-8811 or e-mail sharon.peck@state.mn.us.

Nonpublic school students (home and private school students) can generate funding through the shared-time aid law (M.S. § 126 subd. c19), but the students must participate in core curriculum from a public school building. Therefore, nonpublic school students can generate shared-time aid for OLL only for the number of hours they access the course from a computer in a public school building.

Do teachers of online courses need to be licensed in Minnesota?

Yes. A teacher who is properly licensed in Minnesota and highly qualified must assemble and deliver instruction to OLL students enrolled in certified programs. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher with a Minnesota license.

Is there a limit on the number of students enrolling in a single course or program?

Unless the commissioner grants a waiver, a teacher providing OLL instruction must not instruct more than 40 students in any one OLL course or program.

Can an OLL provider limit enrollment?

An OLL provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting or rejecting students' applications.

The Minnesota School Board Association (MSBA) Model Policy 624 provides a summary of the statute as it relates to OLL enrollment for review or approval by school districts. MSBA members can access policies through the following website:
<http://www.mnmsba.org/public/main.cfm>

The law specifically states that no school district or charter school may prohibit a student from applying to enroll in OLL (M.S. § 124D.095 subd 3a).

Can a student participate in extracurricular activities as an OLL student?

Yes, a student can participate at their local district of enrollment when they enroll in supplemental OLL classes.

When a student enrolls in a full-time OLL program, they should contact that school's coordinator to see what arrangements can be made for extracurricular activities based on rules established by the Minnesota State High School League.