

# River Bend Area Learning Center Online Program

## Student Handbook



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New Ulm, MN**

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**EMPLOYEE BACKGROUND CHECK:**

At the beginning of each school year or when a student enrolls, the school hiring authority must inform parents/guardians about the policy requiring a criminal history background check on all employees and individuals who provide services to the school. Effective September 1, 2008, under Minn. Stat. 123B.03, subds. 1 and 2 are amended to require criminal background checks of all individuals offered school employment, including those who volunteer, or provide athletic or other extracurricular academic coaching services, regardless of whether compensation is paid. All employees and volunteers who work with students will have a background check completed at their expense before they would be able to work or volunteer at the River Bend Education District Programs.

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# **MISSION STATEMENT**

**Our mission encourages and supports collaboration among the schools, families, businesses and community.**

The success of every learner is the primary mission of River Bend Area Learning Center Online Program.

River Bend Area Learning Center recognizes that the uniqueness of the individual and life circumstances creates the need for an alternative to the traditional school setting. The staff is dedicated to providing an individual learning plan for each student emphasizing a practical and community-centered approach to addressing the needed academic and life skills. To accomplish this goal we promote:

1. Quality academic achievement for each student.
2. Development of a sense of self-worth and positive self-concept for each student.
3. Development of a sense of citizenship.
4. Students be productive members in society.

## **RIVER BEND AREA LEARNING CENTER GOALS**

- \* Empower students to successfully complete state requirements and earn a High School diploma.
- \* Improve academic achievement among at-risk and truant students.
- \* Reduce and prevent truancy.
- \* Reduce alcohol, tobacco, and other drug use.
- \* Reduce the level of violence among students.
- \* Expose students to educational and social opportunities that they may not have otherwise experienced.

### **Vision**

The Vision of River Bend Area Learning Center Online Program is to support students in a positive and caring manner that allows for their success in high school, to prepare students for the challenges beyond high school, and to instill in them a sense of self-worth and productive citizenship in our society while accommodating their learning needs in an online school environment.

# **SCHOOL CULTURE**

## **The Phoenix**

The Phoenix is the mascot or symbol of the River Bend Education District Programs. It represents every student's ability to have a place to start over or be given a second chance. Just as the mythological Phoenix goes down in flames and then rises and is reborn from its own ashes, so too can students who attend the ALC. This analogy of the Phoenix is carried on beyond a student's first coming to the ALC to the philosophy that every day is a fresh start.

## **Support**

The ALC wants to support every student to achieve his/her potential. This applies to academics, as well as with social and emotional needs. The school counselor and school social worker are available to meet virtually with students to work on skill-building and general counseling.

## **Success**

River Bend Area Learning Center Online is all about student success. We seek to support our student's academic, attendance, social, and emotional needs to assist them in being successful young adults.

## **Credits**

Every student should be focused on earning credit toward graduation. The ALC is committed to helping every student gain credit to earn a diploma.

## **Attendance**

Attendance is very important and continuously a topic of discussion at the ALC. Regular attendance is essential for attaining passing grades and earning credit.

***Attend + Engage = Succeed***

## Important ALC Online Program Information

- **Student Schedules** may be structured like a traditional high school day but these are placeholders for time. Learners enrolled in River Bend ALC Online Program have the ability to flex their schedule in a way that allows them to best learn their course material and progress through each class.
  - The school day runs from 8:00 am to 3:00 pm daily.
  - Grades 9 - 12 Schedules will be based on the RBED ALC Graduation Requirements and Personal Learning Plans.
  - Grades 9 - 12 experience:
    - **Synchronous Learning;** Students attend class at a predetermined day and time for instruction/support.
    - **Asynchronous Learning;** Time is flexible; the schedule provides students and parents with an idea of time for student learning. Teachers are available for student and parent support. Teachers may also ask individuals or small groups to meet in a synchronous setting at various points in order to support student learning and course progression.
- **All Curriculum** is aligned to MN standards through the Edgenuity Online Learning Platform. All teachers are MN licensed.
- **Advisory** and advisory cohorts connect students with an advisor and peers in 2-year bands: Grades 9-10, and Grades 11-12. Students meet virtually on a bi-weekly basis 1:1 with an advisor and with advisory cohorts (gr. 9-12 meet weekly).
- **Attendance** is based on log-in and work completion. Students are expected to log in to each class daily with workday flexibility. Teachers may schedule synchronous 1:1, small group, or full group sessions to advance the learning progression.
- **Student Support** encompasses special education services, 504 services, counselor services, and social work services.

- **Technical Requirements for All Students**

It is very important that you have a high-speed Internet connection and are not using dial-up. If you are unsure of whether or not you have high-speed or dial-up then please contact your Internet provider and ask them. Families are responsible for maintaining their internet connectivity. In the event of an issue with connectivity, Online Program students may use the public library or seek family or friends for connectivity until the issue is resolved.

River Bend ALC Online requires all students to have a Chromebook, Windows, or Mac computer or laptop to complete school work. River Bend does not provide technology to Online Program students. Devices not supported include mobile devices and tablets. If you have any questions about suitable devices, please contact our school office at (507) 359-8780.

## **ELIGIBILITY & REGISTRATION**

### **ELIGIBILITY & REFERRAL**

To be eligible a student must be in grades 9-12 or past their graduation year and under the age of twenty-one. Each student must meet *one* of the following criteria to be eligible for the Online Program:

A pupil under the age of 21 or who meets the requirements of section [120A.20](#), subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

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



## **REGISTRATION**

Once a student meets the eligibility requirements, s/he must meet with the Principal and School Counselor for an intake/registration meeting. The following will be discussed and completed:

- Area Learning Center's programming
- Transcript review and credit report,
- Area Learning Center's philosophy, rules, and policies.

Parent permission is necessary for a student who is enrolled in high school and under eighteen years of age. If a student is receiving Special Education services a team meeting must be scheduled prior to starting to determine the appropriateness of the program for the student. Individuals involved should include, but may not be limited to: ALC Principal, case manager, regular education teachers, parents, students, Social Worker, Probation Officer, and Truancy officer. Parents are encouraged to be present at the meeting.

## **30 DAY EVALUATION**

The first 30 days of a student enrolling in the Area Learning Center Online Program is considered an evaluation of service. If it is believed that the student's needs are beyond what the program offers, or the student is not fully engaging in the program and meeting the work completion and attendance guidelines a parent meeting will be scheduled to discuss solutions or the appropriateness of the program.

A review will also be conducted at the end of each quarter and semester to determine student progress and success. At these times the Program staff may also call a parent meeting to discuss solutions or appropriateness of the program.

Meetings will be scheduled with 18-year-old students and may include parents if agreed on by both the student and parent.

## **Waiting List**

In the event enrollment reaches 30 students per teacher the Area Learning Center Online Program will advertise for an additional teacher. Until the new teacher is hired and trained, there may be the necessity to create a waiting list for students interested in the program. The list will establish a first come, first enrolled order and every effort will be made to accommodate all perspective students at the beginning of the next Quarter.

## **DAILY SCHEDULE**

The ALC Online Program is on Semester Terms and a 6-period day with a 60-minute Advisory and a 75-minute lunch. Classes are 50 minutes long.

### **REGULAR SCHEDULE**

8:00 – 8:50	Period 1
8:50 – 9:40	Period 2
9:40 – 10:30	Period 3
10:30 – 11:20	Period 4
11:20 – 12:35	Lunch
12:35 – 1:35	Advisory
1:35 – 2:25	Period 5
2:25 – 3:15	Period 6

### **PLC EARLY OUT SCHEDULE**

8:00 – 8:32	Period 1
8:32 – 9:04	Period 2
9:04 – 9:36	Period 3
9:36 – 10:10	Period 4
10:10 – 10:42	Period 5
10:42 - 11:15	Period 6
11:15 – 12:30	Lunch

## **COURSES, CREDITS, & GRADING**

All High School students attending River Bend Area Learning Center Online Program must complete a total of 46 courses/credits to earn a diploma. There are 31 required courses and a total of 15 electives. Each course is one semester and worth 1 credit.

### **English: 8 required courses**

English 9A & English 9B  
English 10A & English 10B  
American Literature A & B &  
British Literature A & B  
(Expository Writing A & B, Intro to  
Communication/Speech A & B)

### **Science: 6 required courses**

Earth Science 9A & 9B  
Biology A & Biology B  
Physics A/B or Chemistry A/B  
Elective & Elective

### **Mathematics: 6 required courses**

Geometry A & Geometry B  
Algebra IIA & Algebra IIB  
Financial Math  
Probability/Statistics

### **Social Studies: 7 required courses**

Am. History A & Am. History B  
World History A & World History B  
Human Geography & American Government  
Economics

### **Art: 2 required courses**

Intro to Art A & B  
Art History A & B

### **Physical Education: 2 required courses**

Physical Education/Lifetime Fitness  
Health Education

### **Electives: 15 required courses**

See Counselor's Course Catalogue or [Edgenuity Course List](#)

The content area electives can also be used, as well as the many additional options in Edgenuity.

## **STUDENT SCHEDULES**

Student schedules will be created by the school counselor based on the CLP and student schedule requests. Schedule changes must be approved by the school counselor and can be made up to the 3<sup>rd</sup> day of the semester. After that time there will be no schedule changes made.

## **GRADE ADVANCEMENT**

A student must have successfully completed 11 credits to be considered in 10th grade.

A student must have successfully completed 20 credits to be considered in 11th grade.

A student must have successfully completed 33 credits to be considered in 12th grade.

A student must successfully complete 46 credits to be recommended for his/her

diploma and to walk through the River Bend Area Learning Center Completion Ceremony in May.

**GRADING**

Quarter grades will be handed out at Parent/Teacher Conferences each quarter. Parents that are unable to attend will receive quarter grades in the mail. Report cards will be issued at the end of each Semester.

ALC marking system:

<b>A</b>	<b>93 and above</b>	<b>B-</b>	<b>80</b>	<b>D+</b>	<b>67</b>
<b>A-</b>	<b>90</b>	<b>C+</b>	<b>77</b>	<b>D</b>	<b>63</b>
<b>B+</b>	<b>87</b>	<b>C</b>	<b>73</b>	<b>D-</b>	<b>60</b>
<b>B</b>	<b>83</b>	<b>C-</b>	<b>70</b>	<b>F</b>	<b>Below 60</b>

I incomplete  
NC no credit

All Online class grades are weighted as follows;

**English / Science = Lessons 35%, Projects/Labs/Essays 20%, Quizzes 20%, Tests 25%**

**All other Classes = Lessons 40%, Quizzes 25%, Tests 35%**

**INCOMPLETE**

Students who have not finished a class by the end of the semester will receive an “F” and automatically enrolled in the class for the beginning of the next semester or summer school as Credit Recovery.

**UPDATING AND POSTING GRADES**

Teachers will update grades in Campus every two weeks. Grades will be posted prior to mailing of Quarter and Semester grades. Grade will be posted to transcripts following each semester or summer school.

## **ATTENDANCE**

The Board of Education, administration, and staff of River Bend Education District believe that school attendance is a significant and valuable component of a student's education. **Attendance at school is a must for academic progress.** It also establishes patterns that future employers demand.

Consistent school attendance is one means by which a student develops responsibility and self-discipline. Group learning situations assist students in communicating, working together, gaining perspectives, and accepting responsibilities; all important components of adulthood. For these reasons, **student absence from school should be limited to those instances in which absence is genuinely unavoidable.** Each student, his/her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous school attendance.

*It is the intent of River Bend Area Learning Center to work with families to decrease the amount of time that a student is gone from school. Minnesota Juvenile Law (260.015 Subd 19) describes a habitual truant as a student under the age of 18 who is absent from school without lawful excuse.*

Minnesota law requires children must go to school every day from the time they are enrolled until they are eighteen (18) years old unless they are legally withdrawn at age 17. Absences may be excused because of illness, religious observance, family emergency, or funeral. All other absences are presumed to be unexcused. A student who has at least three unexcused absences from school for three or more class periods on three days if in middle school, junior high school, or high school, is considered "continuing truant" under the law. (Minn. Stat. 260A.02, Subd. 3)

### **PARENT/GUARDIAN RESPONSIBILITIES**

1. **TO ENSURE THE STUDENT REGULARLY ATTENDS SCHOOL**
2. **TO INFORM THE SCHOOL IN THE EVENT OF A STUDENT'S ABSENCE. THE PARENT/GUARDIAN MUST CALL THE SCHOOL BY 9:00 AM. 507-359-8780, NOTES FROM PARENTS WILL NOT BE ACCEPTED, SO THE PARENT/GUARDIAN MUST CALL IN.**

## **AREA LEARNING CENTER ONLINE PROGRAM ATTENDANCE POLICY**

All students under the age of 18 are subject to the rules and guidelines of the Minnesota Juvenile Law in regard to truancy. All students 18 and over make the choice to be enrolled in school, and regular attendance is essential for academic success. The incentives for regular attendance are improved academic success and remaining free from working with the Juvenile justice system and county.

Attendance will be based on students engaging in a lesson, quiz, test, or advisory activity **daily for each class** since all classes (other than advisory) are considered Asynchronous (not necessarily occurring or meeting at the designated time)

### **EXCUSED ABSENCE**

An excused absence is a request by a parent or guardian for the student to be absent from school. In order to have the student excused, the parent or guardian must contact the school in person, via email, or by telephone by 9:00 a.m. If that is not possible, a call within 24 hours of the day of the absence will be accepted. An absence that has not been excused by the above-stated time will result in an unexcused absence.

18 and over students cannot excuse themselves from school unless the ALC has a letter signed by their parents/guardians stating they have given them this privilege.

### **UNEXCUSED ABSENCES**

If a student is absent without the permission of a parent or guardian, or if a student is absent from a class for an unexcused reason, the absence is considered unexcused. Parents will receive written notification when a student receives 3 unexcused absences.

### **3 UNEXCUSED ABSENCES**

If a student accumulates 3 unexcused absences in the school year, s/he will meet with the school counselor to develop a plan to avoid more unexcused absences. A letter will be sent to the parents. The student will be referred to the Truancy Diversion program for their resident county if such a program exists.

### **5 UNEXCUSED ABSENCES**

If a student accumulates 5 unexcused absences in the school year, s/he will meet with the school principal, counselor, and parent/s to develop a plan to avoid more unexcused absences: A 5 unexcused absence letter will be sent to parents.

### **7 UNEXCUSED ABSENCES**

If a student under 18 accumulates 7 unexcused absences in the school year, s/he will be referred to his/her resident county to begin the truancy process.

## **UNEXCUSED ABSENCES FOR STUDENTS 18 AND OVER**

18 and over students who accumulate unexcused absences the following will apply.

1. Teachers will communicate with 18 and over students who accumulate 3-5 unexcused absences. The communication will be via email or phone and remind students of the importance of regularly attending class and school.
2. When an 18 and over student reaches 7 unexcused absences s/he must attend a virtual meeting with the teacher, principal, and school counselor to develop a plan to avoid more unexcused absences.
3. At 15 consecutive unexcused absences an 18 and over student will be unenrolled from the program with the option of re-enrolling at the beginning of the next Quarter. The student must schedule a meeting with the school counselor to discuss a schedule.

## **STUDENT BEHAVIOR**

Area Learning Center Online Students are expected to act in a manner that will reflect favorably on themselves, their home, and their school. Rules and policies are developed to provide for optimum learning in a safe, positive school environment.

The ALC staff believes that students are responsible young adults. We expect students to use effective self-discipline and show a positive attitude. Students are expected to treat other students and adults with respect in class and at all school activities.

A student's behavior becomes grounds for disciplinary action when that behavior disturbs a class to the degree that effective teaching/learning cannot proceed and/or when those actions disrupt the smooth operation of the school. Any student 18 or older must, by state law, abide by any and all rules and regulations, which apply to the general student body.

Students who display inappropriate conduct during school activities/events will be subject to disciplinary action.



## **PROGRAMS, SERVICES, & ACTIVITIES**

### **ADVISORY**

Advisory is required. Advisory is a time to engage in conferencing with Advisors and for School Connect Social & Emotional Activities. Attendance rules will be enforced. Academic credit will be awarded based on participation. Students can earn .5 credits per semester. Students will meet individually with their advisor bi-weekly to discuss progress and any issues affecting their progress. Whole group Advisory will meet synchronously once biweekly for School Connect Lessons.

### **ATHLETIC ELIGIBILITY**

Students attending the ALC may participate in extracurricular activities of their home school district. Students will be expected to abide by the Minnesota State Athletic League Guidelines and comply with all academic eligibility standards.

### **CONTINUAL LEARNING PLAN**

Students will meet periodically with Program staff to review their Continual Learning Plan (i.e. grades earned, goals attained, changes in individual needs, etc.) An advisor will be assigned to each student when entering the ALC. The advisor will meet with the student throughout the year to discuss the Continual Learning Plan. Parents should review the CLP with the advisor at Parent/Teacher Conferences. All seniors and their parents will be required to schedule a meeting with the principal prior to the beginning of the school year to complete their CLP.

### **EARLY AND MIDDLE COLLEGE PROGRAM**

Early middle college is an opportunity for alternative high school students to work on college courses tuition-free while attending an alternative high school. The students pick a certificate/career to complete while in the program. A student has the potential to complete schooling for a career by the time they graduate high school. The student will also earn high school credits at the same time. More information is available in the Course Catalog or from the guidance counselor.

### **GRADUATION CEREMONY/DIPLOMA**

The ALC Graduation ceremony is a celebration of a major accomplishment. All graduating seniors must participate in our ceremony where they will receive a River Bend Education District Diploma. A student must have finished all credits to be able to participate in the ceremony.

Seniors will need to keep in touch with their home school districts regarding participation in any senior activities and to walk through their resident High School Commencement.

### **HEALTH INSURANCE**

The School District does not carry insurance to cover student accidents. Information concerning health and dental insurance can be obtained through your member districts.

### **HEALTH SCREENING**

Brown County Public Health will provide the students with periodic screening for hearing, vision and scoliosis as recommended by the MN Dept. of Health. Online student's and families will be made aware of the dates these screenings occur and may request being included.

### **SCHOOL DELAY, SCHOOL CLOSING, OR EMERGENCY SITUATIONS**

Occasionally, teachers may be ill or other have emergency situations that require them to be away from school. In this situation, students will be required to continue working on their classes independently. The school district has an instant messaging system connected to Infinite Campus. Parents and students will automatically receive a telephone, email, and/or text message announcing the switch to an individual education day. The primary phone number used to contact parents, guardians, and students will be called and/or texted. Early dismissals will occur for teacher Professional Learning Days. The students will follow the PLC schedule on those days per the school calendar.

### **SCHOOL NURSE**

River Bend Education District contracts nursing *services*. The school nurse will keep track of immunization records, do hearing and vision screenings, and serve as a general resource for the ALC. The nurse is only present one day per week. Students who wish to visit with the nurse must make an appointment through the school office. River Bend Area Learning Center may consult the nurse to determine if a student is ill and/or to evaluate other suspected conditions (*head lice, scabies, etc.*).

### **STUDENT PICTURES**

Students have school pictures taken each school year. Information will be available at our open house in August and during the first week of school generally. Individual packages are available for purchase. Online students can participate in school picture day.

### **STUDENT RECORDS**

Student records are maintained in the guidance office. Confidential records will be protected as required by school policy and law. The following individuals may see student records:

- Parents or legal guardians of minor students
  - Minor or adult students
  - Staff members who have an educational responsibility for an individual student.
- Colleges, vocational schools, employers, social agencies, and police may have access to

records only with the written permission of adult students, parents, and legal guardians, or upon subpoena, by a court of law.

**STUDENTS WITH SECTION 504**

Students eligible under Section 504 of the Rehabilitation Act of 1974 will have a service plan or an individualized accommodation plan developed to assist in their academic efforts.

# **RIVER BEND AREA LEARNING CENTER** **ONLINE SCHOOL POLICIES AND RULES**

## **BULLYING**

The River Bend Education District maintains a firm policy prohibiting bullying conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students. The policy in full can be found in the River Bend Education District Board Policy Manual #514. Students found to be guilty of bullying are subject to suspension at the discretion of the principal.

## **CHILD ABUSE**

The state of Minnesota requires by law that public officials report all cases of child abuse and neglect that they have reason to believe exists, to the local welfare agency or police department. All school staff are mandated reporters.

## **CLASSROOM PROCEDURES**

Each teacher will inform students of procedures regarding the orderly management of their classroom. Failure to follow Classroom Rules will result in disciplinary actions.

## **CRIMINAL BACKGROUND CHECK**

At the beginning of each school year or when a student enrolls, the school hiring authority must inform parents/guardians about the policy requiring a criminal history background check on all employees and individuals who provide services to the school. Effective September 1, 2008, under Minn. Stat. 123B.03, Subds. 1 and 2 are amended to require criminal background checks of all individuals offered school employment, including those who volunteer, or provide athletic or other extracurricular academic coaching services, regardless of whether compensation is paid. All employees and volunteers who work with students will have a background check completed at their expense before they would be able to work or volunteer at the River Bend Education District Programs.

## **DRESS AND GROOMING**

Students are expected to choose appropriate/modest attire for online school. Any item of dress with alcohol, tobacco, or drug logos, statements promoting alcohol, tobacco, drugs, harassment, discrimination, abuse, or unfavorable sayings are **NOT** allowed to be worn.

## **ILLNESS DURING THE SCHOOL DAY**

Students who become ill during the school day will be expected to have parents contact the school office to confirm their absence within 24 hours. Ultimately the decision is the parent's responsibility. Staff will also provide attendance information to parents/students to help them make the choice.

### **INAPPROPRIATE LANGUAGE**

Use of profane, abusive, or inappropriate language will not be tolerated.

1. Inappropriate language in casual conversation will result in a warning.
2. Abusive/Inappropriate language directed toward a classmate will result in the student being exited from the class for the day and counted as unexcused absent.
3. Abusive/Inappropriate language *directed at* a staff member will result in the student being exited from the class for the day and counted as unexcused absent and serve a one-day automatic suspension.

### **INSUBORDINATION**

The deliberate refusal to follow reasonable requests or directions of a school staff member is considered insubordination. Every student is expected to follow reasonable rules, directions, instructions, and requests. Disciplinary action will be based on offense and severity. A Student may be exited form the class for the day and counted as unexcused absent and may be suspended for up to one day..

### **INTERVIEWS WITH STUDENTS**

The interviewing of students by anyone other than school district personnel may be conducted only after permission to conduct such interview has been granted by the building principal or designee.

Exceptions to this restriction include:

1. When a court order is presented by a recognized official that grants permission for an interview to take place.
2. When the principal believes that unless an interview takes place immediately, clear and imminent danger could exist for the student or others.
3. When investigating school-related incidents.

An attempt will be made to contact parents to inform them of the request. Parental consent or notification is not required when a recognized official, in carrying out his or her responsibilities to investigate a possible case of child abuse, requests permission to interview a suspected child abuse victim or when a court order precludes or eliminates the need for parental notification.

### **PARTICIPATION IN CLASS / SCHOOL**

Student engagement is an important part of the equation for success in the Area Learning Center Online Program. Staff will use multiple strategies to get and keep students engaged, but it is ultimately the student's responsibility to Attend and Engage. If students are not engaged staff will make reasonable requests for them to become engaged. A parent meeting may be scheduled if the lack of engagement persists.

## **PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES**

River Bend Area Learning Center offers opportunities for students to get involved in leadership activities through Student Council and MAAP STARS. Both of these programs offer opportunities to go on school-sponsored trips that include, the Fall MAAP Leadership Conference, Legislative Day at the State Capital, and Spring MAAP STARS Regional and State Competitions. Students must be in good academic standing passing all scheduled classes to participate in these activities.

In addition, the Area Learning Center has regularly scheduled student activity days intended to foster our connections with and among students, and model healthy sober activities. Students are always expected to be good representatives of the Area Learning Center, Our Community, and their families while on school trips. To this end, all applicable school rules pertain to school trips and outings. At no time are students allowed to drive themselves, everyone must ride school-provided transportation.

## **PLAGIARISM/CHEATING POLICY**

Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source. For example:

- Wholesale copying of passages from works of others into an assignment, paper, Discussion posting, thesis, or dissertation without acknowledgment.
- Using the views, opinions, or insights of another without acknowledgment.
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.
- Using AI to write essays or do any part of lessons, quizzes, or tests.

Cheating can take the form of crib notes, looking over someone's shoulder during an exam, or any forbidden sharing of information between students regarding an exam or assignment.

Students caught plagiarizing/cheating will lose credit for the assignment and will not be allowed to make up the work and may be subjected to further disciplinary action.

## **RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE**

It is the policy of River Bend Education District to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. River Bend prohibits any form of religious, racial, or sexual harassment and violence.

"Harassment" may include the following when related to religion, race, sex or gender:

1. Name-calling, jokes, or rumors
2. pulling on clothing; graffiti
3. notes or cartoons
4. unwelcome touch of a person or clothing
5. offensive or graphic posters or book covers; or
6. any words or actions that makes an individual feel uncomfortable,

embarrasses them, hurts their feelings or makes them feel bad.

Students who, upon investigation, are found to have committed religious, racial, or sexual harassment and/or violence may be warned, receive an out-of-class referral, suspended, or expelled. A summary of River Bend Policy Against Religious, Racial, and Sexual Harassment and Violence is posted at various locations with the Area Learning Center. Students are informed annually (or more frequently if deemed necessary by Program staff) regarding the Policy and a copy of the complete Policy is available from the Education District Office upon request. Individuals who feel they have been discriminated against in violation of this policy may avail themselves of grievance procedures as outlined in the Policy. Religious, Racial and Sexual Harassment and Violence are against the law. Discrimination is against the law.

### **TOBACCO/ TOBACCO SUBSTITUTES**

River Bend Education District is a tobacco-free zone. Students shall not possess, use, sell, or transmit tobacco products, substitutes or look-alikes, vaping paraphernalia or vaping “juice” on school property, in school transportation, at school-sponsored events, within 300 feet or one city block of school boundaries, or during online classes. The following are consequences for possession, smoking, and vaping:

Within a school year:

First Offense	one day - out of school suspension
Second Offense	two day - out of school suspension
Third Offense	three day - out of school suspension

- **Law enforcement may be contacted and individuals may be subject to a fine for each offense.**

These products will be confiscated by school staff.

### **THREATS**

A “threat” is an expression of an intention to inflict pain, injury, evil or punishment on a person or thing. Any disruption caused by the threat will be grounds for an out of class referral. A threat will result in a conference with the principal, contacting parent/guardian, and may lead to a suspension of up to three days. A student who threatens another person while in possession of a weapon shall be dealt with as per the policy dealing with weapons.

**USE OF OR POSSESSION OF ALCOHOLIC BEVERAGES, PRESCRIPTION DRUGS, CONTROLLED SUBSTANCES, MIND/MOOD ALTERING CHEMICALS, OR POSSESSION OF PARAPHERNALIA**

Minnesota Schools are drug free zones. Laws allow severe penalties for anyone caught selling or possessing illegal drugs within one city block or 300 feet of any Minnesota school or school bus carrying students. Evidence of intoxication or possession or use of controlled substances, toxic substances, mind/mood altering substances and/or alcohol, in a school building, on school grounds, at a school activity, or during online classes will be grounds for out of school suspension. Proper authorities and parents/guardians will be notified immediately.

A student shall not buy, sell, use, possess, transmit, be under the influence of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while on school property. If the principal has reason to believe a student to be under the influence, or an illegal act or violation of school rules has been committed law enforcement will be requested to come to the school. Any student found to be under the influence of mind/mood altering substances, or to be in the possession, or reasonably believed to have been in the possession of mind/mood altering substances or paraphernalia will have the following consequences:

**Law enforcement will be called.**

**Suspension will result.**

- 1. On the first offense each year, three (3) day suspension from school.**
- 2. On the second offense during the year, five (5) day suspension.**
- 3. On the third offense during the year, a suspension as determined by the principal and the student is subject to expulsion following a hearing by the River Bend Education District board of education pursuant to The Pupil Fair Dismissal Act, as amended.**

**VANDALISM**

Students who commit vandalism to the school or personal property of a student or staff person will be subject to disciplinary action. The local authorities will be contacted if deemed necessary by the principal. This also applies to damage caused by horseplay, play fighting, etc. Students will be required to make monetary restitution in full for damages. Disciplinary action will include out of class referral, and suspension based upon the severity of the incident.

Textbooks are loaned to students free-of-charge. Excessive wear, damage, and lost books will be charged back to students at the conclusion of the class.



## **VIOLENCE PREVENTION AND WEAPONS**

It is the policy of River Bend Education District:

1. to maintain a learning and working environment that is free from threats and harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors;
2. to promote healthy human relationships that are physically and psychologically safe;
3. that pupils and staff shall not possess a firearm or a dangerous weapon when in the school building, on school grounds, or on any school related activity; and
4. to refer to the local law enforcement agency any person who brings a firearm to school in violation of the "Gun Free Schools Act of 1994".

**A student who engages in an assault or violent behavior will be immediately removed from class. The removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.**

## **VISITORS AND GUESTS**

All visitors must stop and register at the ALC office before entering the classroom area. Visitors must be escorted by staff to their destination. Parents and Students who are considering attending and wish to visit the Area Learning Center must schedule an appointment with the guidance office or coordinator. Enrolled students are not allowed to bring guests to school. Unenrolled students may not visit during open lunch.

## **WEAPONS**

"Weapons" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: Guns (including pellet guns, look alike guns, and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, and ammunition. An online student should not be in possession of a weapon during online classes. "Possession" refers to having a weapon on one's person or in an area subject to one's control..

Possession of a weapon will result in the student being exited from the online class for the day and parents being contacted.

## **WITHDRAWAL FROM SCHOOL**

A parent who wishes to withdraw their son/daughter from school who is under the age of 18 will be required to have a meeting with the principal to review the student's educational options and sign a withdrawal form. All students 17 years of age and under are required by MN Law to attend school. A student may be withdrawn from school by a parent at age 17.

## **ITEMS NOT COVERED IN THIS HANDBOOK**

School officials will develop and implement additional policies that are necessary in operating the school. The principal will use discretion in dealing with issues not covered in the handbook and rely on school board policy and/or consultation with the Director of River Bend Education District.