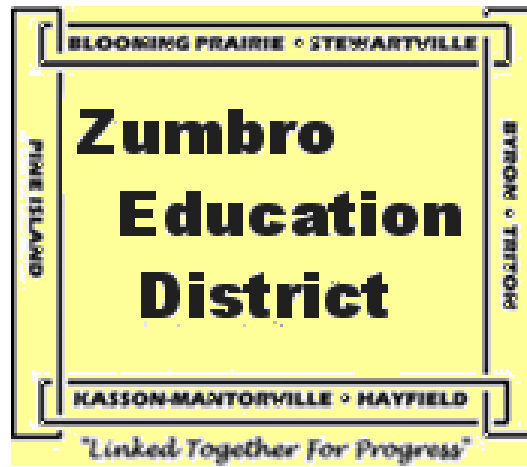


# ZED SOUTH CAMPUS



**2011- 2012**  
**STUDENT HANDBOOK**



**Futures/Choice/Circle/Connection  
And  
Transition 2 Success**

Zumbro Education District South Campus  
221 2<sup>nd</sup> Ave SW  
Byron, MN 5920  
[www.zumbroed.org](http://www.zumbroed.org)

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507-775-2108

# GENERAL INFORMATION

**ATTENDANCE:** Attendance is an important part of our program. If you are going to miss due to illness, medical appointment or other emergency situation please call the school office to report your absence. If you know ahead of time please let the office know.

## **EXCUSED ABSENCES**

These absences are subject to administrative authorization. The authority to decide whether an absence is excused or unexcused rests with the building principal. Absences normally excused include:

1. Illness. A physician's statement may be required at the discretion of the building principal.
2. Medical, dental, legal and other professional appointments, excluding photographers.
3. Family emergencies. \* **Multiple or frequent requests may be denied.\***
4. Religious observances.
5. Parent/guardian requests. These absences will be excused at the discretion of the administrator. \* **Multiple or frequent requests may be denied.\***
6. In or out-of-school suspensions imposed by the administrator.

## **UNEXCUSED ABSENCES**

All unauthorized absences are unexcused absences. These absences are subject to intervention procedures that may include, but are not limited to:

1. After 3 unexcused absences a letter will be sent out to students IEP team members.
2. After 5 unexcused absences a team meeting will be called.
3. After 7 unexcused absences the student will be referred to their county of residence truancy officer.

**CELL PHONES:** Student cell phone use is not allowed at South Campus programs 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 that refuse to give up their phones will have appropriate disciplinary action taken.

**CLOSED CAMPUS:** All Zumbro Education District campuses are closed campuses. Upon student arrival until 3:00 pm all students will remain on campus during the school day unless leaving as part of an educational experience. All students are required to stay in the building at all appropriate times.

**CHEMICAL POLICY:** A student shall not knowingly buy, sell, possess, use, transmit, be under the influence of, smell of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, prescription drug or any other illegal drug or drug paraphernalia of any kind while on school property (including buses or while attending school sponsored functions.)

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 will be taken in school; which may include immediate suspension, and or expulsion.

**CONFERENCES:** Conferences will be held at parent or teacher request.

**CREDITS/GRADUATION:** Graduation requirements are based on the student's resident district requirements. While students attend South Campus programs they will receive credit that works towards fulfillment of their resident district requirements.

**DAILY ANNOUNCEMENTS:** Daily announcements are posted each morning for students to review. They are also covered in morning meetings.

**DAILY SCHEDULE:** Classes will begin at 8:00 a.m. and run until 3:00 p.m.

**DRESS CODE:**

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

- Shirts and caps with alcohol, tobacco, or drug logos or sexually explicit/offensive sayings are NOT allowed in 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. Pants must cover the buttocks and undergarments.
- Undergarments must be covered at all times.
- Any student whose dress is deemed by the Coordinator to be a distraction to student learning will be asked to change or leave the building.
- Hats are NOT allowed to be worn during the school day while at South Campus.

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.

**EMERGENCY PROCEDURES:** By state law the school is required to practice a number of fire, tornado and lockdown drills. Specific directions will be posted in each classroom for all drill. Students are expected to participate in all drills.

**FOOD AND BEVERAGE:** All food and beverage need to be consumed in the commons area during lunch. Food and beverage are **NOT allowed** in the hallways or the classrooms unless provided for a classroom activity.

**GRADING:** Students grades will be reported formally at least a quarter.

**ID CARDS:** Will be provided by South Campus after student pictures are taken.

**INTERNET/TECHNOLOGY USE:** Internet access at South Campus a privilege, not a right. Students may access the Internet for educational purposes only, under staff supervision.

The following uses of computers/internet are considered to be unacceptable and may result in severe consequence. 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.

There is no expectation of privacy on student computers. Violation of any of these rules will be grounds for disciplinary action ranging from being suspended from computer use for a time period to more severe consequences.

**LOCKERS:** Students will be provided with a cubby and coat hook in the hallway or classroom. This is not a lockable space. **Money or valuables should not be left in them.** If you bring valuables please give them to staff for safekeeping. Bigger items may be stored in the classroom.

**LUNCH:** Hot lunch is provided at the South Campus by Taher Foods through Byron Public 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 ZED South 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.

**MEDICATION:** Prescription medication may only be administered by authorized 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 South Campus 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 changes 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.*

**MESSAGES/PHONE CALLS:** Telephones are available in the office for student use before school, after school, and at lunchtime. Personal phone calls are not allowed during class time. Emergency message from parents will be taken by the secretary and delivered to students.

**MP3/IPODS/MUSIC DEVICES:** Student use of musical devices is not allowed at South Campus at any time or in any place. **This includes all MP3 players, Ipods/Ipads, cell phones that can be used for music, internet or television.** If a student is seen with a musical device, teachers may take it until the end of the school day. Students that refuse to give up their musical device will have appropriate disciplinary actions will be taken.

**SNOW DAYS:** Late starts and cancellations of the ZED South Campus 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. If home school districts are

running on late and ZED South is on time, your local bus will bring you at the late start time. If your district is closing early you will follow that same schedule.

**VISITORS/GUESTS:** Visits to the South Campus 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 South Campus at any time.

## **BEHAVIORAL GUIDELINES:**

All behavior at ZED South Campus should reflect courtesy, decency and a sensitivity to the rights and needs of others and is expected of all individuals at all times.

**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.

Consequence: Parent/guardian conference, suspension, consideration for expulsion, police referral.

**BULLYING AND HARASSMENT:** The ZED South Campus 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 expulsion.

**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. As transportation is an IEP service bus conduct problems may require an IEP team meeting. The District supports the bus companies in their decisions regarding student behavior on the buses.

**Students are not allowed to ride home on any other bus other than their assigned resident district bus.**

**CHEMICAL POLICY:** A student shall not knowingly buy, sell, possess, use, transmit, be under the influence of, smell of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, prescription drug or any other illegal drug or drug paraphernalia of any kind while on school property (including buses or while attending school sponsored functions.)

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 will be taken in school.

**FALSE ALARMS:** Any student who tampers with a fire alarm, fire extinguisher or other security system will be subject to immediate disciplinary action. Turning in a false fire alarm, bomb threat or tampering with equipment is a misdemeanor in Minnesota and may be prosecuted.

**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.

**THEFT/VANDALISM:** In creating a culture of respect, students who are caught taking items from another or are in possession of the property of another will be referred to the coordinator and the following consequences may occur. A parent/guardian conference, suspension, restitution, consideration of expulsion, police liaison referral.

**WEAPONS:** The Zumbro Education District South Campus 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-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.”

## **ADDITIONAL INFORMATION**

**BACKGROUND CHECKS:** In compliance with M.S. 123B.03, ZED South Campus informs parents and students that extensive background checks are completed on all staff and volunteers that provide services to students in any manner. ZED South Campus 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.

**PARENT /GUARDIAN/STUDENT SIGNATURES BEHAVIOR AND DISCIPLINE POLICIES**

**Purpose:** Parent/guardian signatures showing that they are in agreement with the Behavior and Discipline Policies of Zumbro Education District Programs. These include board approved policies as stated in the student handbook. In addition:

1. Students who are showing problem behaviors and who do not have IEP accommodations and are not responding to teacher requests will be directed to go to the main office. The program coordinator, social worker and the teaching team will then meet to consider what the student needs in response to the misbehavior. Parents and guardians may be contacted as needed to help plan a response for the student.
2. Students may be suspended from school in response to unsafe actions that cause harm to self, others, or property.
3. Students will be suspended from school if they break rules or laws regarding weapons, or drugs of any kind including tobacco and alcohol products, as well as prescription medicine.

**Parent/Guardian Signature:**

I have reviewed and understand the behavior and policies that will be used with my child. I understand that no disciplinary procedure beyond these will be used without my consent. I understand that my child’s IEP may be revised to address chronic problems with behavior.

**Parent/Guardian Signature:** \_\_\_\_\_

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

Student Signatures: (When age appropriate), indicate that parents/guardians have reviewed the policies with their child.

**Student Signature:** \_\_\_\_\_

**INTERNET USE AGREEMENT**

**STUDENT**

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

User's Full Name (please print): \_\_\_\_\_

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

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

**PARENT OR GUARDIAN**

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

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

Parent or Guardian's Signature: \_\_\_\_\_

**CHEMICAL FREE ENVIRONMENT**

The Zumbro Education District Program is a chemical use free environment. This includes any place or time when the home school district or the Education District is responsible for the safety and supervision of students. School bus, parks, or other community settings are included.

Possession or use of tobacco, alcohol, and drug products is not allowed and will result in the following:

1. Law enforcement authorities will be contacted,
2. Parents and guardians will be contacted by phone and by letter, and
3. Repeated offenses will result in a school meeting or a special education staffing to determine if the program is an appropriate setting for the student.

**I have read and reviewed the Tobacco, Alcohol, and Drug Policy with my child.**

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**Parent/Guardian Signature**

**Date**

**My parent/guardian has reviewed the Tobacco, Alcohol, and Drug Policy with me.**

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**Student Signature**

**Date**

**PHOTOGRAPHY AND VIDEO RELEASE**

Zumbro Education District Programs, Area Learning Center, Connections, Futures & CHOICE, Transition 2 Success and Results, students may be photographed and/or videotaped for instructional and educational purposes.

Please check appropriate box, sign, date and return for your student.

Name of student: \_\_\_\_\_

Yes, I give my permission for Zumbro Education District to photograph or videotape my child for instructional and educational purposes.

No, I do not give permission to Zumbro Education District to photograph or videotape my child.

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

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

## CELL PHONE POLICY

**Student cell phone use is not allowed at South Campus programs 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 that refuse to give up their phones will have appropriate disciplinary action taken.**

## DRESS CODE POLICY

### **DRESS CODE:**

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

- Shirts and caps with alcohol, tobacco, or drug logos or sexually explicit/offensive sayings are NOT allowed in 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. Pants must cover the buttocks.
- Undergarments must be covered at all times.
- Any student whose dress is deemed by the Coordinator to be a distraction to student learning will be asked to change or leave the building.

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.

## MP3/IPODS/MUSIC DEVICES

Student use of musical devices is not allowed at South Campus at any time or in any place. **This includes all MP3 players, Ipods/Ipads, cell phones that can be used for music, internet or television.** If a student is seen with a musical device, teachers may take it until the end of the school day. Students that refuse to give up their musical device will have appropriate disciplinary actions will be taken.

**I have read and reviewed the changes in the Cell Phone Policy, Dress Code, and MP3/IPODS/Music devices with my child.**

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Parent/Guardian Signature

Date

**My parent/guardian has reviewed the Cell Phone Policy, Dress Code, and MP3/IPODS/Music devices with me.**

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Student Signature

Date

**ZUMBRO EDUCATION DISTRICT – EMERGENCY CARD**

This information will be used in the case of an emergency. Please fill out the card completely. PRINT CLEARLY. A new card should be filled out any time there are changes made.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_  
Position \_\_\_\_\_ Building \_\_\_\_\_

Contact #1	Contact #2
Name _____	Name _____
Relationship _____	Relationship _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Street Address _____	Street Address _____
City, State _____	City, State _____

Health Insurance Provider \_\_\_\_\_

Family Doctor \_\_\_\_\_ Doctor's Phone \_\_\_\_\_

Medical Alert Information: Please list any special health concerns. (if more space is needed, use back of form)

Allergies: \_\_\_\_\_ Medications taken regularly \_\_\_\_\_

Special Concerns (example: pacemaker, asthma, etc) \_\_\_\_\_  
\_\_\_\_\_

- In the event of a medical emergency 911 emergency services will be contacted immediately. If your child requires emergency medical attention you will be contacted as soon as possible after 911 has been contacted.

Transport my child to:

\_\_\_\_\_  
(Hospital of Choice)

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

## PRIVATE INFORMATION AND PARENT/GUARDIAN RIGHT TO INFORMATION

Private information can be shared by students with the School Social Worker while the student is receiving individual or group counseling that is scheduled through the IEP, or when the student uses the Counseling Pass option of the Behavior and Discipline Policy.

It is a belief of the program that, to the greatest extent possible, parents/guardians are in partnership with the staff of the program. In this partnership all information needed to help the student achieve the goals of their IEP. There are times when sharing of information is restricted by law. These include:

- The student is 18 or over,
- When the sharing of the information could lead to physical or emotional harm of the student,
- When the information pertains to medical, dental or other health services, (Minnesota Statutes, sections 144.341 to 144.347), unless failure to share the information would seriously jeopardize the health of the student, and
- When the student who is under 18 requests that information not be shared with parent/guardians and the request meets at least one of the following requirements:
  1. The student is of the sufficient age and maturity to be able to explain the reasons for and to understand the consequences of the request.
  2. The personal situation of the minor is such that granting the request may protect the student from physical or emotional harm.
  3. There are grounds to believe that the student's request is reasonably accurate.
  4. That the nature of the information is of such a nature that sharing the information could lead to physical or emotional harm of the student.

### Parent/Guardian Signature

I have read, or I have had read to me, the policy regarding private information. I understand that private information can be collected. I also understand that the Zumbro Education District Programs must follow federal and state laws for sharing or not sharing private information with parents/guardians.

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Parent/Guardian Signature Date

---

Student age 18 or over Date

**Zumbro Education District Programs**  
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**(T) 507-775-2108 (F) 507-775-2344**

# **Zumbro Education District 2011-2012 School Calendar**