

**ZED ALC**  
**STUDENT HANDBOOK**

**ZUMBRO EDUCATION DISTRICT**  
**AREA LEARNING CENTER/RESULTS**

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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 living up to our Phoenix C.R.E.E.D.:



- **C**ommunicate with respect
- **R**esponsible for our actions
- **E**mpathy towards others
- **E**ffort, when times are tough
- **D**emonstrate active problem-solving

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,

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# **PBIS - A General Overview**

School-wide Positive Behavior Instruction and Supports (PBIS) is a prevention model. It is based on the premise that all students can benefit from well implemented, evidence-based practices for improving student behavior. School-wide PBIS provides a comprehensive framework that can be used by any school to design their own system of behavioral supports for all students. It also provides informed decision making, based upon data analysis that guides the process of assessing student needs and providing additional levels of behavioral support to students in need.

## **Schools are discovering that PBIS:**

- helps to create a positive school climate,
- addresses the behavioral needs of all students with proven, easy to implement strategies,
- allows the school to create the "right fit for them, so that practices are
- appropriate to the context and sustainable over time,
- results in increased time for instruction and fewer disciplinary incidents,
- is viable and does not have to overwhelm staff given the limited time and resources that schools are experiencing, and
- is affordable.

Schools that implement PBIS focus on taking a team-based, systematic approach, and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

### **1. Behavioral Expectations are Defined**

A small number of clearly defined behavioral expectations are defined in positive, simple rules, such as the ZED ALC CREED:

### **2. Behavioral Expectations are Taught**

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula.

### **3. Appropriate Behaviors are Acknowledged**

Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis.

### **4. Behavior Errors are corrected Proactively**

When students violate behavioral expectations, clear procedures are needed for providing them with feedback, and preventing their unacceptable behavior from resulting in inadvertent rewards. Students, teachers, parents, and administrators all should be able to predict what will occur when behavioral errors are identified.

## **PBIS: Student, Faculty, and Administrator Responsibilities**

### **1. Student Responsibilities**

Communicate with respect  
Responsible for our actions  
Empathy towards others  
Effort, when times are tough  
Demonstrate active problem-solving

### **2. Faculty Responsibilities**

- Faculty will teach, model, and practice each of the school-wide behavioral expectations and reteach these expectations throughout the year as needed.
- Faculty will establish their own classroom expectations based upon the school-wide expectations by developing a classroom matrix that will be posted in the teachers classroom.
- Faculty will use the PBIS leadership team and school administrators when working with students who fail to meet school-wide and/or classroom expectations. Faculty will use ZED ALC PBIS established acknowledgement system for recognizing students who meet and/or exceed the ZED ALC's school-wide and classroom expectations.

### **3. Administrator Responsibilities**

Administrators will circulate among students and observe to see that they are meeting school-wide expectations in all non-classroom settings of the school.

Administrators will talk with students and provide feedback based on the school-wide expectations. Administrators will follow school-wide discipline procedures for handling infractions of school-wide expectations. Administrators will help students settle problems safely, respectfully, and responsibly. Administrators will use the PBIS team, the Three-Tiered Model, and the Behavioral flowchart when working with students who fail to meet school-wide expectations. Administrators will develop and/or use the PBIS acknowledgement system for recognizing students who meet and/or exceed school-wide and classroom expectations.

## **CREED, School-wide Acknowledgement System**

A major aspect of our CREED is our school-wide system where we recognizing students' positive behaviors. At the ALC, it is a responsibility of each and every staff member to acknowledge and reinforce students who are following school-wide expectations. Here's how it works!

As a staff member goes about their day, when they observe a student displaying a CREED behavior they will talk with the student to inform what behavior the student used to live up to the ALC CREED.

Example: A teacher sees a student pick up a piece of garbage in the cafeteria and throw it in the proper trash/recycling can. The staff member will give that student a Phoenix Hero ticket for showing empathy by keeping the cafeteria clean for others to enjoy.

The Phoenix Hero Ticket will include the student's name, the positive behavior they displayed, the time of day they made this choice, the location where this positive behavior occurred and the name of the teacher who observed this behavior.

Then, the student will bring the Phoenix Hero Ticket to the main office where the ticket will be placed in a box.

Each Friday, multiple tickets will be chosen during our lunch time. Each student who is chosen will grab a treat from the CREED closet or choose other prizes that are more relationship based, such as eating lunch with their favorite staff member, having a special lunch with a few friends in a location in the school other than the cafeteria.

## 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.
- 12.

**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 Principal 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 Seat Time program, the student may be placed into a modified schedule at the ALC or 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 with their Advisor. 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 the second 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 or moved to one of the ALC's Independent Study Programs. 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 or change of placement.

**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.

**AFTERNOON/EVENING INDEPENDENT STUDY CLASSES:** Independent study classes meet on Monday and Tuesday from 3:00 – 6:00 p.m. This program is designed 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. *Only students over age 16 are eligible for this afternoon/evening independent study.*

**INDEPENDENT LEARNING PROGRAM - (ILP):** Students have the option of using the ILP to earn credit towards graduation. The ILP is a hybrid program, sometimes referred to as a blended program, where students attend a portion of their teacher/contact in an organized class. The other portion of the time the student would be working independently. Therefore, a student will have some classes that are seat-based and some classes that are more Independent in nature. This program offers daily schedule that are flexible and may include direct instruction in person or via electronic means weekly. Additional collaborative work may regularly take place with parents, coworkers and administrators to ensure the high academic performance and achievement of these students. The teacher provides direct differentiated instruction to students and provides positive and consistent classroom management and behavioral intervention and support. In this program, a student will be assigned 4 classes at a time. The student is required to complete the four classes during a 9 week period. The ILP supervising teacher will work with the student to establish weekly academic and school success (behavior/attendance) goals. The teacher will then meet with the student weekly to monitor the students academic progress. The ILP teacher will send a progress home on Friday to the student's parent(s).

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**LUNCH/BREAKFAST:** Hot lunch and a simple breakfast are provided at the ALC site by the Byron Schools. All students are encouraged to take advantage of the food 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 \$4.50. 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.

**CELL PHONES:** Cell phone use is only allowed at the ALC during the lunch hour or at the direction of a staff member. This includes cell phones that can be used for music, internet or television. If a student violates this policy, staff may confiscate the cell phone. The cell phone will be kept in the office until the end of the school 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 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.*

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. 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.

**TESTING:** Students at the ZED ALC are required to participate in a number of tests throughout the school year. Students causing disruptions will receive disciplinary action. Minnesota Statutes, section 120B.31, subdivision 4a was revised in the 2017 legislative session. **As a result, MDE has updated its Parent Guardian Guide to Statewide Testing and Refusal to Test Form. Form can be found at the end of this handbook.**

## 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 and a change of placement.**

**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 can provide information for tobacco cessation and prevention education on request. 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.**
- **Students do have the option to wear an appropriate shirt offered by the ALC office to cover up distracting material or apparel.**
- 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.

**FIRE ALARMS, FIRE EXTINGUISHERS, and 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.

Any student wishing to prevent relapse or seek treatment will be assisted in that regard.

**BULLYING/HARASSMENT:** Any act of bullying or harassment, whether individual or by a group, is prohibited on school district property or at school-related functions. 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 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.

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another student, teacher, administrator, volunteer, contractor or other employee of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, video or web site postings including blogs, social networks or any other social media sites, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

Bullying includes conduct against another student that a reasonable person should know has the effect of:

- Bullying is intimidating, threatening, abusive or hurtful conduct
- It is objectively offensive and
- The conduct involves an imbalance of power and is repeated or
- The conduct materially and substantially interferes with a student’s education or ability to participate in school activities.

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.

**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:** 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, Twitter, Craigslist, 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. Restorative conference and/or conflict mediation
9. Removal to office to finish class work
10. Removal to office for disciplinary intervention
11. Community service/restitution
12. Suspension (for more serious offenses)
13. Law enforcement (for serious offenses)
14. Expulsion (for the most serious offenses)

### **ADDITIONAL INFORMATION**

**MENTAL HEALTH:** Students seeking information regarding mental health screening or professional services may obtain them through the school counselor or school social worker. A complete listing of public and private agencies providing mental health screening, crisis or other services will be made available, including access to the School-Linked Mental Health offered through Fernbrook Family Center.

**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.

