



ALC Handbook

Northland Learning Center ALC is an alternative personalized learning environment for students who desire something different while earning their diploma.

LOCATION

1201 13th st s. Virginia, MN 55792

ALTERNATIVE LEARNING CENTER STAFF:

Jackie Ward	Executive Director
Bryan Carey	Dean of Students
Jeff Zupetz	Dean of Students
Tina Johnson	ALC Leadership (Credit Recovery & Targeted Services)
Rachel Larson	School Secretary
Rachel Brophy	Grades 7 & 8 Teacher
Julie Fearing	Social Studies/Outdoor Recreation/Work Experience
Dennis Gauthier	Math/Science
Cyndee Parsons	English/Science/Art
Amanda Slattery	Work Experience Coordinator
Dano Hess	Interventionist

TABLE OF CONTENTS

QUALIFYING CRITERIA

1. 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:
2. performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
3. is behind in satisfactorily completing coursework or obtaining credits for graduation;
4. is pregnant or is a parent;
5. has been assessed as chemically dependent;
6. has been excluded or expelled according to sections [121A.40](#) to [121A.56](#);
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 is an English learner;
11. has withdrawn from school or has been chronically truant

ENROLLMENT PROCEDURES

Abbreviation guide:

ALC- Alternative Learning Center

CLP- Continual Learning Plan

IEP- Individual Education Plan

An ALC representative will meet with students with their home district before a decision is made to ensure said student meets the requirements.

If it is decided by the ALC team that the student meets the requirements, **an intake meeting** will be scheduled for students and parents/guardians to attend with the ALC team. At this time a beginning CLP will be created.

Say something about the CLP??

Registration materials may be picked up at the Northland Learning Center Office during normal business hours (7:30-3:30 Monday-Friday). You must turn in all the completed material in order to be registered and begin attendance at the ALC. Once materials are returned, it is a 3-day turn around before a student can start.

PROGRAM OPTIONS

ALC Programs

Seated: Traditional

- Grades 7-12
- Monday-Friday 9:00-2:30
- Attendance is expected every day, all day
- Students following this track are typically only behind on 1 or 2 credits
- Students take courses throughout the day in a traditional fashion

Seated: Unified Studies

- Grades 11-12
- Monday-Friday 9:00-2:30
- Attendance is expected every day
- Unified studies may allow for a modified day school schedule, however, on a limited basis, based on work requirements, parenting expectations, treatment requirements.
- Students following this track are behind on 3 or more credits
- Students take courses online following schedule based on personal, credit deficient needs
- Communicate with Unified Studies teacher on a daily basis
- This program is designed to allow for minimal flexibility
- These modifications must be part of the students Continual Learning Plan (CLP).

Independent Studies

- Grades 11-12
- One day a week attendance is required (day to be determined)
- Students will review work completion with school staff and participate in face to face learning on these days.
- Connect with Independent Studies teacher at least 3 times a week
- Independent study has a limited capacity of 10 students per year

- On days not in school, students are expected to work on their online classes and reach out to their point of contact teacher on a daily basis.
- Independent Study students not making academic progress may be required to attend the seated program for supported learning.

ACADEMIC RIGOR

COURSE OPTIONS

Seated program: in class work; curriculum created by instructors; Edmentum; work study

Independent Study: Edmentum; work study

ADDITIONAL LEARNING OPPORTUNITIES

Work Experience:

Students who are employed may receive credit during the school year for being in good standing at their place of employment. Employment must be with a local business, not through babysitting or helping at home. Students need to show pay stubs totaling 170 hours, turn in a performance review and write a two page reflective essay on their strengths at work, areas to improve at work and overall employment experience. Upon completion of these criteria, the student will be awarded their credit based on hours worked.

Service Credit:

Students may earn up to .5 credit per year for volunteer service. This credit must be approved by the program coordinator in advance. Babysitting does not meet the requirements of this credit. Eligible programs include: nursing home service, food shelf, etc... Students must submit a one page reflection on their volunteering time, documentation of 40 hours completed service time, and a letter of performance from a person in a supervisory position.

DIPLOMA

A student graduating from the ALC must meet the ALC graduation requirements. The student has the option of receiving a resident district diploma. If a student elects to work towards a diploma from their home resident district, they must meet the graduation requirements of said district. Student must make decision of which diploma at the beginning of their time at the ALC

Northland Learning Center GRADUATION REQUIREMENTS:

Students must earn 21.5 credits to graduate:

Core Classes:

English	4 Credits
Social Studies	3.5 Credits
Math	3 Credits
Science	3 Credits
Health/PE	x Credits
Art	1 Credit
Elective	7 Credits

MINNESOTA COMPREHENSIVE ASSESSMENTS

In order to graduate from high school, each student is required to demonstrate skills in reading, mathematics, and science. MCA tests will be given at the following grade levels:

Reading:

Grades 7, 8, 10

Math:

Grades 7, 8, 11

Science:

Grades 8 and 10

CONTINUAL LEARNING PLAN

Upon enrolling, each student will work with ALC staff to create a Continual Learning Plan (CLP). Parents/guardians, students, and staff will all be expected to review the plan annually and sign off on the plan. This plan will be used as a guide to high school graduation. Within the plan, students will be encouraged to identify post secondary career goals. Courses and opportunities will be set within the plan to prepare students for these post secondary goals.

STUDENTS WITH IEPs (Individual Education Plans)

Students with IEPs can enroll with the Northland Learning Center's ALC. Same requirements will apply and a meeting before intake is scheduled will be required. Requirements and courses to meet the students' learning and/or behavior goals will be identified in both the student's IEP and CLP.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)/COLLEGE IN THE SCHOOLS/EARLY MIDDLE COLLEGE OPTIONS

PSEO allows students to take classes at a college and use the credits for both a high school diploma and a college degree. The high school is responsible for the costs of tuition and books until the student has enough credits to graduate from high school. Students must meet certain criteria to participate in this program. If you are interested, please see an ALC Staff member for more details.

POLICIES

ATTENDANCE POLICY

Minnesota state law requires that every child attend school for the entire time school is in session. In compliance with Minnesota law, students are expected to be in school every day unless they are ill or there is an emergency in the family. Research is overwhelmingly clear that attendance is one of the key components to academic success for students.

A parent or guardian is required to notify the school of an absence prior to/or on the day of the absence. If the line is busy, a message will suffice as notice of the absence.

Truant. A student between the ages of 12 and 16 is considered truant if he or she is absent without legal excuse for three or more full or partial school days. When a student is absent from school and a parent does not give the school prior notice as required for an exempt or excused absence, the absence will be considered truancy. Prior notice of an absence is an excellent job skill and will be taught through the enforcement of this policy. When a student leaves campus without checking out in the office, truancy will result and cannot be cleared for any reason.

Seated 7-12	Designed for students who aren't significantly credit deficient but need an alternative learning option. The courses offered in this program run Mon-Fri 9:00-2:30 with a variety of options as to how they can earn credit.
Unified Studies 11th-12th	Designed to support students who are severely credit deficient. Individual schedules are created based on how many credits needed. Students are expected to attend school 9 hours per week.
Independent Study 11th-12th	Designed to support students who are credit deficient but ALSO have outside school responsibilities such as parenting, working

	full time, and caregiving for family members. 6 hour week minimum.
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The Northland Learning Center will have a tiered attendance intervention system consistently monitored by the attendance team. The attendance team will include but not limited to the following: Teacher, Interventionist, Dean of Students, and Administration.

Interventions will include and will not be limited to the following:

Tier 1-Students missing 3 days or 3 hours

- The teacher will notify the attendance team
- The teacher will call home and set up a meeting with the student
- The teacher will create a success plan that best fits the student
- A truancy letter will be mailed to the parent or guardian

Tier 2-Students missing 6 days or 6 hours

- The teacher will notify the attendance team
- The Dean of Students will call home and set up a meeting with the student and parent/guardian
- The Attendance Team will create a success plan the best fits the student
- A truancy letter will be mailed to the parent or guardian

Tier 3-Students missing 9 days or 9 hours

- The teacher will notify the attendance team
- District Administration will call home and set up a meeting with the parent/guardian
- District Administration will consider the appropriate plan of action that may include and will not be limited to the following:
 - Referral to GED program
 - Dismissal/Exit from the Northland Learning Center

Tier 4 Students missing 10 days or 10 hours

- Students will automatically be dropped from the Northland Learning Center if the student does not return after the 9 day/hour meeting

OFF CAMPUS

The Northland Learning Center ALC is an open campus for 11th and 12th graders only with parent/guardian permission. Students who are not 11th or 12th grade and choose to leave during the school day will not be allowed to return to school nor will they receive a ride home at the end of the day. Students who have doctor appointments, or other approved appointments, must provide appropriate documentation to return to school.

INTERNET POLICY

Students along with parents/guardians will need to sign a consent form to allow use of the internet stating that the internet will be used appropriately and not abused. Students will need to access the internet for educational purposes, such as curriculum.

COMPUTER POLICY

Using computers is a necessary educational tool. If listening to music, students must use headphones. Music and game usage will be allowed at the discretion of the instructor. Students are responsible for damage repair costs or replacement.

CELL PHONE POLICY: *This seems to be a hot topic lately-what are we going to do?*

Students will need to put their cell phones away during instructional time. A locked locker is available that provides the student with a personal key for their lock box. Cell phones may be used at the teacher's discretion. The teacher may utilize the use of cell phones for academic/instructional purposes or the teacher may give permission if the student has earned time for listening to music.

PROCEDURES

FIRE DRILLS AND TORNADO DRILLS

Fire drills will be conducted each year with the purpose of directing the students out of the building safely and quickly in case of an emergency. To avoid accidents, walk quickly without pushing.

LOCKDOWN/EVACUATION DRILLS

Lockdown/Evacuation drills will be conducted each year with the purpose of practicing proper procedures in case of an emergency. In the case of an evacuation we will go to a nearby safe site.

EMERGENCY SCHOOL CLOSINGS

Northland Learning Center ALC school closings will be determined by the Executive Director.

TRANSPORTATION

Transportation is not a guarantee for ALC students. If a Northland Learning Center ALC student is given transportation it is at the discretion of their home district. Please contact your home district regarding transportation.

Please note: if a student is on an IEP, they are guaranteed transportation if needed.

Students need to follow their assigned transportation schedule. School rules apply to transportation, if you are not following the rules and expectations, you will be asked to find alternative transportation to and from school, forfeiting your ride.

PARKING

Parking at the Northland Learning Center ALC is available. Students are expected to be responsible and law abiding in the parking lot. Do not park in the front or on the sides of the school.

You may only have riders in your vehicle if you are 18 and over and your passengers are 18 and over.

MEALS

Applications for free and reduced meals are available. Students are allowed to bring food and beverage to the Northland Learning Center ALC if it is not a distraction and is done before school or during lunch. Lunch is to be eaten during lunch time.

BEHAVIOR

Attending the Northland Learning Center ALC is a privilege. Students will be asked to leave if they are disruptive and not abiding by the behavior expectations and requirements. Students will not be allowed to return to school until a meeting is held with the student, parent/guardian, and school staff. Absences due to behavior expectation violations will be considered unexcused.

Students are expected to follow the discipline policies below:

CLASSROOM BEHAVIOR: Each teacher will develop a set of rules for their classroom. No one will prevent another person from learning. Behavior is not permitted that disrupts the learning process.

Minimum: Warning; take a break/walk with ALC Para

Moderate: Meeting with family and student

Maximum: OSS, meeting with family and student before return

Potentially including: Restorative Practices Participation

STAFF INSTRUCTIONS: All students are expected to follow staff instructions.

a. Insubordination

Minimum: Warning

Moderate: Meeting with family and student

Maximum: OSS, meeting with family and student before return

Potentially including: Restorative Practices Participation

b. Any physical/verbal attack (including swearing directed at staff) of a teacher or staff member

Minimum: Warning

Moderate: Meeting with family and student

Maximum: OSS, meeting with family and student before return

Potentially including: Restorative Practices Participation; for severe infractions referral for expulsion is an option

*** The above consequences are a guide to be used by administration.

RESPECT: Students will respect others' rights and property. This includes the school building.

a. For any type of vandalism/breaking or damaging of property the student may serve

Minimum: Warning

Moderate: Lunch Detention and/or After School Detention

Maximum: meeting with family and student

Potentially including: Restorative Practices Participation

Restitution for damages may also be required along with a referral to Virginia Police Department

b. Theft of any kind, or the finding of lost property and not turning it in immediately,

Minimum: Warning

Moderate: 3 day OSS, meeting with family and student before return

Maximum: 10 day OSS, meeting with family and student before return

Potentially including: Restorative Practices Participation

Restitution for damages may also be required along with a referral to Virginia Police Department

c. Cheating/Plagiarism

Minimum: Warning

Moderate: an "F" on the assignment or activity student cheated/plagiarized

Maximum: an "F" in the class and will need to retake the course

Potentially including: Restorative Practices Participation

d. Lying and forging notes

1st Warning

Continued behavior: Meeting with family and student

Potentially including: Restorative Practices Participation

e. Religious, racial, or sexual harassment

Minimum: Warning

Moderate: 3 day OSS, meeting with family and student before student returns

Maximum: 10 day OSS, meeting with family and student before student returns

Potentially including: Restorative Practices Participation

ILLEGAL SUBSTANCES: Possession and/or consumption of any illegal substance will not be permitted at any time.**

Students in possession or under the influence of illegal substance will be automatically referred to our Chemical Dependency program

a. For tobacco in any form the student will serve:

Minimum: 3 day OSS

Maximum: 10 days OSS

Potentially including: Restorative Practices Participation, possible expulsion hearing. **

b. For possession of alcohol, illicit drugs, non-prescription or prescription drugs (including their own) the student may serve:

Maximum: 45 days OSS

Potentially including: Restorative practices participation and possible expulsion hearing. **

**** THIS IS A VIOLATION OF MN LAW**

****Above infractions will be reported to the Virginia Police Department and are eligible for possible citation or arrest above and beyond any and all school policies and infractions and/or discipline.**

** Students may also receive a Minnesota State High School League code of conduct violation. For use of drug/alcohol outside the school environment the police will be notified and the consequences will be as outlined by the MN H.S. League Policy.

** Possession refers to having on one's person or in an area subject to one's control on school property or at a school activity.

ILLEGAL/DANGEROUS ITEMS: Possession weapons, illegal, or dangerous items will not be permitted; this includes, but not limited to possession of a device, weapon or look-alike weapon that, through its use, is capable of threatening or doing harm.

Immediate call to 911 + official report made to Virginia Police Department

Meeting with family mandatory

Potentially including: Restorative Practices Participation, possible expulsion hearing

FIGHTING/INTIMIDATION: Fighting/Intimidation will not be tolerated.

Minimum: 3 day OSS, meeting with family and student before return

Moderate: 10 days OSS meeting with family and student before return

Maximum: Home based learning; meeting with family and student before return

Potentially including: Restorative Practices Participation and possible expulsion hearing. **

Referral / Call to Virginia Police Department

Referral to the Virginia Police Department may also occur at the discretion of the building level administration

Student

I have read and do understand the Northland Learning Center ALC student handbook and I agree to abide by the expectations set.. 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.

Student Full Name (please print): _____

Student Signature: _____

Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the Northland Learning Center ALC student handbook. I understand the expectations set for my student.

Parent/Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

ALC Teacher/Staff

As the staff member working with _____, I have gone over the expectations set in this handbook and will help hold student accountable and to high standards of learning and engagement

ALC Teacher/Staff Name (please print): _____

ALC Teacher/Staff Signature: _____

Date: _____

****Return this page completed to an ALC staff member no later than one week after enrollment or the start of the new school year.****