

ALC Calendar 2018-2019

August 27th- August 30st	Teacher Workshop Days	
Wednesday, August 29th	ALC Open House Family Picnic	3:30-7:00
Tuesday, September 4th	First Day Of School	Class Begin at 8:00
Thurs- Friday, October 18th -19th	Fall Break MEA	No School for Students or Staff
Thursday, November 1st	ALC Conferences	4:50pm-7:50pm
Friday, November 2nd	End of Term 1	
Wednesday, November 7th	Professional Development (2 Hr late Start for Students)	Classes Begin at 10:00
Wed- Fri, November 22nd-23rd	Thanksgiving Break	No School for Students or Staff
Wednesday, December 5th	Professional Development (2 Hr late Start for Students)	Classes Begin at 10:00
Mon-Mon, December 24th- Jan. 1st	Winter Break	No School for Students or Staff
Wednesday, January 2nd 2019	School Resumes	
Friday, January 18th	End of Term 2	
Monday, January 21st	Teacher In-Service	No School for Students
Wednesday, February 6th	Professional Development (2 Hr late Start for Students)	Classes Begin at 10:00
Friday, February 15th	Conference day Grades k-12	No School for Students
Friday, February 15th	ALC Conference Day	8:00am-12:00pm
Monday, February 18th	President's Holiday	No School for Students or Staff
Friday, March 22nd	End of Term 3	
Mon- Fri., March 25th-29th	Spring Break	No School for Students or Staff
Monday, April 1st	School Resumes	
Thursday, April 11th	ALC Conferences	4:50pm-7:50pm
Friday, April 19th	Teacher Conference Comp day	No School for Students or Staff
Friday, May 3rd	Professional Development (2 Hr early out for Students)	Class will Dismiss at 1:00pm
Thursday, May 23rd	ALC Graduation	1:00 PM @ WEAC
Monday, May 27th	Memorial Day	No School for Students or Staff
Friday, May 31st	End of Term 4	LAST DAY OF SCHOOL
Sunday, June 2nd	Commencement	Graduation at the High School
Monday, June 3rd	Teacher Workday	
Tuesday, June 4th	Teacher Conference Comp Day	

NOTE: Inclement weather days will be made up on, February 18th and in June (If additional days are needed). **Any Inclement weather day will be made up on the next closest date as listed above.**

**Willmar Area Learning Center
Willmar Public Schools**

ADMINISTRATION

Dr. Jeffrey Holm - Superintendent of Schools
Linda Bahe - Administrator of Alternative Programs
Betty Dawson - Program Coordinator

FACULTY AND STAFF

Area Learning Center

Ben Anderson - Science
Jennifer Carl - Communications
Jedd Danielson - Math
Teresa Depuydt - EL
Mary Hanson - Health/PE
Claire Hendershott - Art/Electives
Patti Johnson - School Nurse
Elizabeth Luby - Science
Nicole Meyer - Math
Lisa Molacek – Head Secretary
Desiree Lee – ALC/Alternative Programs Secretary
Melissa Kamstra - Kitchen
Kerrie Speer - Communications
Gail Tebben – Paraprofessional
Sharon Tollefson - Counselor
Mark Sommers - Social Studies
James Venenga – School Resource Officer
Laura Wangen - SpEd

Career Assessment Center

Peggy Tjaden - Program Assistant

Welcome to the Area Learning Center

The Area Learning Center provides a nurturing environment in which students receive a positive, safe, and structured learning opportunity. The staff at the ALC believes that all students can and will learn. Our staff is passionate, professional, and cares deeply about the success of each student. We expect each student to take ownership of their learning by becoming active participants in the learning process.

“Tell me and I forget, teach me and I may remember, involve me and I learn,” Benjamin Franklin.

ALC Mission

“Inspiring and preparing all learners for their future in our community and the world.”

VISION

Willmar ALC devotes itself to:

- High expectations for each student
- Individualized student learning
- Instilling respectful, responsible, and positive student behaviors
- Preparing students to become contributing citizens

Purpose

The purpose of the ALC is to offer an alternative educational setting that capitalizes on each student’s individuality. The ALC allows students an alternative means to achieve the success that will result in a Willmar High School Diploma, upon completion of completing all course requirements.

The Willmar Area Learning Center is proud and pleased to offer you a unique learning experience that provides educational services to students and families from a variety of different backgrounds. These differences create a diverse experience for all. It is important that all staff, students, family members, and community service providers promote interactions that are respectful. Through positive interactions, individuals can develop great confidence and competence, which will lead to individual success. These individual accomplishments will lead to great community success.

Important information regarding rules, regulations, credit requirements, and services available to you are presented in this handbook. As you read it, other questions may occur to you. The staff can answer your questions or direct you to the person who may be able to help you.

Your learning center experience will be what you make it. We hope the school year will be a most positive and worthwhile year for you. We look forward to being a part of your school experience.

SUGGESTIONS AND CONCERNS

Students, family members, and community members may report to a teacher, the ALC Program Coordinator, or Administrator of Alternative Programs any suggestions or concerns. It is important that we listen to each other so that we can make appropriate adjustments. Further, we encourage everyone to communicate early so we can collectively solve small problems before they become big ones. We need everyone to present suggestions or describe problems and then join with one another on reasonable, logical solutions.

Eligibility

State Criteria needs to be met for a student to be eligible to attend the ALC. Any student may inquire about and fill out an application to attend but final approval on meeting the state criteria will be determined by the Program Coordinator and Administration.

GRADUATION REQUIREMENTS

Students graduating in 2018-19 and desiring a diploma from Willmar Public Schools need to meet the requirements as outlined below. Please note that students may elect to receive a diploma from Willmar Public Schools or from their district of residence. They will have to meet the graduation requirements for the particular school issuing the diploma. A diploma will be issued when necessary requirements are met, all fees paid, and all books or materials have been returned to the classroom teachers.

Students must earn a minimum of 58 credits in grades 9-12 that includes credits in the subjects listed below.

Mathematics

6 credits (2 credits each Algebra 1A, Algebra IB w/Statistics, Algebra 2 or Advanced Algebra 3 and Geometry)

Science

6 credits (Physical Science, Biology and Chemistry or Physics)

Social Studies

8 Credits (American History and Government, American History, Economics, World History, World Geography and US Geography or other elective)

Communications

8 credits (2 credits at each grade level are required)

Physical Education/Health

3 credits (2 credits Physical Education and Health)

Performing and Visual Arts

2 credits

GRADUATION CEREMONIES

Any Willmar ALC student who has earned credit at Willmar Senior High School will be allowed to go through the WHS graduation ceremony as well as the ALC ceremony. A student who plans to go through the high school ceremony needs to be a student at one of the buildings during term 4 and notify the high school by the last day of term 2 (January) to arrange for cap and gown measurements.

All credits carried at the ALC by students planning to go through the graduation ceremony at Willmar Senior High School must be completed by the second Thursday in May, so that a transcript can be sent to WHS and name can be placed in the graduation program.

HIGH SCHOOL ACTIVITIES

If you would like to participate in various activities such as athletics, prom, and graduation at your former High School please see the program coordinator.

RETURNING TO HIGH SCHOOL

Students wishing to leave the ALC and continue their educational program at a high school should visit with the ALC Program Coordinator. Most high schools encourage students to transfer at the start of a new marking period or school term.

SUMMER SCHOOL

Summer School Classes for Students in grades 9 through 12 are offered Monday thru Thursday during the month of June each summer. Students who attend each class session and complete all assigned homework can usually earn quarter credits by the end of summer. Credits not completed during the summer session can be completed in the fall.

CAREER ASSESSMENT CENTER

ALC students may complete an assessment of their vocational interest and identify their work strengths and weakness through these activities. As part of this assessment, students will complete interest tests, workstations, learning style inventories, and explore occupations through videotapes. Students can have a firsthand experience by trying various workstations such as; cosmetology, electrical wiring, medical service, cooking and baking, sales, and others. After completing this assessment, the student will have a better understanding of their interests and abilities to help make appropriate selections for further classes, jobs, and post-secondary programs.

EARNING CREDITS

Day School. Earning credits is determined by the student's performance, use of time, and desire to graduate. Credits accumulate faster when students attend regularly and stay on task. Skipping class or wasting class time delays a student's progress towards graduation.

Night School. Night Schools is available to students no longer enrolled in another high school and students attending a high school during the day but needing to make up credits. Students must normally be 16 years of age or older. Students under 16 can attend if they attend a 9th through 12th grade high school during the day.

PROGRESS REPORTS

Progress reports for students attending the daily program will be distributed during the school year.

Parents or guardians wishing to request weekly or monthly attendance updates can do so by calling the ALC office at (320) 214-6692.

Parents are strongly encouraged to request a report of progress throughout the year. This request can be made by calling the office at (320) 214-6692.

REGISTRATION FOR CLASSES

Each summer brings the start of a new school year. Students returning to the ALC for summer school or for classes later in the school year must complete a new ALC application form. Students who have not attended school in the Willmar District in the past three months need to complete the registration process at the Willmar Education and Arts Center, 611 SW 5th Street.

All registration and application forms can be obtained in the ALC office or by calling (320) 214-6692. A parent/guardian meeting is required for new enrollments.

Registration for summer session will start in April and run through May. Registration for classes that begin in the fall will start in April and run through August.

POST SECONDARY ENROLLMENT OPTIONS

The Post-Secondary Enrollment Options (PSEO) allows public high school juniors and seniors to take full-time or part-time courses at a liberal arts/community/technical college, a university, or non-profit degree granting trade school for high school credit. The tuition, fees and required textbooks are at no cost to students.

Eligible students who desire to participate in the PSEO Program are requested to discuss this with the ALC School Counselor. Students wishing to participate will need to complete the necessary application forms and meet with a post-secondary counselor.

DAILY SCHEDULE Hybrid Schedule at the ALC!

What is a Hybrid Schedule?

A Hybrid Schedule allows students to attend organized class 4 days a week and work independently 1 day a week.

When do students attend classes at the ALC?

Students will have regularly scheduled classes at the ALC, Monday - Thursday 8—3. Altered schedules are based on student need.

What do students do on Friday?

- Students will take their class work home and work independently.

What does the school day look like?

	Monday	Tuesday	Wednesday	Thursday	Friday
WIN 8:00-8:28	WIN	WIN	WIN	WIN	Independent Study At Home
1st hour 8:30-9:22	Class	Class	Class	Class	Independent Study At Home
2nd Hour 9:24-10:17	Class	Class	Class	Class	Independent Study at home
3rd Hour 10:19-11:13	Class	Class	Class	Class	Independent Study at home
4th Hour 11:15-12:08	Class	Class	Class	Class	Independent Study at home
5th Hour 12:10-12:40	Lunch /WIN AVID	Lunch /WIN AVID	Lunch/WIN AVID	Lunch /WIN AVID	Independent Study at home
6th Hour 12:42-1:12	Lunch/WIN AVID	Lunch /WIN AVID	Lunch/WIN AVID	Lunch/WIN AVID	Independent Study At Home
7th Hour 1:14-2:06	Class	Class	Class	Class	Independent Study at home
8th Hour 2:08-3:00	Class	Class	Class	Class	Independent Study at home
9th Hour 3:12-3:58	Night School Credit Recovery	Night School Credit Recovery	Night School Credit Recovery	Night School Credit Recovery	
10th Hour 3:59-4:45	Night School Credit Recovery	Night School Credit Recovery	Night School Credit Recovery	Night School Credit Recovery	

EMERGENCY SCHOOL CLOSING

Willmar Public School officials carefully examine weather reports, road conditions, temperature and wind conditions before making the decision to close schools.

Because the Area Learning Center is part of the Willmar School District, we will follow the same procedure followed by preschool through 12th grade. For example, anytime Willmar's preschool through grade 12 has a late start, the ALC will also have a late start. Willmar Public Schools implemented an automated messaging system several years ago. The system will send messages to all operating phone numbers regarding school closings. Please keep your home and cell phone numbers up-to-date to receive these calls. Weather related announcements will also be available on the following Willmar radio stations: K95/KDJS/97.3, The River, Q102/KWLM/K100/106.5, or Wild Country 99/KCLD to gather needed information. In addition the Willmar Public Schools announces emergency school schedule changes on the following television stations: KSTP/KRWF 43 (Twin Cities/Alexandria/Redwood Falls), FOX 9/KMSP, and KARE 11 WCCO-TV.

If schools are starting one hour late, classes at the Area Learning Center will begin at 9:00 AM. If schools are starting two hours late, classes at the Area Learning Center will begin at 10:00 AM. If school has been closed for the entire school day or dismissed early due to inclement weather, evening school classes are also canceled.

EARLY ARRIVAL

On school days, the main door of the school building on Eighth Street is unlocked at 7:45 AM. Students who arrive at school before 8:00 AM are to go to the designated area for students. Students should not be in the other areas of the building prior to 8:00 AM without staff permission. Once students arrive at school, they are required to remain at school. The ALC is a closed campus.

School Nutrition Programs (Breakfast and Lunch)

The Area Learning Center (ALC) has a closed lunch period. Students must have a student Personal Identification Number (PIN Number) to eat in the cafeteria. Breakfast and Lunch Menus are planned by the Director of Food and Nutrition Services, Nutrition Coordinator and Head Cooks at each site. Input for Menus is received from students, parents and school staff. Menus are planned to meet the Meal Pattern Requirements for Breakfast and Lunch established by the United States Department of Agriculture (USDA) and Minnesota Department of Education (MDE). Our goal is to serve quality, nutritious meals to all students and to encourage healthy eating habits. **Please let us know if your student has any special dietary needs.**

PIN Numbers: Each Student has their own PIN Number that they are given at the start of their school career. Your student will use the same PIN number every school year. Students enter their PIN Number into a keypad, which is matched with a student photo. Your PIN Number is confidential – please do not share this number with other students.

MEAL ACCOUNT BALANCES:

We operate on a prepaid system, meaning that meal charging is not allowed by School Board Policy. Meals must be paid for by depositing money into the student's meal account before meals are served. It is very important to stay current on your meal account. **Students with a negative balance will not be allowed to charge 2nd meals or ala carte items to their account.** The School District's Meal Charging Policy can be found on the District's Website under Food and Nutrition Services.

Free and Reduced Meal Applications:

A new application MUST be completed EVERY YEAR (even if you received free and/or reduced benefits last school year)!

Families are required to pay for meals eaten by their student(s) prior to submission of an application. You can get an application from your school office, District Office (WEAC) or online at www.willmar.k12.mn.us ***New for the 2017-2018 School Year:** You will be able to access the Application for Educational Benefits (Free and Reduced Meal Application) through your Parent Portal Account.

Managing Meal Account Payments:

You have several options when it comes to managing the payment method on your meal accounts. Each student has their own meal account. All payments will be distributed equally between your students unless you notify Food and Nutrition Services otherwise.

Parent Portal – You will need Parent Portal in order to make on-line payments. By signing up for Parent Portal you will be able to view the balance, check the activity of your student's meal account and make on-line payments. If you do not have access to Parent Portal, please pick up an application at your student's school office or print one off from the District Website.

Cash Wise Drop Box – We have a drop box located at Cash Wise Foods where you can drop meal payments anytime. In most cases all payments received by 9:00 a.m. will be on your student’s account before Lunch, but it can take up to 24 hours to be applied, so please plan accordingly.

WEAC (District Office) – You may drop off payments at our District Office anytime between 8:00 a.m. - 4:30 p.m. at 611 5th Street SW, Willmar, MN. In most cases this payment is applied immediately, but it can take up to 24 hours to be applied.

Students School Office – You may send payments with your student to school. These payments need to be brought to the office before 8:30 a.m. in order to be entered on your student’s account the same day. If your payment is received after 8:30 a.m. it will take up to 24 hours to be applied.

Auto Withdrawal – We offer Automatic Withdrawal from a checking or savings account. You may choose to have money withdrawn once or twice a month. Please be sure to fill out a new form each school year and include a voided check or voided withdrawal slip.

Lunch Site Options:

Serving line choices include:

- A Main or Alternate Choice Line
- Students may purchase a second meal at \$3.60 or additional Ala Carte items (prices vary).

Meals from Home:

The School District encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value, per the District’s Wellness Policy. The Policy can be found on the District Website under Policies. If a Fast Food meal is brought in the parent/guardian and child will eat in a designated area outside of the Cafeteria. If you bring a meal from home you may purchase milk for \$0.30 per carton.

For more information regarding School Nutrition Programs and forms you might need, please call the Food and Nutrition Services office at 320-231-8526 or visit the district website at www.willmar.k12.mn.us

Pricing:	
Breakfast - Paid	No Charge
Breakfast - Reduced	No Charge
Breakfast - Free	No Charge
Lunch - Paid	\$2.05
Lunch - Reduced	No Charge
Lunch - Free	No Charge
Milk	\$0.30
Adult Price Meals	\$1.75 - Breakfast \$3.60 - Lunch
Ala Carte Pricing	Price Range \$0.25-\$2.50

BUS TRANSPORTATION

Bus transportation to and from the ALC is provided for students who live within the Willmar School District AND two miles or more away from the ALC. Those students living within the city limits will be picked up at a location near their home. For the time and location of the pickup, please check with the bus company.

The after school bus is scheduled by the bus company and will leave between 3:00 and 3:10 PM. Students who ride the bus to school and then skip part or all of the school day will lose the privilege of riding the bus after school. Transportation is a privilege not a right. A student’s eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies.

Students who need transportation can sign up by calling one of the bus companies. If a parent does not know which company provides transportation, please call either company and provide the home address. The respective bus company will either work with you or refer you to the other company. If further assistance is needed, call the ALC office.

Willmar Bus Company (320) 235-2110
Palmer Bus Company (320) 382-6421

DRIVING & PARKING

Day students are encouraged to use the school bus service if eligible. ALC parking is limited. Students who attend the ALC day and night program may park along the school side of 8th and Monongalia Ave as long as they observe posted signs. Day students are not allowed to park in the school lot.

Students who drive are asked to be respectful of our neighbors. Please drive at reasonable speeds and keep noise levels low.

VISITORS

Parents are welcome to visit the school and observe their child's classes.

All parents and other visitors must check in at the school office upon entering the building. Parents and visitors are asked to sign a visitation log and receive a visitor badge before proceeding to other parts of the building. During the school day, visitors should enter the building through the eighth street entrance. All entrances are kept locked during the school day. Visitors need to press the buzzer, and show ID to have the doors unlocked for entrance to the building.

CARE OF SCHOOL PROPERTY

We want students and staff to take care of and be proud of their school. Acts of vandalism, such as willful destruction of property, defacing of walls, desks, etc., will not be tolerated and will be dealt with according to the Willmar School District Discipline Policy. Students involved in acts of vandalism will be held responsible for damages and will be reported to law enforcement.

PHONE MESSAGES

Phone messages for students will be accepted from parents/guardians only. Students will not be called out of class for phone calls except for major emergencies.

TELEPHONE FOR STUDENT USE

Students needing to make a phone call may stop at the front desk. Staff will identify a phone available for these calls.

CELL PHONES/ELECTRONIC DEVICES

NO Cell Phones During Class

Cell Phones/Electronic devices will not be visible or audible without prior consent of staff. Staff will confiscate these items if visible or audible without permission. Confiscated items will be in the office and returned at Program Coordinator or Administrator discretion.

PERSONAL ITEMS

Students are encouraged to bring only the personal items that are essential for making the school day productive. While the ALC is a safe and respectful setting, students need to understand that any personal item that is lost or stolen is the sole responsibility of the student. Willmar Public Schools does not replace any lost or stolen items.

ACCIDENTS

Students should report all accidents involving injuries immediately to their teacher or to the office. If medical attention is needed, parents or guardians will be notified.

EXPECTED BEHAVIOR

Students are expected to demonstrate appropriate behavior in school, on the ALC grounds, and at all school activities. The following points serve as a guideline to help ensure that the ALC can function to the best advantage for all students and staff:

1. Be present for all scheduled classes.
2. Arrive at classes on time.
3. Come prepared for class.
4. Bring all required materials to class, **including paper, pencil, and pen.**
5. Be attentive to classroom activities.
6. Make an effort to be successful.
7. Show respect for teachers, staff, other students, and school property by not engaging in activities which disturb the class or school environment.
8. Follow the directives of teachers, staff, and school policies.
9. Help keep the classroom, building and grounds clean by not littering.
10. Dress appropriately for a school environment (**see dress code criteria**).
11. Refrain from intimate physical touching (kissing, hugging, handshaking).

ATTENDANCE POLICY

Learning is increased by regular school attendance. Students have the responsibility of regular punctual attendance. Parents have the responsibility of encouraging regular attendance and informing the school in the event of a student's absence.

Excused Absence: Students who have a legitimate excuse for missing school can be excused by submitting appropriate verification. The following constitute valid excuses allowed by the State of Minnesota:

- a. Illness, verified by the parent/guardian or doctor.
- b. Health appointments, verified by a note from the visited professional, stating the date and time of visit. The note should also state when the student can return to classes.
- c. An extreme family emergency, as determined by the ALC Program Coordinator.
- d. Religious observance, i.e., funeral, wedding, etc.
- e. Appearance in court, verified with proper documentation.

Truancy: (For students less than 17 years of age.)

Truancy is absence from school for all or part of a school day without a valid excuse acceptable to the ALC Program Coordinator. Leaving school grounds during the school day without permission constitutes truancy.

If a student exceeds the number of days truant as allowed by law, a letter will be sent to the parent or guardian and a copy will be sent to the Kandiyohi County Family Services Truancy Mediation Officer explaining the details of the truancy.

Leaving the Building: Once a student arrives at school it is expected that he/she will attend all scheduled classes. Students are not to leave unless a parent/guardian has made contact with the school. If a student needs to leave the building for a scheduled appointment, they should notify the office before leaving and again once they return to the building. If a student leaves without permission they cannot return to school for the remainder of the day.

ATTENDANCE

ALC staff will attempt to notify parents or guardians by phone when their child is absent from school. Parents are encouraged to check their child's attendance by calling the ALC. Parents or guardians, who wish to have weekly attendance reports sent to them, should call the office (320-214-6692) with this request.

When a student is having an attendance problem, a variety of approaches may occur:

1. Teachers and other staff may simply visit with students to understand their personal situation.
2. The advisement teacher may call the parents.
3. Staff may check with the office to gather knowledge about why the student has been unable to attend.
4. With repeating attendance problems, staff will discuss these issues for the purpose of developing a plan that may result in positive outcome for the student.
5. Any Staff member may call the student and/or family.

All these approaches are for the purpose of supporting the student.

When absences are at the truancy level, the ALC is required to report the student for truancy.

TARDINESS

When a student arrives late for class, the teacher records the student's absence. Students are required to secure a tardy pass from the office upon arrival at school. If their tardiness is extreme or repeating, they may be asked to meet with the program coordinator. The ALC staff wants student to know they are always welcome.

DRESS CODE

In order to create a safe, non-threatening climate, the ALC has developed a dress code.

DRESS FOR SUCCESS

Personal Appearance: The purpose of this policy is to enhance the education of our students by establishing expectations of

dress and grooming that are related to safety, educational goals and community/school standards.

Appropriate clothing includes, but is not limited to:

1. Clothing that does not create a health or safety hazard.
2. Clothing appropriate for the activity and weather.
3. Clothing that covers the midriff and chest.
4. Clothing that covers undergarments.

Specifics of the policy:

- Undergarments must be hidden from public view
- Cover your chest and midriff.
- Chains, spike studs, and/or other like apparel present safety concerns for the school and are inappropriate for school.
- Hats and misc. headgear, sunglasses, etc. are not allowed to be worn in the building during school hours except with the approval of administration. Staff may confiscate headgear as needed.
- Sweatshirts with hoods are allowed, but the hood cannot be covering your head at any time.
- Clothing or markings to the body must not include words or visuals that display violence, are sexually suggestive, profane, abusive, degrading, or discriminatory. Clothing or markings to the body must not display or promote the use of drugs, alcohol, tobacco, or other activities and products that are illegal to minors.

Process:

Any employee of ALC who is offended by a student's dress or apparel may advise the student about proper attire and/or report the concern to the Program Coordinator for follow up.

If a student wears an article of clothing that is considered questionable, he/she will be asked to change in order to continue the day. A student will be allowed time to return home to change or they can have clothing brought to school to change. Shirts are available in the office to use on a temporary basis. If he/she refuses to change, the student will be sent home for the remainder of the school day. This absence will be considered to be unexcused. Continued violations will result in disciplinary action.

The Program Coordinator has the final say in any questionable dress code decision. The district's dress code is included in the appendices.

BACKPACKS

Backpacks may be used within the school building. However, students are expected to use them safely. This safety includes bringing only things that are allowed and beneficial to their school program, keeping them as light as possible, using caution while passing others, and ensuring that they are not a distraction to their educational program. Backpacks and purses must be on the floor by the student desk in the

classrooms or in individual assigned areas within the classroom.

GANG-RELATED BEHAVIOR

Students are prohibited from using or exhibiting gang related behaviors and dress at school, on school grounds, or at school-sponsored events. Unacceptable gang items and behaviors will be handled by the ALCs program coordinator and SRO.

- Any apparel, jewelry, accessories, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute (as a primary purpose) denotes membership in an organized gang as defined by MN statute 260.125., Will NOT be allowed.
- Graffiti on a person, their clothing, books, notebook, or other personal items which denotes affiliation to an organized gang or threat group, Will NOT be Allowed.
- Making hand signs which denote affiliation with an organized gang or threat group

To ensure that there is no confusion or misunderstanding about handshaking that may be gang related, the ALC does not allow handshaking of any kind. While this may seem rather restrictive related to socially appropriate handshaking, the ALC has found that this restriction has been important to promote safe and respectful interactions.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.

DISCRIMINATION IS AGAINST THE LAW!

Contact:

Linda Bahe or Elizabeth Fischer

611 5th St SW, Willmar, Minnesota 56201, Phone: 214-6008

The person responsible for assuring compliance with Section 504 of the Rehabilitation Act of 1973 is Andrea Fladeboe.

PRINTED MATERIALS/SOFTWARE

Possession, distribution, or display of slanderous, libelous, pornographic, racist or gang-related materials or symbolism is not allowed on school property.

TOBACCO USE

Student use of tobacco in any form will not be permitted in any of the school buildings, on the school grounds, or on school buses. Students found in violation of this regulation will be subject to the discipline policy. Students who are seen smoking either on or off school property will be reported to the Willmar police. The student will be issued a ticket and a penalty assessed by the legal system.

DRUGS AND ALCOHOL

The possession or use of drugs or alcohol is a serious violation of state laws and is punishable by fines and/or imprisonment. Violators will be reported to the proper authorities and/or social agencies.

Students, who consume, sell, give away, or have possession of drugs or alcohol on school property or at school-sponsored

activities will be suspended from school. Before a student can return to school, a conference consisting of parents, student, school personnel, and when appropriate some community resource people will be arranged to determine the best course of action to be taken.

BEHAVIORAL ISSUES/ STUDENT REFLECTION TIME

All behavior issues will be dealt with by program coordinator/administrator and/or SRO.

The key focus of student reflection time is to assist students in recognizing problematic issues and in learning techniques to control their behavior. If behaviors continue to reoccur or are significant; parents will be contacted to develop a plan to assist the student in being successful in school.

This assistance could include students checking in daily with a staff member, a personalized contract, or other behavioral support. The regular "check in" would be with an advisement teacher, Counselor, program coordinator, or other assigned adult.

BULLYING PROHIBITION

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

Please see the district website for the full Bullying Prohibition Policy.

RESTORATIVE JUSTICE

Restorative justice is a philosophy and practice that acknowledges that when a person does harm, it affects the person(s) they hurt, the community, and themselves. Using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone. The use of restorative measures provides opportunities for students to learn from their mistakes, to reconcile and resolve problems with others, and to return to balance after someone has been harmed. With this type of practice, these professional partners will team on mentorship, small group advisement, family visitation, home visits, educating students on their legal rights and responsibilities, connecting students with community opportunities, and helping families approach community resources as needed.

DISCIPLINE POLICY - HARASSMENT AND VIOLENCE POLICY

The Area Learning Center does not tolerate verbal or physical conduct by any student or staff member who harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Students and staff members may report any concerns to an ALC Teacher, the ALC Counselor, the ALC Program Coordinator, or Administrator of Alternative Programs. Further, any person may also report to the school district's Human Rights Officers, Elizabeth Fischer or Linda Bahe.

Any person found in violation of any of the Willmar School District's harassment and violence policies will be subject to disciplinary measures as laid out in school policy. Copies of the discipline, harassment and violence, and bullying prohibition policies are included with this handbook.

SEARCHING PERSONAL BELONGINGS

When a student is suspected of having some type of illegal items or substance, the school may conduct a search of personal items including the student's backpack, purse, and the student. The search will be done by a team and be done to preserve the dignity of the student. In the event that an illegal item or substance is discovered, appropriate disciplinary action will be taken and this may involve a report to the police.

COUNSELING SERVICES

Our school is proud to offer a guidance and counseling service to students. These services offer social and emotional, academic, and career counseling and guidance. The counselor can assist in referrals to other agencies. Students wishing to see the counselor are encouraged to stop by the counseling office.

Technology

Independent access to computers, iPads, and network services are provided to the students who agree to act in a considerate and responsible manner. Parent permission is required for minors to access the Internet (Please refer to the District Internet Policy for further information).

Access is a privilege not a right.

Unacceptable uses of the district's computers, iPads and networks include, but are not limited to:

- Sending or displaying offensive messages or pictures
- Damaging computers, iPads, computer systems or networks
- Harassing, insulting or attacking others
- Use of the network in infringing on the rights of others
- Using obscene language
- Violating copyright laws
- Using another person
- 's password
- Installing personal software or customizing the desktop.

Unacceptable uses will result in actions consistent with existing disciplinary policies and may include any or all of the following:

1. Loss of access
2. Student held responsible for any damage, theft, or vandalism
3. When applicable, law enforcement may be involved.

AVID Program

WHAT IS AVID?

***AVID is not just another program...
at its heart,
AVID is a philosophy
Hold students accountable to the highest
standards,
provide academic and social support,
and they will rise to the challenge.***

The ALC is an AVID School. The intent of the AVID Program is to create college and career readiness for all students. The three main components of the program are academic instruction, tutorial support, and motivational activities.

Students will participate daily in the AVID elective class. During the AVID elective class students will focus on Writing, Inquiry, Collaboration, Organization, and Reading (WICOR). Time will also be spent growing organizational and leadership skills. **Students will be required to use the AVID binder and Cornell Notes as organizational tools.**

Student Responsibilities

- Maintain satisfactory citizenship and attendance in all classes
- Maintain an AVID three-ring binder (with calendar/planner, Cornell notes, and assignments in all classes)
- Be an active learner, be prepared for all classes with all assigned work completed, take Cornell notes daily, and be an active participant in all activities.
- Use critical thinking, inquiry, and collaboration with my classmates to create greater understanding.

