

# **SWWC**

---

# **ALTERNATIVE LEARNING CENTERS**

## **Student Handbook 2023-24**

### **ALC – Glencoe**

2389 Hennepin Ave. North  
Glencoe, MN 55336  
Phone: 320-864-9310

### **ALC – Pipestone**

1106 7th St. SE, Suite 2  
Pipestone, MN 56164  
Phone: 507-215-9354

### **ALC – Windom**

1454 6th Ave.  
Windom, MN 56101  
Phone: 507-831-6935

## Table of Contents

Philosophy .....	4
Mission Statement .....	4
Administration.....	5
Daily Schedule .....	5
Program Eligibility .....	5
Enrollment/Registration.....	6
Home District Responsibility .....	6
Parent Responsibility:.....	6
Attendance Policy .....	6
Tardy .....	7
Excused Absences .....	7
Unexcused Absences .....	7
Truancy - Students Under 18 Years Old .....	7
Attendance Incentive Program (9th - 12th graders only) .....	7
Health and Safety .....	8
Illness During the School Day.....	8
Immunizations.....	8
Accidents .....	8
Suicide Prevention Information .....	8
Medication.....	9
Fire Drills, Lockdown Drills and Tornado Drills.....	9
Field Trips.....	9
Electronic Devices/Cell Phones.....	9
Personal Property/Desks/Lockers .....	10
Desks and Lockers .....	10
Personal Possessions and Student's Person .....	10
Open Campus .....	10
Leaving the Building.....	10
Emergency Closing Information .....	11
JMC Instant Alert System for Schools .....	11
ALC – Glencoe: Media Outlets for Weather-Related Announcements .....	11

ALC – Pipestone: Media Outlets for Weather-Related Announcements .....	11
ALC – Windom: Media Outlets for Weather-Related Announcements.....	11
Communication.....	11
Telephone Usage .....	11
Inter-Agency Communication.....	11
Expectations for Student Behavior .....	12
Expected Behavior.....	12
Smoking.....	12
Drugs and Alcohol.....	12
Use of Facilities/Properties.....	13
Dress Code.....	13
False Fire Alarms/Fire Extinguishers/Security System/Bomb Threat .....	14
Bus Conduct .....	14
Weapons/Explosives .....	14
Search and Seizure .....	15
Abusive Language and Verbal Assault.....	16
Abusive Language and Verbal Assault Discipline Policy.....	16
Bullying and Cyber Bullying.....	16
Harassment and Violence .....	17
Definitions .....	18
Assault.....	18
Harassment.....	18
Sexual Harassment.....	18
Sexual Violence .....	19
Violence .....	19
Harassment and Violence Disciplinary Actions .....	19
Reporting Procedures .....	19
Title IX Sex Nondiscrimination .....	20
SWWC’s Title IX Coordinator(s).....	20
Electronic Information/Internet Use .....	21
User Responsibilities.....	21
Privileges.....	21

Acceptable Use .....	21
Prohibited Use .....	21
Network Etiquette .....	22
Security .....	22
Network Service.....	22
Electronic Information Resources Agreement .....	22
Parent Responsibility.....	23
Internet Use Agreement.....	24
Statewide Assessments – Parent Guide/Refusal Form.....	25

## **Philosophy**

The SWWC Alternative Learning Centers (ALC) recognize the unique needs and life circumstances of learners who require an alternative to the traditional school setting. ALC staff offer programming in a safe, caring environment that focuses on meaningful learning experiences and encourage personal growth and self-directed, lifelong learning. We believe that competencies in academic, social and life skills are necessary for an individual to live and work as a responsible citizen. SWWC’s ALCs are designed to provide a second-chance educational option for qualifying students enrolling in quality programming culminating in a high school diploma.

SWWC’s ALCs are State of Minnesota approved programs, not GED programs. The ALCs provide eligible students the opportunity to work toward high school graduation and earn a diploma from their home district.

## **Mission Statement**

The mission of the SWWC ALCs is:

- To provide each learner with the choice to meet high school graduation requirements which includes the mastery of academic, behavioral and communication skills to prepare individuals to become responsible citizens in a multi-cultural society.
- To provide the opportunity for students to develop academically by being aware of individual learning styles and to better evaluate student learning by effectively using performance assessments.
- To provide learners the opportunity to become active and accountable in their educational journey and to provide a learning environment that stimulates creativity and awareness of social skills.
- To prepare the students for employment-now and in the future.

## Administration

Stephanie Strenge, Site Administrator, [stephanie.strenge@swwc.org](mailto:stephanie.strenge@swwc.org)

Liz Deen, Senior Director of Teaching and Learning, [liz.deen@swwc.org](mailto:liz.deen@swwc.org)

Important information regarding rules, regulations, credit requirements and services available are presented in this handbook. Please remember if you have any questions or concerns, call the ALC office and set up an appointment to meet at the school. The ALC offices are open Monday through Friday, 8am – 3pm.

## Daily Schedule

The ALCs operate on an eight-period day Monday through Thursday. Friday provides an opportunity for intervention, independent study time, and open computer lab time to meet the various needs of students enrolled in the ALC programs. Schedules will be individualized each semester to meet graduation and credit requirements set forth in each student's Continual Learning Plan (CLP). Our student school day runs from 8:30am – 2:30pm.

## Program Eligibility

ALCs were established in 1987 by the Minnesota State Legislature as optional education programs available to eligible learners to assist them in succeeding in school, or to learners who wish to complete high school in a nontraditional setting designed to meet the individual needs of learners.

To become an eligible student of an SWWC ALC, students must be between ages 12 and 20, and meet at least one of the following qualifications:

- 1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- 2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- 3) is pregnant or is a parent;
- 4) has been assessed as chemically dependent;
- 5) has been excluded or expelled according to sections [121A.40](#) to [121A.56](#);
- 6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section [124D.69](#);
- 7) is a victim of physical or sexual abuse;
- 8) has experienced mental health problems;
- 9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- 10) speaks English as a second language or is an English learner;
- 11) has withdrawn from school or has been chronically truant; or
- 12) (a) is being treated in a hospital in the seven-county metropolitan area for cancer or other life-threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

(b) A pupil otherwise qualifying under paragraph (a) who is at least 21 years of age and not yet 22 years of age, and is an English learner with an interrupted formal education according to section [I24D.59, subdivision 2a](#), is eligible to participate in the graduation incentives program under section [I24D.68](#) and in concurrent enrollment courses offered under section [I24D.09, subdivision 10](#), and is funded in the same manner as other pupils under this section.

## Enrollment/Registration

### Home District Responsibility

- All agencies, schools, parents, or individuals (18 and over) must contact the ALC Social Worker or Site Administrator to refer a student.
- An orientation meeting will be scheduled to determine eligibility and may include, parent or supportive adults, enrolling student, ALC Site Administrator or Designee, Home District Administration or Designee, and other support staff.
- The home district must provide an updated academic transcript including MCA scores and Home Language Survey.
- The home district must provide the Student Immunization Record.
- The home district must provide the current Individual Education Plan, including assessment information for students receiving special education services. If a student is on an IEP, an IEP meeting must be held prior to admission. This meeting may take place at the same time as the intake meeting.

### Parent Responsibility:

- Upon registration, required health and emergency information form, free/reduced lunch form, release forms, and student Continual Learning Plan must be returned with parent signature.
- Parents must supply updated student immunizations as necessary.

## 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.** Parents have the responsibility of encouraging regular attendance and informing the ALC office by 8:15am in the event of a student's absence. To remain eligible for Work-Based Learning (WBL), a student must be in good standing for attendance (80%).

ALC staff will make one attempt to contact a student's parent/guardian by JMC Alert if a student is absent. If the ALC is not provided with a valid excuse for the absence, the student will receive an unexcused absence for that day.

## **Tardy**

Tardy is defined as a student who arrives after class begins. If a student knows they will be late for class, they are encouraged to call the school and let the office know. (This does not mean the tardy is excused.) After fifteen minutes, the tardy becomes an absence.

## **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 30 calendar days, a doctor's note is required. 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 ALC 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 ALC administration.

## **Unexcused Absences**

Students who miss school without a valid excuse, or who leave school without authorization, will receive an unexcused 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 ALC 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.

## **Attendance Incentive Program (9th - 12th graders only)**

To be released from school on Fridays, students must have NO failing grades (F). All work needs to be turned in to teachers by end of day Thursday.

Friday intervention days are not optional. Students who have work that is overdue or failing grades will be required to be in school. An instant alert will be sent by end of day on Thursday. If students do not show up, they may lose the privilege of open lunch two days the following week. If a student needs to be absent, a parent must call in to provide a valid excuse.

If you are provided transportation, it is up to the student/parent to inform the bus or van driver whether or not you need a ride.

All information about the attendance policy and reward program is subject to change at the discretion of Site Administration.

## **Health and Safety**

### **Illness During the School Day**

If a student becomes ill, the student will report to the school nurse where available or school staff member. The student's temperature will be taken, and they may rest in a quiet area. If the student continues to feel ill, the parent/guardian will be called and asked to come and get their child.

General guidelines are listed below, but exceptions can occur when there are attendance concerns or special health conditions. A student should not come to school (and will be sent home from school) if they have:

- A fever of 100 degrees F or more in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- A skin rash that may be disease related
- Untreated live head lice
- Open/draining skin sores that cannot be covered
- Inflamed and draining eyes or ears until seen by health care provider
- Severe, persistent, uncontrollable cough

### **Immunizations**

All students must have up to date immunizations in accordance with Minnesota State Law.

### **Accidents**

Students should report all accidents immediately to their teacher if they are injured in the classroom. All injuries are to be reported to the office. If medical attention is needed, parents or guardians will be notified. Student will see the school nurse, if needed where available.

### **Suicide Prevention Information**

Our school community is committed to fostering a safe and caring environment where everyone can thrive emotionally, academically, and socially. If you or someone you know is in crisis, please call the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255) or 988. Or Text HOME to 741741. These lines provide 24/7, free and confidential support for people in distress.



## **Medication**

We encourage medication hours to be arranged outside of the school day if at all possible. However, we understand that some students may require prescribed drugs or medication during the school day. ALC staff will administer prescribed medications, except any form of medical cannabis, in accordance with procedures.

The administration of prescription and nonprescription medication or drugs requires a completed signed request from the student's parent. This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The forms for prescription and over the counter medications are available in the office and must be filled out before medications can be administered. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. 152.22, Subd. 6.

Prescription medication must come to the ALC in a container appropriately labeled for the student by the pharmacy. Nonprescription medications must come in the original container. Medication brought in a plastic bag or other container WILL NOT be accepted.

Medications are not to be carried by the student unless there is a written agreement between the ALC and the parent. Medications will be left with the appropriate ALC staff.

The ALC must be notified immediately by the parent or student (if over age 18) in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.

## **Fire Drills, Lockdown Drills and Tornado Drills**

When the building fire alarm is sounded, all students and staff are to exit the building according to the fire exit instructions posted in each classroom. Students and staff are to remain a minimum of three hundred feet from the building until the "all clear" is sounded. Turning in a false fire alarm or bomb scare is a misdemeanor under MN Statute. SWWC will prosecute anyone caught turning in a false alarm.

Pursuant to Minnesota statutes, the SWWC ALCs shall conduct five fire drills, five lockdown drills, and one tornado drill during each school year. ALICE training information will be shared with students at the beginning of the school year and practiced throughout the year.

## **Field Trips**

Students will be required to present to the sponsoring instructor, prior to departure, a permission slip signed by parent/guardian. Students over 18 may sign his/her own permission slip. Students may not arrange their own transportation either to or returning from a field trip.

## **Electronic Devices/Cell Phones**

Cell phones, headphones, CD players, game boys, iPods or other electronic devices will be allowed in classrooms with teacher approval, and during lunch time.

If a staff member sees a student using a cell phone without permission, they will be asked to put the cell phone away IMMEDIATELY.

1. If the student doesn't put phone away immediately, the phone will be taken from the student and put in designated area for the remainder of the day. The student will not get phone back during lunch.
2. If the student REFUSES to give up phone, parents may be called, and an ISS/OSS may result.

Staff reserve the right to collect electronic devices from students that are disruptive to the learning environment at any time throughout the school day.

The ALCs are not responsible for any lost, stolen, or damaged electronic devices.

## **Personal Property/Desks/Lockers**

### **Desks and Lockers**

School desks and lockers are the property of the SWWC. At no time does SWWC relinquish its exclusive control of desks and lockers provided for the convenience of students. Inspection of the interior of desks and lockers may be conducted by ALC staff for any reason at any time, without notice, without student consent, and without a search warrant. Please see the "Search and Seizure" section of this handbook for further information. Students are advised NOT to leave valuables in lockers. Money and other valuables should be left in the office.

### **Personal Possessions and Student's Person**

The personal possessions of students and/or a student's person may be searched when ALC staff 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.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

SWWC is not responsible for lost, stolen or damaged personal property.

### **Open Campus**

The ALCs have an open campus lunch period (not including mid-level students). All students are encouraged to take advantage of the lunch program. Applications for free/reduced lunches are available in the office. If the open lunch period causes students problems, this part of the policy will be reviewed for possible change.

### **Leaving the Building**

Once students arrive for classes, it is expected they will attend all classes as scheduled. If a student leaves the building for a prior arranged reason, the student must sign out before leaving and sign in upon their return. If the student leaves the building without permission, the student will be marked absent for the time missed.

# Emergency Closing Information

## JMC Instant Alert System for Schools

JMC Instant Alert is an essential tool for notification and communication. Within the minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the student, parents or guardians by telephone, cell phone, e-mail, or in any combination. Instant Alert will also be used to notify you of a school closing due to inclement weather.

ALC – Glencoe follows the weather-related decisions made by Glencoe-Silver Lake Schools.

ALC – Pipestone follows the weather-related decisions made by Pipestone Area Schools.

ALC – Windom follows the weather-related decisions made by Windom Public Schools.

## ALC – Glencoe: Media Outlets for Weather-Related Announcements

- TV Channels 4, 5, 9, 10
- WCCO Radio
- KARP/ KGLB/ KDUZ radio

## ALC – Pipestone: Media Outlets for Weather-Related Announcements

- Keloland TV Closeline
- KLOH AM-1050 (Pipestone)

## ALC – Windom: Media Outlets for Weather-Related Announcements

- WCCO Television Channel 4-WCCO.COM (Twin Cities)
- KELO 10 Television Channel – KELOLAND.COM (Sioux Falls)
- KEYC 12 Television Channel – KEYC.COM (Mankato)
- 94.3 FM-KDOM (Windom), 1190 AM-KKOJ (Jackson)
- 95.1 FM-KWOA (Worthington), 105.7 FM-KRAQ (Jackson)
- 106.1 FM-KJOE (Slayton)

# Communication

## Telephone Usage

Phone messages for students will be taken by ALC staff. The phone may be used with permission – before school, during lunch break, after school or at ALC staff discretion.

## Inter-Agency Communication

SWWC's ALCs cooperate and communicate with professional community agencies working with students. A release must be signed by the individual, agency and school administration so information may be shared. Requests made by social service agencies, court services and probation, and law enforcement on individual students will be honored by ALC staff according to M.S. 13, Chapter 32 Section 8.

## **Expectations for Student Behavior**

ALC students are expected to treat others with respect. This standard of behavior applies to all individuals with whom students will have contact while attending classes, including other ALC students and staff, and SWWC ELC students and staff. This also includes being transported to and from school.

### **Expected Behavior**

Students are expected to demonstrate appropriate behavior in school, on the ALC grounds, and at all school activities.

The following points serve as a guideline to help insure the ALCs can function to the best advantage for all students and staff:

- Be present for all scheduled classes.
- Arrive at classes on time.
- Come prepared for class.
- Bring all required materials to class, including paper, pencil, and pen.
- Be attentive to classroom activities.
- Make an effort to be successful.
- Show respect for teachers, staff, other students, and school property.
- Do not engage in activities which disturb the class and school environment.
- Follow the directives of teachers, staff, and school policy.
- Help keep the classroom, building, and grounds clean by not littering.
- Dress appropriately for school environment.

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

- Verbal warning from teacher
- Meeting with Administration
- Serving ISS or OSS
- Student/ Parent conference

### **Smoking**

No smoking or tobacco use in any form will be permitted on ALC grounds, in any school buildings, or on school buses. Students who are seen smoking/vaping or using tobacco products on school property will be reported to Administration. Disciplinary action will be based on place and age of student.

### **Drugs and Alcohol**

The possession or use of drugs or alcohol is a serious violation of state law and is punishable by fines and/or imprisonment. Violators will be reported to the proper authorities including law enforcement, court services, and/or social services.

Students who consume, sell, give away, or have possession of drugs or alcohol on school property or at school sponsored activities may receive the following consequences (but not

limited to the following): meeting with Site Administration, parents contacted, documentation in file (students on probation or involved with social services, court services, and social services will be notified), student dismissed for remainder of day, suspension from school, official withdrawal from the program for one calendar year. Before a student can return to school, a conference consisting of parents, student and Site Administration will be arranged to determine the best course of action. A re-admittance plan will be discussed. If “use” is suspected, a request will be made by the ALC to the parent/guardian to have the student tested as part of re-admittance plan.

### **Use of Facilities/Properties**

We expect students to make the best use of ALC facilities/properties without unnecessary damage or abuse of these resources. If a student is involved in intentionally damaging school property, including stealing, the student will be suspended from classes for a given period of time as determined by ALC Site Administration, along with law enforcement, if needed. Students may be held financially responsible for any damage to school property that they caused.

Students will be provided as much access as possible to SWWC’s learning resources. If it is necessary to use equipment before or after normally scheduled classes, students need to make prior arrangements with ALC staff.

### **Dress Code**

In order to create a respectful climate for learning, the ALCs have developed guidelines for student’s dress. The following are **not** permitted:

- Visible display of undergarments or parts of undergarments;
- Clothes that promote illegal substances or the use of illegal substances;
- Gang or drug paraphernalia
- Clothes that display sexually suggestive pictures, cartoons, words or sentences;
- Clothes with holes or rips that allow underwear to be seen;
- Clothes that reveal a bare midriff or excess amount of skin.
- Bandannas and scarves;
- Coats, jackets, as well as sunglasses, and backpacks, are to be left in designated student area.

If a student wears an article of clothing that is considered inappropriate, the student will be directed to change clothes to an acceptable manner in order to continue the day. If the student refuses to change, the student may be separated from their peers or may be sent home for the remainder of the school day and a parent will be notified. Continued violations will result in further disciplinary action. ALC Site Administration has the final say in any questionable dress code decision.

## **False Fire Alarms/Fire Extinguishers/Security System/Bomb Threat**

Any student who tampers with a fire alarm, fire extinguisher or the security system will be subject to immediate suspension. Parents/guardians will be notified of the infraction.

Turning in a false fire alarm or bomb scare is a misdemeanor under MN Statutes. SWWC will prosecute anyone caught turning in a false alarm. Damage to property due to misuse of fire prevention equipment shall be dealt with according to the Property Damage Policy. (Compelling State Interests: Health & Safety, Property Loss and Damage, and Serious Disruption of the Educational Process).

## **Bus Conduct**

Transportation is not required for ALCs. Parents are responsible for contacting their school to determine if transportation will be provided.

### **Riding a School Bus is a Privilege, Not a Right**

ALC students being transported by a school bus/ van will follow the rules and regulations set by the bus drivers. Bus drivers have the authority to implement and enforce rules of behavior deemed appropriate to assure safety to and from school. Students with chronic behavior problems on the bus may lose the privilege of riding the bus. Students who miss the bus/ van must find their own transportation to school. Student behavior, as defined in this handbook, will be expected on the bus.

## **Weapons/Explosives**

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in an ALC location.

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.

No student shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look alike guns, toy guns, and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

SWWC takes a position of “zero tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the consequences for students possessing, using, or distributing weapons may include but not be limited to:

- Immediate out-of-school suspension;

- Confiscation of the weapon;
- Immediate notification of police;
- Parent or guardian notification;
- Resident district notification; and
- Recommendation to the Director of dismissal for a period of time not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The resident school district board may modify this requirement on a case-by-case basis. (Compelling State Interest: Health and Safety)

### **Search and Seizure**

Students or their property may be searched if staff has a reasonable suspicion that the student is in possession of contraband, illegal substances or something that may be a health and safety hazard. This suspicion may be due to a bulge in a student's pocket, a concern raised by students or staff, unusual behavior, etc. Students should have a lowered expectation of privacy in a public school setting due to the significant health and safety concerns for all students and staff. If contraband, illegal substances, or dangerous objects are taken from a student, these objects cannot be returned to a student. Examples: drugs, cigarettes, vapes, lighters, matches, knives, sharp objects, etc.

Staff may also ask students to give them items which are disruptive to the learning environment. Examples: toys, rubber bands, etc. These disruptive items may be returned to the student at the end of the school day or returned to parent/guardian.

Staff may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant. ALC staff may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

As soon as practicable after a search of personal possessions within a locker or desk pursuant to this policy, ALC staff must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities. (Compelling State Interests: Health and Safety and Serious Disruption of the Educational Process)

## **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**

- 1) 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.
- 2) Physical Assault/Property Damage/Fighting/Threats
  - a. 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.
  - b. Any property damage may result in an automatic suspension of up to five days. The police could be notified.
  - c. Any verbal threat or harassing comment may result in an automatic suspension of up to five days. The police could be notified.

## **Bullying and Cyber Bullying**

- 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**

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; or
3. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

### **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**

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: Abby Polzine, Director of Human Resources  
Phone: 507-537-2243; Email: [Abby.Polzine@swwc.org](mailto:Abby.Polzine@swwc.org)  
Address: 1420 E College Drive Marshall, MN 56258

Alternate: Cliff Carmody, Executive Director  
Phone: 507-537-2251; Email: [Cliff.Carmody@swwc.org](mailto:Cliff.Carmody@swwc.org)

Address: 1420 E College Drive 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.

## **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 ensure 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)

## Internet Use Agreement

I have read and understand the policies relating to safety and acceptable use of the SWWC computer system 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's Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the policies relating to safety and acceptable use of the SWWC computer system 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 acquired on the internet. Further, I hereby give permission to issue an account for my child.

Parent or Guardian's Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SUPERVISING TEACHER

I have read the policies relating to safety and acceptable use of the SWWC computer system and the internet. I agree to promote these policies with the student. Because the student may use the internet on the computer system for individual work or in the context of another, I cannot be held responsible for the student's use of the internet on the network. As the supervising teacher, I do agree to instruct the student on acceptable use of the internet and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Statewide Assessments – Parent Guide/Refusal Form**

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

### Assessments Connect to Standards

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

### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

### ACCESS and Alternate ACCESS for English Learners

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

### Statewide Assessments Help Families and Students

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

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

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

### Taking Statewide Assessments Helps Your Student’s School

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

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

### Student Participation in Statewide Assessments

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

## Consequences of Not Participating in Statewide Assessments

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



[education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

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

### Additional Information

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

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



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

## Statewide Assessment: Parent/Guardian Decision Not to Participate

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

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

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

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