

HANDBOOK

**ZUMBRO EDUCATION DISTRICT
AREA LEARNING CENTER/RESULTS
(ZED ALC)**

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To our Students and Parents:

The Zumbro Education District Area Learning Center (ZED ALC) has been created to provide students with a non-traditional educational opportunity. We desire to see students prepared for school and life. Our mission is to provide our students with the tools for success.

We will accomplish our mission by:

- Being Respectful
- Being Active Learners
- Being Responsible
- Being Positive
- Being Kind, Caring and Understanding

ALC staff members recognize that each student has unique learning needs and life circumstances. We are therefore committed to providing each student with experiences designed to meet his/her unique social and academic needs.

To this end ALC students and staff will work together as a learning community, listening, learning and respecting one another. This handbook will serve as our guide.

Respectfully,

ZED ALC Staff

ZED ALC/RESULTS HANDBOOK

ELIGIBILITY: To be eligible for admission to an Area Learning Center, a student must be in grades 6-12 *or* past their graduation year and under the age of 21. In addition, students must meet at least one of the following graduation incentives (GI) criteria which state that the student:

1. Performs substantially below the performance level for pupils of the same age on a local achievement test;
2. Is at least one year behind in coursework or in obtaining credits for graduation;
3. Is pregnant or a parent;
4. Has been assessed as chemically dependent;
5. Is or has been a victim of physical or sexual abuse;
6. Has experienced mental health problems;
7. Has experienced homelessness anytime within the last six months
8. Has been expelled or excluded according to sections 121A.40 to 121A.56;
9. Speaks English as a second language or has limited English proficiency;
10. Has withdrawn from school or has been chronically truant;
11. Has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69.

REGISTRATION: The school counselor refers students to the ALC if the student is currently in school. (If a student has dropped out of school s/he does not need a school referral and may self-refer.) Counselors complete a referral form with the student and his/her parents/guardians. When ALC staff has received the application, they will contact the school counselor with any questions before arranging a meeting with parents.

If a child is currently receiving special education services, a team meeting including the home school case manager is required to assure that the child's academic needs will be met in the ALC setting.

TRIAL PERIOD: *All students initially entering the ZED ALC are admitted for a thirty-day trial period.* At the end of this period a meeting will be scheduled to determine if the ALC program is appropriate for the student. This determination will be made based on ALC staff and student input and on data showing student progress on the Continual Learning Plan (CLP)(see next section). The student's CLP team members (student, ALC Coordinator or school counselor, student advisor, parents/guardians and, if desired, a representative of the home school district) are expected to attend this 'Continuance meeting'.

If the Continuance meeting results in a recommendation to exit the ALC program, the student will return to his/her home district for other educational options. If the determination is made for the student to continue at the ALC, the CLP may be modified at this time to better reflect student goals.

THE CONTINUAL LEARNING PLAN (CLP): Each student will develop an individualized continual learning plan at the time of registration. Initially broad in scope, the CLP can be modified at any time to reflect specific, individualized learning goals. Modifications are made with the CLP team (student, parent or guardian, student advisor, and program coordinator or school counselor). *Failure to make progress on the CLP may result in a recommendation of termination from the ALC program.*

GRADUATION: Students attending the ALC will be allowed to graduate no earlier than the end of third quarter of their senior year. If enough credit has been earned prior to that time, a meeting will be set up with all stakeholders to determine an after school plan that must be completed in order for the student to graduate. This plan can include: work plan, financial planning courses, leadership training, college preparatory planning and positive relationship courses. The ALC team will approve senior exit plans before students are allowed to leave the program.

ADDITIONAL COURSE OFFERINGS: Students may elect to enroll in elective and other courses within their home district on a space available basis. Students may also enroll in post-secondary courses at approved institutions if they qualify for the Post

Secondary Enrollment Options Program (see ALC school counselor for more information). High school students attending the drug relapse prevention class, or the outpatient treatment program offered through an approved CD program, may also be able to earn ALC elective credit.

CREDITS: Credits and academic standard requirements are determined by the student's home district. The ZED ALC will work with the home district school counselor to determine coursework needed for graduation. The home district grants diplomas. The ALC does not grant its own diploma.

ACADEMIC STANDING: Full time students are expected to pass a minimum of 1.5 credits each quarter. Students earning only 0.5 to 1.0 credits per quarter will be placed on academic probation and must meet the terms of an individualized probationary contract in order to continue at the ALC. The CLP team as part of a CLP modification will develop the probationary contract.

Students who earn 0.0 credits in a quarter are clearly not meeting the minimal requirements of their CLP and may be asked to return to their district to find a more appropriate setting. If there are extenuating circumstances, students failing to earn credit may be able to modify their CLP to meet their needs. In either case, a meeting of the CLP team is required to determine the most effective program placement. Home district administration will be notified that the student is facing ALC withdrawal.

SEAT TIME CLASSES:

All classes during the school day are considered to be seat time classes. Students are expected to attend all classes and complete all work in class. Homework is not required for seat time classes, although make up work may be assigned individually as a homework option.

INDEPENDENT STUDY CLASSES: Independent study classes meet from 3:00 – 6:00 p.m. to accommodate students who are working during the day, are parenting, are

making up a class or who are completing a diploma after their graduation date. These classes meet only once each week/class but involve significant homework. Classes are small and individualized. *Only students over age 16 are eligible for independent study.*

DAYTIME INDEPENDENT STUDY CLASSES: Students can earn credit through Daytime Independent Study. The Director of ZED Alternative Learning Center approves offerings and registration procedures. Student referrals for Independent Study are initiated by classroom teachers and channeled through the counselors, approved by high school administrators and/or the ZED Alternative Learning Center Director. Teacher/Student contact time will be a minimum of 43 hours per quarter. Students will be expected to work independently for 4 hours per hour of seat time. In this program a student can earn 2 credits per quarter upon satisfactory completion of assignments and assessments. Daytime Independent Study courses will be offered on Tuesdays and Wednesdays throughout the school year. Student placement will be limited to certain situations and determined by educational need, through review of the continual learning plan. Students may not request this program, but will be placed if staff sees it as an appropriate setting.

In order to obtain credit, students must:

- Meet the passing standards for the course as indicated by the instructor. Each student will maintain a minimum “C” grade.
- Complete all assessments and hand in all assignments according to the instructor’s directions and timeline.
- Attendance at each class session is essential. Students cannot be issued credit if they have not completed all clock hour requirements, assignments and assessments at a passing standard.
- Adhere to school rules. (Those who do not comply will be dropped from enrollment.)

These regulations may seem strict, but one must understand that this is a concentrated effort to provide credit make-up opportunity in a limited number of class sessions.

LUNCH: Hot lunch is provided at the ALC site by the Byron Schools. All students are encouraged to take advantage of our hot lunch program. Applications for Free/Reduced

lunch are available in the office and at the time of registration. Students may pay for lunches at the ALC office (checks are payable to Byron Schools). Students and parents will be notified when their lunch account drops below \$5.00. ***It is the policy of Byron Schools Food Services that no student will be served lunch if their balance falls below \$0.00.*** It is therefore important to keep up with your lunch account.

Following the Byron High School policy of a closed campus for lunch, students will not be allowed to leave the ALC during the twenty minute lunch period. **All ALC students are required to stay on campus during lunch and breaks.**

SNOW DAYS: Late starts and cancellations of the ZED ALC due to extreme weather generally follow the Byron Public Schools and are announced on local radio and TV stations WCCO and KTTC. Absences due to home school closures, late starts or early dismissals are excused absences. You are expected to attend if ZED ALC is open.

PHONE CALLS: Telephones in the office are available to students before and after school or at lunchtime. Personal phone calls are not allowed during class time. The secretary will notify students of emergency phone calls.

CELL PHONES: Cell phone use is not allowed at the ALC at any time or in any place. **This includes cell phones that can be used for music, internet or television.** If a student is seen with a cell phone, teachers may take the cell phone until the end of the school day. Students may also be expected to leave their phones in the office for the day. Students that refuse to give up their phones will be sent home for the day.

DRIVING AND PARKING: School districts are under no obligation to provide transportation for ALC students. Schools may provide bus transportation if a bus has room and is already transporting other students. Students over the age of 16 who drive to school are asked to park in the parking lot to the south of the school building. Students who drive are asked to fill out a form giving their make of vehicle and license number for liability purposes. Students are responsible for safe driving and lawful behavior.

Reckless driving will be reported to law enforcement and may result in a fine or loss of driving privileges. *Students are not allowed to go to their cars between classes.*

VISITORS AND GUESTS: Families considering the ALC for their students are asked to begin the registration process with their home school counselor. Visits to the ALC are welcome, but we do ask that visits be pre-arranged. All visitors are asked to check in to the office upon arrival. **Students are not allowed to bring friends/guests to school with them.** Parents of enrolled students are encouraged to visit the ZED ALC at any time.

IEP/504 PLANS: Students with Individualized Education Plans (IEP) are eligible to attend the ALC. An IEP meeting must take place before or at the time of registration to be sure the ALC can provide the least restrictive educational environment while meeting all of the terms of the IEP. The home district will provide case management for IEP students enrolled at the ALC.

Students eligible under Section 504 of the Rehabilitation Act of 1974 will have a plan attached to their CLP with individualized accommodations developed to strengthen their academic program. If you have questions about the 504 plans or IEPs, please talk with your student's advisor, the school counselor, or the ALC Coordinator.

MEDICATIONS: Prescription medication may only be administered by ALC personnel, or the school nurse. A written request by a parent/guardian is required along with a completed ZED "Administering Prescription Medication" form, available from the ALC office. Medication must be brought to school by the parent/guardian in the original container in a bottle issued by a pharmacist. Prescription medications will only be administered according to the prescribing physician's orders. The parent/guardian of the student shall assume responsibility for informing the school of any changed in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. Medications will be kept in a locked cabinet at all times.

You are asked to bring a one month supply of controlled substances (i.e. Ritalin, Concerta, Adderall, Celexa, Zoloft, etc.) as these medications have to be counted weekly

and recorded. If any medication remains at the end of the year, it must be picked up by the parent/guardian or it will be discarded. *Medication will NEVER be sent home with a student.*

Non-prescription medications or over-the counter drugs such as Tylenol or Advil may NOT be given without a signed authorization from the parent/guardian. The written permission shall indicate the name of the drug, the dosage and the frequency of the medication. Any administration of an OTC medication will be documented on a flow sheet as are the prescription medications. OTC medication must also be brought in the original purchased sealed container. *Administration of aspirin or aspirin containing products requires a physician's written order, in addition to parental/guardian permission.*

Request for self-administration will be dealt with on an individual basis. Any and all specific exceptions for emergency use of student self-administration must follow ZED policy and must be approved in writing by the ALC Coordinator to that effect.

ATTENDANCE: Students and parents are encouraged to make attendance a top priority. Students are given 4 absences per quarter. Grades are tied to attendance. If a student is gone 5 times in a quarter they will drop one letter grade in each class with 5 absences. At 8 absences they drop two letter grades. At 11 they drop three letter grades and at 15 absences they will fail the class. All absences are determined excused or unexcused by the Principal. Students are expected to be at school on time and remain at school the entire day. Students not in compliance with this expectation will meet with the CLP team to determine alternative actions. If problem continues, disciplinary action will be taken and alternative placement may result. **Students who leave the school without permission will receive After School Detention or In-School Suspension.**

INCENTIVE PROGRAM: An incentive program has been put into place to reward students for positive learning behaviors. This program is meant to encourage students to be active participants in the learning process. When you are seen demonstrating respectful, responsible, positive, kind, caring, understanding and active learning behaviors you will be given a Character Buck to use at the Snack Shack.

TARDINESS/MAKE-UP TIME: Students are expected to arrive at school and each class on time, remain in class and stay until school ends. **Once a student accumulates 4 tardies, they will be required to stay after school in ½ hour increments. Each ½ hour will cancel 3 tardies. If a student does not complete the make-up time, it will be counted as an absence and their grades will be affected.**

CONDUCT

INAPPROPRIATE LANGUAGE: Use of profane, abusive, or inappropriate language will not be tolerated. Continued use will result in disciplinary procedures. Students will be given after school detention if their language continues to be a problem. We are asking that students focus on respectful and respectable behavior and language. **Profane or abusive language directed at a staff member will result in suspension and may result in a charge of disorderly conduct.**

SMOKING/TOBACCO: Students are not allowed to smoke or be in possession of tobacco during the school day. Absolutely no smoking will be allowed in the building, on the grounds, on the parking lot (including within student cars) or within 300 feet of the school building. This is the law and law enforcement will be called. Currently smoking citations stand at \$100.00 each with an additional quit smoking class. The ZED ALC includes extensive tobacco cessation and prevention education as part of its academic program. Any student wishing to quit smoking will be supported and referred to the appropriate programs.

VANDALISM: Students apprehended and judged guilty of vandalizing school or personal property will be required to make monetary restitution in full. By law the student's parents/guardians are also liable for property damage due to vandalism. Disciplinary action may result in suspension, community service for restitution or legal recourse depending on the extent of the vandalism.

DRESS: Students are expected to dress appropriately for school. This includes the following rules.

- Shirts and caps with alcohol, tobacco, drug logos or sexually explicit/offensive sayings are NOT allowed in school.
- Necklaces or other jewelry that displays with any type of drug relation are not allowed to be worn at school.
- Long chains attached to wallets or worn outside the pants are prohibited.
- Shorts must fall below the index finger when arms are at the student's side. Shirts must completely cover the midriff and cleavage.
- Any student whose dress is deemed by the Principal to be a distraction to student learning will be asked to change or leave the building.
- Undergarments must be covered at all times.

Refusal to follow these rules may be grounds for dismissal for the day, with all seat time and work to be made up. Students will be expected to wear a shirt from the office.

FIRE ALARMS, FIRE EXTINGUISHERS, SECURITY SYSTEMS: Any student who tampers with a fire alarm, fire extinguisher or other security system will be subject to immediate suspension of at least three days. Turning in a false fire alarm or bomb threat or tampering with equipment is a misdemeanor in Minnesota and will be prosecuted.

ALCOHOL AND CONTROLLED SUBSTANCES: According to ZED policy, all instances of chemical use/possession must be immediately reported to the student's parents or guardians and to law enforcement officials. Appropriate disciplinary action may include immediate suspension, expulsion, or referral to a medical treatment center.

The ZED ALC includes extensive drug and alcohol education as part of its academic programming. Any student wishing to prevent relapse or seek treatment will be assisted in that regard.

BULLYING/HARASSMENT: The ALC has zero tolerance for bullying or harassment. Any act of bullying or harassment, whether individual or by a group, is prohibited. This applies not only to students who are doing the bullying or harassing, but also to those students who indirectly support the activity. Retaliation against a good faith reporter of is also punishable.

The definition of bullying is: “any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities or performance. Bullying includes conduct against another student that a reasonable person should know has the effect of:

1. Harming a student;
2. Damaging a student’s property’
3. Placing a student in reasonable fear of harm to his or her person or property;
or
4. Creating a hostile educational environment for a student.

Racial, sexual, and religious harassment consist of physical or verbal conduct that

1. Has the effect or purpose of intimidating or creating a hostile environment;
2. Has the purpose or effect of interfering with an individual’s work
3. Otherwise adversely affects an individual’s opportunities.

Reports of bullying and harassment will be fully investigated. Consequences may range from behavioral intervention to suspension or even expulsion. Parents will be immediately notified of any investigation.

Very occasionally, a student may be reported for assault. Assault is defined as:

1. An act done with intent to cause fear in another of immediate bodily harm or death.
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

All charges of harassment, bullying, and assault will lead to pending district investigation procedures and in disciplinary action ranging from a warning to expulsion.

ACTS OF INSUBORDINATION: Insubordination is the act of a student deliberately disobeying a teacher, administrator, and other school district staff. Acts of insubordination will not be tolerated. Students are expected to maintain a high level of respect at all times. Failure to comply with school staff will result in varying levels of school discipline.

BUS CONDUCT: Bus drivers have the authority to implement and enforce rules of behavior that assure student safety to and from school. Students with chronic behavior problems on the bus may be suspended from riding or lose the privilege of riding the bus altogether. The ALC supports the bus companies in their decisions regarding student behavior on the buses.

WEAPONS: The Zumbro Education District ALC takes a strict zero tolerance in regard to possession, use, or distribution of weapons by students. The mandated minimum consequence is:

1. Immediate out of school suspension;
2. Confiscation of the weapon;
3. Immediate notification of law enforcement;
4. Immediate notification of parent or guardian;
5. Recommendation to the executive director of dismissal for a period of time not to exceed one year.

Under certain circumstances, the Executive Director may determine a lesser consequence. In most cases, a one-year expulsion will be handed down.

“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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.”

TECHNOLOGY: Computer technology is growing by leaps and bounds. Used correctly, technology is a powerful tool for personal advancement and career building. Used incorrectly, it can destroy lives. The ZED ALC uses filters to block inappropriate sites, but there are always new sites popping up. Students are prohibited from using personal sites such as Myspace.com, Facebook or personal e-mail in school.

The use of computers and the Internet are privileges, not rights. The ALC offers students computers for educational purposes, including classroom instructional activities and educational research.

The following uses of computers/internet are considered to be unacceptable and may result in severe consequences. Users will not use the education district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
4. Information or materials that could cause damage or danger of disruption to the educational process;
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

Further, users will not use the Education District system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

Consequences for misuse of technology will result in disciplinary action ranging from being barred from computer use for a period of time to suspension to possible expulsion for the threatening or malicious use/transmission of information.

DISCIPLINARY ACTIONS: The ultimate goal of discipline is to teach responsible, respectful, and self-directed behavior. The primary goal is to maintain an emotionally and physically safe learning environment for all ALC students. These are some of the behavior interventions we have in place at the ALC.

1. Behavioral contract
2. Behavior Intervention (with counselor, coordinator, teacher)
3. Parental notification of misbehavior
4. Parent conference
5. CLP team conference and modification
6. Shortened school day
7. In-school suspension
8. After or before school detention
9. Removal to office to finish class work
10. Removal to office for disciplinary intervention
11. Community service/restitution—Saturday School
12. Suspension (for more serious offenses)
13. Law enforcement (for serious offenses)
14. Expulsion (for the most serious offenses)

ADDITIONAL INFORMATION

BACKGROUND CHECKS: In compliance with M.S. 123B.03, ZED ALC informs parents and students that extensive background checks are completed on all staff and volunteers that provide services to students in any manner. ZED ALC uses the services of a company called Orange Tree. This company conducts an in depth background check, using multiple sources. If there are questions or concerns, please contact the coordinator immediately.

ITEMS NOT COVERED IN THIS HANDBOOK: It is impossible to address every situation or circumstance that may arise during the school year. This handbook is meant to serve as a guide for students, staff, and parents. Additional policies may be added and implemented as necessary to maintain a safe learning environment for the students.

ZED Area Learning Center/Results

**630 First Avenue NW
Byron, MN 55920**

Telephone: 507-775-2083
FAX: 507-775-2168

Blooming Prairie Byron Kasson-Mantorville Hayfield Pine Island Triton Stewartville

**ZED ALC
HANDBOOK ACKNOWLEDGEMENT**

Student: _____ **Date:** _____

The ZED ALC Handbook has been read, explained and discussed with an ALC staff member. We agree to abide by the rules set out in the handbook.

Administrator/Designee Signature: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Student: _____ **Date:** _____

The ZED ALC Handbook belongs to the student and his/her family. A copy of this form will be retained in the student folder.