

# Grand Rapids Area Learning Center (ALC) Student Handbook



Our handbook has been formatted to provide students and parents with an easy way to access information about our school and its policies. A copy of this handbook and other important school information is available on the high school website which is located at <https://www.isd318.org/Domain/24>

## **District Policy Information**

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

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

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# PART I: Information

## Arrival and Dismissal Hours

The Area Learning Center is open from 8 AM to 3:30 PM on scheduled school days. Students should not arrive more than 15 minutes early to their first scheduled class. Unless arrangements have been made with a staff member at the ALC, students should leave the building immediately after their last scheduled class has ended.

## Food in the Classrooms

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

## Calendar

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

## Communication Devices/Cameras

Students are allowed to use cellular phones between class periods and during their lunch period. Violations of this policy may result in disciplinary action.

In accordance with MSHSL rules, cell phone use will not be permitted in locker rooms or restrooms. Cameras are not allowed in the locker room or in any place where there is an expectation of privacy during the school day. Phone use during lockdown or fire drills is not allowed. Students are not permitted to take photographs or video footage of any student or staff without expressed written consent of all parties involved. Any such act may result in disciplinary action as determined by administration.

## Concerns & Inquiries

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

## Data Privacy

Personally identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the School District as an administrator, supervisor, instructor or support staff; a person serving on the School Board; a person or company with whom the School District has contracted to perform tasks; or a parent or student serving in an official capacity, such as committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students records in order to fulfill his or her responsibilities.

## 1:1 Student Device Plan

IPADS are not required or mandatory for students at the ALC. Students wishing to utilize a school-issued IPAD should make a request during their enrollment meeting. The IPAD should only be requested if is deemed necessary to assist the students in completing their ALC academic coursework.

## Directory Information

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

### Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook and graduation program
- Honor roll or other recognition lists
- Sports activity sheets, such as wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside

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

### **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

### **Employee Directory**

Area Learning Center staff can be contacted directly, through voice-activated directory, or by contacting the main line at 327-5750. A staff directory and contact information can be found at: [www.isd318.org](http://www.isd318.org)

### **Employment Background Checks**

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

### **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

### **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school

Students should expect to be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

### **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance. Applications for fundraisers are available through the GRHS Activities Office. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

### **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.

## **Graduation Ceremony**

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

## **Interviews of Students by Outside Agencies**

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

## **Lunch**

The Area Learning Center is a closed campus during lunch for freshmen and sophomores. Juniors and Seniors may leave campus for lunch if they are deemed to be in good standing in regards to academics and attendance. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in the main office or in the Food and Nutrition office. For more information regarding eligibility for free and reduced price meals, contact the Food and Nutrition Office at 327-5771.

## **Messages to Students**

Students may use office and classroom telephones with permission, and at staff discretion. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is only allowed between class periods and during a student's lunch period.

## **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Director of Human Resources (327-5708) as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **Parent and Teacher Conferences**

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

## **Prom/Snowball/9th Grade Dance**

Students should expect to show their school-issued identification cards in order to gain entrance to school dances, as well as other functions where staff requires knowledge of student attendance. Juniors and Seniors are able to attend prom; 10<sup>th</sup> grade students may accompany Juniors and Seniors as a *guest*. Ninth grade students are not allowed to attend prom. Only 9th grade GRHS students are allowed to attend the ninth grade dance. Snowball is open to students in grades 10, 11 or 12. Any student requesting a guest to attend a school related dance is required to complete a "Guest Request/Permit" form two (2) weeks prior to event. Outside guests cannot be over the age of 20, and must meet the grade requirements signified above.

## **Public and Media Information/Opt-Out Form ISD No. 318, Grand Rapids, Minnesota**

Our schools are an important part of community life; and as such, the school district and its students deserve a certain amount of attention whether through the media or in conjunction with school district approved web pages. Special events regularly take place at, and in school; we would like to share these activities with the community and other school district patrons through news releases, photographs, videos, other electronic means, and/or on the school district's approved web pages. Often, these news releases and web pages are accompanied by pictures of students taken by school staff, newspaper or media personnel, or other individuals authorized and approved by the school district.

ISD 318's website was established to provide a learning experience for students and staff and an opportunity to communicate with parents, community and other internet users about learning activities and extra ISD 318 pro-curricular activities. The web site provides information about school and activities, including photographs of school events and special awards. School district policy requires that students receiving special services not be included. It is anticipated that the majority of any photographs or video will be of a group nature. Any individual photographs will be discreet. The only exceptions to the above procedure and policy would be with regard to college recruitment, senior pictures, graduation announcements, school related yearbook, drama playbills, and sport activity sheets and programs, etc. The school district will follow the aforementioned procedure, as it considers this information, photographs, videos and other technology showing likenesses of students and student activities to be property

interests of the school district. However, should a parent/guardian choose and elect to opt-out by giving a blanket denial of permission for the intended uses contemplated above with regard to your student, parents/guardians must clearly indicate by filling out a media exclusion form and provide a signature stating no permission is given for the use of your student's likeness for any of the intended purposes. The school district will make all reasonable efforts to respect your request and desire. Should parents/guardians fail to sign this document and have it submitted to the school district offices by October 1<sup>st</sup> of each school year, the school district will proceed in accordance with its normal policies and procedures.

## **Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Grand Rapids School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the activities director (327-5765).

## **School Closing Procedures**

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

## **Searches**

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

## **Lockers and Personal Possessions within a Locker**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

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

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

## **Vehicles on Campus**

### **Patrols and Inspections**

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

## **Search of the Interior of a Student's Motor Vehicle**

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

## **Student Identification Cards**

All students will be issued an identification card at GRHS. Students are expected to have ID cards with them for admission to school events.

## **Student Publications and Materials**

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of school administration. Non-school-sponsored publications may not be distributed without prior approval.

## **Distribution of Non-school-Sponsored Materials on School Premises**

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

## **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" are in part defined as school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors
- Is libelous or slanderous
- Advertises or promotes any product or service not permitted for minors by law
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice
- Is distributed or displayed in violation of time, place, and manner regulations

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

## **Student Records**

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

## **Student Surveys**

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

## **Transportation of Public School Students**

The school district will provide transportation for all resident students who live three fourths of a mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not



provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

### **Extracurricular Transportation**

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

### **Video and Audio Taping**

#### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

#### **Places Other Than Buses**

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

#### **Yearbook Pictures**

Senior yearbook pictures may be omitted if containing the following items:

- Props such as cars/vehicles/boats, musical instruments, sports equipment, etc.
- Face paint, costumes, or accessories
- Weapons of any kind, including rifles, shotguns, knives, etc.
- Group photos

## **PART II - ACADEMICS**

### **Cheating and Plagiarism**

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

### **Field Trips**

Field trips may be offered to supplement student learning. Students who elect to participate in school field trips may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, or emphasize student participation.

### **Graduation Requirements (ISD 318)**

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

<b>High School Level Courses Required for Graduation</b>		
<b>Subject Area</b>	<b>Credits</b>	<b>Explanation</b>
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Linear Algebra is required by the end of eighth grade. Algebra II. A computer science or a career technical education course may fulfill a mathematics credit if the course meets the applicable state academic standards.

Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards either in chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. An agricultural education or business economics course may fulfill a one-half credit if the academic standards for economics are satisfied. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all state or local academic standards in the arts.
Elective Courses	7	(.5 must include Financial Literacy- ISD 318 Requirement)

### Course Credits Required

In order to receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements: Additional ISD 318 requirements: 1.5 credits (Physical Education: 1 credit, Health: .5 credit)

**Credits needed to graduate from ISD 318:  
21.5 State required credits + 1.5 ISD 318 required credits**

**Total required credits = 23 credits**

### Homework/Makeup Work

Students at the Area Learning Center earn their credits by being in their classes and by completing the assigned coursework during class and from one week to the next. Students that miss class are not able to receive homework or make-up work. Students need to turn in their homework to their assigned teachers upon arriving at the ALC in order to potentially receive full credit and to receive the new homework.

For each class a student is scheduled to take at the ALC the following guidelines are followed in regards to NOT completing the assigned homework:

- Student receives a homework warning (behavior referral in Campus)
- Student is placed on a homework contract (stipulations of the contract may vary based on the circumstances)
- Student is dropped from the course for up to four week
- Student is referred back to their home district/school

### Promotion and Retention

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

### Parent Right to Know

If a parent requests, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers. In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments.

## Standards-Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. The refusal form must be submitted annually to the building principal and can be found on the ISD 318 website under the Teaching and Learning tab, go to Assessments and Testing.

## Summer and Night School

The Area Learning Center offers Summer School to area students that are deemed credit deficient at the conclusion of the school year. The student will be referred to the ALC for summer and/or night school by their home district/school. The following are guidelines for a student being eligible to receive summer school instruction.

Grade	Credits Earned*
12	<18
11	<12
10	<5

**\*Exceptions may apply at the ALC Team's discretion**

Night school is also offered at the Area Learning Center. Priority is given to seniors who are credit deficient. The ALC Staff will contact any student/family that would benefit from enrolling in night school.

## Academic Eligibility

Students involved in sports or activities must attend the entirety of the school day in order to be eligible for practice, games, or events. Either the Activities Director or a school principal must approve exceptions to the Academic Eligibility policy. Students involved in GRHS sports and activities must remain in good standing with respect to academics, behaviors, and school attendance.

Specifically, students must:

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

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

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



## 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.

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



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

### 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.)



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

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

#### 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:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

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

## PART III – RULES AND DISCIPLINE

### Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

### What should you do if you are absent?

In the morning of your absence you must have a parent or guardian call school to excuse the absence (327-5750).

### Leaving School

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

### Attendance Policy

If a student has more than one excused absence per quarter, the student may be dropped from the ALC for up to four weeks of class.

### Types of Absences

#### A. Exempt Absences:

- Verified medical appointment (i.e., doctor, dentist, optical, therapy appointments)
- Verified doctors note for illness
- School-sponsored activities
- Outside supported activities (Request an advance absence form)
- Court/Legal
- Funeral - immediate family only

All other absences count toward student absence totals. It is important to note that the final determination of whether or not a student is excused is a decision made by the school.

#### B. Unexcused Absences

- Not classified in the exempt or excused policy
- Absence which has not been verified/approved by the school or parent/guardian
- Leaving campus without following proper checkout procedures.
- Un-communicated absences
- Personal transportation issues
- Oversleeping

### Absence Communication Protocol:

Parent/Guardian must give their student permission for any absence from school. This permission must be given in advance or on the day of the absence. Otherwise, the absence may be considered unexcused.

### Truancy

Truancy from even one hour of class will be considered an unexcused absence. The parents will be notified and the student may receive additional consequences. A child under 17 years of age must attend school (Minnesota Statute 120A.22, Subd. 5). A child 17 years of age may not drop out of school without the permission of their parents (Minnesota Statute 120A.22, Subd. 8). A student demonstrating chronic truancy issues may be referred to the ALC's Truancy Prevention Specialists to institute truancy interventions aimed at improving school attendance

### Tardiness

Tardiness in excess of 10 minutes will be treated as unexcused absences. Getting to the ALC on time is essential for the learning process.

### Chronic Absenteeism

Any student who misses 10% or more of the school year is considered to be chronically absent. This could be for any reason, and often times puts students at risk academically. In order to best serve our students, parents are advised to provide the ALC with any doctor/treatment notes, as well as to communicate with the ALC any conditions that may cause their student(s) to experience chronic absenteeism.

### Participation in Activities

A student must attend school a full school day in order to be allowed to participate in after school activities that day. If a student misses any part of the school day with an excused absence, they may be allowed to participate if:

1. The absence was approved in advance by school administration OR
2. Permission was received from school administration and/or Activities Director upon returning to school

A student must be in good standing academically, behaviorally, and demonstrate regular school attendance to participate in extracurricular activities. In addition to meeting the MSHSL eligibility requirements, for participation, the administration reserves the right to limit participation by students deemed not to be making adequate progress toward graduation.

#### **Request for Advance Absence Review Form:**

If your student is involved in an activity that is not sponsored by the school this form may be filled out requesting the absence(s) be exempt (Example 4-H, dance, missions trip, skiing, archery, etc.) A total of five absences per semester may be granted if this form is filled out in advance and is approved by a principal. Any additional days will be marked as excused rather than exempt.

#### **Bullying Prohibition Policy (Ref. ISD 318 Policy 514)**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district 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 school district 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 act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or employee of the school district shall permit, condone or tolerate bullying.
- C. Apparent permission/consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. 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 or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - a. The developmental ages and maturity levels of the parties involved
  - b. The levels of harm, surrounding circumstances, and nature of the behavior
  - c. Past incidences or past or continuing patterns of behavior
  - d. The relationship between the parties involved; and
  - e. The context in which the alleged incidents occurred.
- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

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. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

#### **Cell Phones and Electronic Devices**

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day except during passing times between class hours and during their lunch. Student use of cell phones or electronic devices in the classroom will be permitted at the discretion of each classroom teacher. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. Use of devices with photo capabilities are prohibited in locker rooms and restrooms. Finally, external speakers (e.g., Bluetooth speakers, amplified stereo devices, etc.) are not permitted at any time. In addition, non-consensual photographing and video recording of students and/or staff without express consent is prohibited. In the event consent to record is given, students may not record:

- Actions or events disruptive to the school activities
- Actions relating to the physical, social, or emotional harm of any peer or adult
- Non-educational events or activities

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

## Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students may be questioned to determine if disciplinary action is required. Students are asked to cooperate in all disciplinary investigations. Failure to do so may result in disciplinary action. Suspected criminal information will be referred to law enforcement. The table below illustrates disciplinary measures that may be taken by school officials in response to behavioral indiscretions. Decisions regarding disciplinary action are made at the discretion of the principal. **Please note that it is impossible to list every behavior that would be unacceptable.** In some situations, the principal may institute in-school suspension (ISS).

Behavior	Consequence	Behavior	Consequence
Alcohol or Drug Use/Possession or Distribution	Disciplinary Action at Administration Discretion; Possible detention, ISS, or OSS; Referral to Law Enforcement	Theft	Disciplinary Action at Administration Discretion; Possible detention, ISS, or OSS; Referral to Law Enforcement
Disruptive Conduct	Restorative Resolution; Parent/Guardian Meeting; Additional Consequences as Necessary; Disciplinary Action at Administration Discretion	Tobacco Use/Possession or Distribution	Disciplinary Action at Administration Discretion; Possible detention, ISS, or OSS; Referral to Law Enforcement
Fighting/Assault	Disciplinary Action at Administration Discretion; Possible detention, ISS, or OSS; Referral to Law Enforcement	Vandalism	Disciplinary Action at Administration Discretion; Possible detention, ISS, or OSS; Restitution; Referral to Law Enforcement
Insubordination	Restorative Resolution; Parent/Guardian Meeting; Additional Consequences as Necessary; Disciplinary Action at Administration Discretion	Violation of Harassment/Discrimination Policy	Disciplinary Action at Administration Discretion; Possible detention, ISS, or OSS; Referral to Law Enforcement
Misuse of Technology	Restorative Resolution; Parent/Guardian Meeting; Additional Consequences as Necessary; Disciplinary Action at Administration Discretion	Weapon Possession	Disciplinary Action at Administration Discretion, Referral to Law Enforcement; Change of Academic Placement

## Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Appropriate for the weather
- Does not create a health or safety hazard.
- Clothing appropriate for the activity

Inappropriate clothing includes, but is not limited to, the following:

- Headgear, including hats, bandanas, flags/capes, or head coverings are not to be worn in the building except with the approval of the building principal (i.e., Students with medical conditions dictating head coverings)
- “Short shorts,” skimpy tank tops, tops that expose the midriff, and clothing that is not in keeping with community standards
- Clothing bearing a message that is lewd, vulgar, or obscene
- Apparel promoting products or activities that are illegal for use by minors



- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, gender, racial, or sexual harassment and/or violence against other individuals as defined in school district policy
- Any apparel or footwear that would damage school property

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, be assigned detention or will be sent home for the day. Repeated dress code violations may result in detention and or suspension. A parent or guardian will be notified.

### **Drug-Free School and Workplace**

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes including vaporizers and any accompanying cartridges, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, synthetics, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, over-the-counter (OTC) drugs, possession of drug paraphernalia constitute violations of this policy. Paraphernalia associated with these chemicals also is prohibited. Violation of this policy will result in confiscation of the product and appropriate disciplinary action. The school district will take appropriate disciplinary action for violations of this policy. District policy is not violated when a person brings a controlled substance (with the exception of marijuana as per district policy—see 506 Student Discipline) which 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. Students who have prescriptions must comply with the school district's "Student Medication" policy found at the district website: [www.isd318.org](http://www.isd318.org).

### **Harassment and Violence Prohibition**

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

### **Hazing Prohibition**

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

### **Internet Acceptable Use**

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

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

### **Law for 18 Year-Old Students**

The Minnesota State MSA 120.06 reads as follows: "The Board of Education of any school district shall provide free educational services to any person between the ages of 18-21 years and may require of that person adherence to rules and regulations applicable to students under the age of 18." This mandates that all students regardless of age must adhere to the policy of the school.

### **Parking on School District Property**

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

- Parking a motor vehicle on school property during the school day is a privilege
- Parking is permitted in designated areas only. For information, contact the main office (327-5750)
- Students are not permitted to use motor vehicles during the school day in any school district locations unless permission has been granted by a building principal
- Students that leave campus without permission in a vehicle may lose their parking privilege and are subject to disciplinary action
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.
- The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a

reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school's student discipline policy.

### **Reasonable Force**

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

### **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

### **Tobacco-Free Schools**

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

### **Vandalism**

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

### **Visitors in District Buildings/on District Property**

Students are not allowed to bring visitors to school with them at the ALC, which includes a student's child. Only the enrolled student should enter the Area Learning Center. Parents/Guardians that would like to schedule a meeting with the principal and/or ALC staff should set up a meeting by contacting the ALC at 327-5750.

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

### **Weapons Prohibition**

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

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

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

### **Asbestos Management Update**

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

### **Confidential Safety Tip Line**

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

### **Crisis Management**

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

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

### **Emergency Contact Information**

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

### **Health Information**

#### **First Aid**

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in three locations within the high school building. One AED is in the hallway near the gym, another is at the top of the main commons stairs and the third is in the Reif. Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases**

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

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

#### **Health Service**

The student health office is staffed by a trained nurse. Students who become sick at school should request a pass to visit the nurse. The nurse’s office is located in the counseling area. In the event of an emergency, call or send a runner to the main office (ext. 1400). The school nurse will arrange for students who get sick at school to go home early. Students are required to check out in the main office prior to departure. A parent/guardian should notify the school on the attendance line (327-5767) if his/her child is unable to attend school because of illness.

#### **Immunizations**

All students must be provide proof of immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the district nurse (327-5760).

## **Medications at School during the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration. While acceptable to possess over-the-counter medication, at no time are students allowed to distribute any type of medication to another student. Violation of this policy will result in the same consequence as distribution of drugs as described on the discipline matrix on page 37.

## **Pesticide Application Notice**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the district nurse (327-5760).

## **Triclosan**

Antibacterial soaps contain a chemical called Triclosan (sometimes called Microban). The hand soap in the School District's dispensers do not contain Triclosan and have minimal fragrance and coloring. In addition, we ask parents who provide antibacterial wipes and other similar products for classroom use to make sure Triclosan or Microban is not an ingredient.