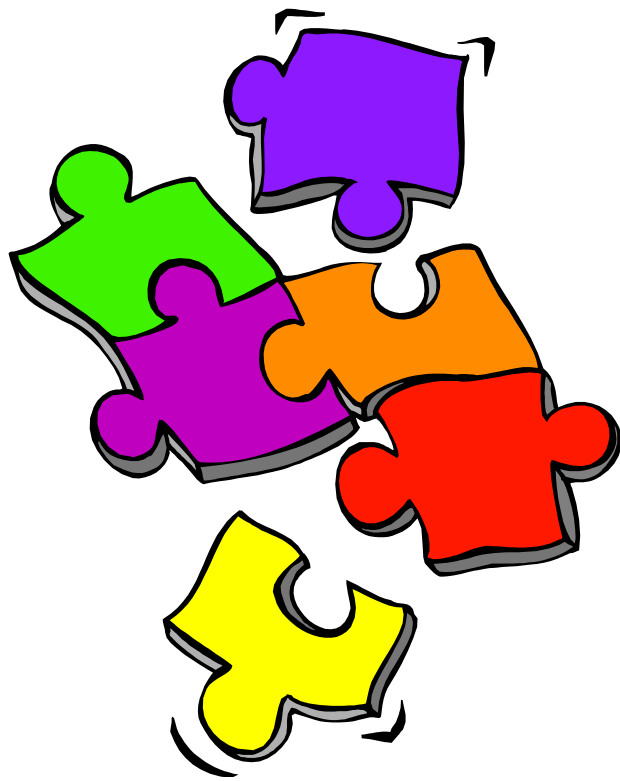


# Marshall East Campus Learning Alternatives



2009-2010  
Handbook

## Marshall East Campus Learning Alternatives



1420 East College Drive  
Marshall, MN 56258

Phone: (507) 537-6210  
FAX: (507) 537-7609



Assistant Principal

Art Teacher  
Business Teacher  
Counselor  
Health/PE Teacher  
Language Arts Teacher  
Math Teacher  
Science/Math Teacher  
School Social Worker  
Social Studies Teacher  
Special Education Teacher

Jeremy Williams

Brydie DeMuth  
Stacy Schuh  
Fay Prairie  
Sarah Svenningsen  
Mary Noyes  
Brenda Elton  
Brad Pohlman  
Kathy Pearson  
Tony Alberts  
Heather Moore

Administrative Assistant  
Clerk Typist  
Custodian  
Nurse  
Paraprofessional

Barb Marron  
JoAnn McKee  
Rick Schoephoerster  
Traci Weber  
Tamrie Guthrie

To Our Students:

The Marshall East Campus Learning Alternatives (MECLA) has been established to provide you with an opportunity to learn and grow. The Center has a vision. It is to '... provide a place of hope through working together.' And the Center has a mission. It is to '... provide students with real world learning experiences through cooperative planning, flexible learning and fun that will lead to success in life.'

The staff of the Center recognizes that each of our students has unique learning needs and is committed to providing learning experiences specifically tailored to your unique social and academic needs.

To that end, all of us, students and staff at the Center, will work as a learning community--listening, learning and respecting one another. This handbook will serve as our guide.

Respectfully,  
Marshall East Campus Staff

**The school board has approved the policies and procedures cited in this handbook. Copies of the full policy governing each section are available through the district office.**

## **Academic Progress**

### **Periodic Reviews**

Marshall East Campus Learning Alternatives staff will review each student's progress in the areas of attendance, behavior and academics. This allows us to maintain open communication regarding the needs of each student at the Center. If the staff concludes that a specific issue needs to be addressed, a phone call will be made and a conference scheduled as needed.

A two-week 'probationary' period will be given to the student to correct the cited concerns. If changes have not been made, the student will be asked to continue his/her education in another facility and leave the Marshall East Campus Learning Alternatives.

### **Behavioral or Attendance Contracts**

As a result of behavior, attendance, or academic difficulties students and parents may conference with staff and write a contract, which specifies the changes, needed to succeed at Marshall East.

### **Attendance**

The Marshall East Campus Learning Alternatives has been set up to provide students with the opportunity to learn life long skills

that will lead to success in life. One such skill is attendance.

The school day begins at 8:00 and ends at 2:45. If you are sick and/or unable to attend for any reason, you will be responsible for calling the Marshall East Campus **before 8:30 a.m.** and reporting the nature of the problem (537-6210). On all other days, students are expected to be at the Center ready to begin by 8:00 a.m.

Seat-based students will be allowed 5 days of absence per class (excused or unexcused.) After 5 days absence in a class, students will lose credit for that class. An appeal may be made to the school attendance appeals committee for extraordinary circumstances. If the school suspects inappropriate use of these days, or if a student is ill 3 days or more in a row, he/she will be asked for a doctor's note or other verification to excuse the absences and an attendance contract will be implemented. Any absence for a doctor's appointment, probation, court, dental visit, etc will be recorded as unexcused without an appointment card or similar notice from the appointment.

Any time a student is not in class, they are considered absent from class – no matter what the reason. If a student misses school and does not have a valid excuse (as determined by administration), they will receive an unexcused absence. This unexcused absence can be for one day or for any minutes missed during the day. If a student comes to school late, leaves early, or does not go to one class during the day without a valid excuse, this is

considered an unexcused absence. A student who comes to class but refuses to work or just sleeps will also be marked absent for that class.

Appointments should be made so they do not conflict with the school schedule whenever possible.

When students are able to anticipate an absence, they are expected to notify the school office before the absence occurs. Students with an anticipated absence will be asked to turn in all work/assignments due during the absence no later than the day they return to school. Work not turned in that day will receive the score of 0. Any test or quiz missed may be made up on a schedule worked out with the teacher.

Students with habitual absences or tardies may be put on individual attendance contracts and referred to Human Services for possible family conferences and interventions.

Class attendance will be considered in assigning course grades and in determining whether credit toward graduation is awarded to the student. (Policy #503)

### **Tardiness**

We take attendance daily at 8:00, students arriving late need to check in at the front desk.

- If a student is tardy 3 times, a 30 minute detention will be assigned either before or after school.
- If a student is tardy 4 times, a 30 minute detention will be assigned either before or after school.

- If a student is tardy 5 times, 1 hour of Saturday School will be assigned. An attendance contract will also be written.
- If a student is tardy 6 times, 2 hours of Saturday School will be assigned.
- If a student is tardy 7 or more times, 3 hours of Saturday School will be assigned.

Any student arriving more than 15 minutes late will be marked absent for that class.

### **Truancy**

Minnesota Statute 120A.22 (compulsory attendance) states that students are required to attend school all day, every day unless they have a valid excuse.

When a student has three (3) unexcused absences at any time during the school year, a letter will be sent to the student and their parents. After five (5) unexcused absences, a referral will be made to human services for a school attendance meeting with a county social worker. After seven (7) unexcused absences, a truancy petition may be filed with the county attorney's office.

Poor attendance or regular tardies may result in notification of parent, guardian and/or appropriate social service and probation agency or loss of your place at MECLA. The Center is an opportunity for success. To benefit from it, you have to be here!

## **Class Schedule**

### Regular Schedule

Block 1	8:00-9:30
Block 2	9:30-10:45
Block 3	10:45-12:00
Lunch	12:00-12:45
Advisory	12:45-1:30
Block 4	1:30-2:45

### Early Out Wednesday Schedule

Block 1	8:00-9:00
Block 2	9:00-10:00
Block 3	10:00-11:00
Block 4	11:00-12:00

### Two Hour Late Start

Block 1	10:00-11:00
Block 2	11:00-12:00
Block 3	12:00-1:00
Lunch	1:00-1:45
Block 4	1:45-2:45

## **School Closing**

The Marshall East Campus Learning Alternatives calendar may change due to special staffing or other program needs. It will be closed on days with inclement weather. School closings will be the same as the Marshall Public Schools. Cancellations will be announced on WCCO radio and on local radio stations KBJJ-107 FM, KMHL-1400 AM and KKCK-99.7 FM. *If the weather is inclement and you feel coming to school would be a safety risk, please call us to let us know of your plan to not attend school.*

## **Visitors**

Student visitors are not allowed to attend class during the school day.

## **Center Climate**

The Marshall East Campus Learning Alternatives is a community of learners who are committed to caring and respecting one another. A problem solving approach will be used to resolve most conflicts at the Center. Since the East Campus is an extension of the Marshall Public Schools, issues with legal consequences will follow the policies established as part of the School Discipline code.

## **Dress Code**

Clothing should be neat, clean and non-offensive. (Policy #504) Common courtesy means appropriate dress, including footwear, should be worn at all times. Examples of inappropriate dress include but are not limited to:

- Clothing advertising or representing substances illegal for juveniles.
- Clothing containing obscene, discriminatory, sexual innuendos, or profane language or pictures
- Clothing containing or construed to be containing gang symbols or clothing worn in a manner to identify gang membership.
- Immodest clothing (i.e. bare midriffs, muscle tees, spaghetti straps, exposed undergarments).
- Headgear is not allowed in school. Students are encouraged to hang up their coats upon entering school.

*School officials reserve the right to confiscate any inappropriate clothing item, send students home to change or provide students with an appropriate choice of clothing.*

## **Public Displays of Affection**

This type of behavior is inappropriate in the school setting. Students should refrain from displaying physical signs of affection in the school and on school grounds. Displays of affection can be interpreted as sexual harassment.

## **Cheating**

Cheating in any form (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments or projects) will result in the student receiving a grade of zero. Appropriate consequences will be assigned. Parent(s)/guardian(s) will be notified by the teacher.

## **Profanity**

A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications, including those displayed on clothing.

The consequence for swearing is a ½ hour assigned detention from any staff member. This detention may be served before or after school or as arranged between the student and the staff member, but must be served within two days of the offense. If the student does not show up or serve the assigned detention, a 1 hour Saturday School will be assigned.

## **Fighting**

Fighting is an unacceptable method of solving a problem and the school will not tolerate it. Students involved in fighting may be subject

to any or all, but not limited to, the following: parent conference, one to five days of suspension, possible expulsion, and reporting of the incident to the local police department.

## **Electronic Devices**

Students will not be allowed to have personal communication and listening devices in the classroom. Such items include, but are not limited to pagers, cellular phones or two-way radios, and personal music systems. These items will be surrendered to school staff. The school cannot be held accountable for the security of electronic equipment brought to school for after school use.

Cell phones can be used in school only before school, during lunch, and after school. Any other time a phone is used during school hours will result in the phone being surrendered to school staff. Upon the first offense a student may pick the phone up himself at the end of the day, for a second offense a parent/guardian will be asked to pick the phone up; a third offense will result in surrender of the phone for the remainder of the school year.

## **Nuisance Articles**

The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school, on the bus, and/or school sponsored activities. Included are, but not limited to, squirt guns, toys, spray bottles, fireworks, spray paint, pagers and phones in class, compact disc/cassette players, lasers, etc. Possessing such nuisance articles in school will

result in confiscation of such articles, and possible disciplinary action.

### **School Property**

Destruction or willful damage to school property will result in school consequences and possible referral to law enforcement. Examples of property crimes may include, but are not limited to: arson, theft, false fire alarm, bomb threat, possession and/or detonation of pyrotechnic devices, robbery, and extortion. Willful damage of school property involves the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district or to any individual within the school setting.

### **Out of School Suspension, Exclusion, or Expulsion**

Out of school suspension may be assigned when there is a statutory violation. This means a school, local or state statute is broken by that action. Examples may include but are not limited to:

1. Use or possession of a controlled substance (i.e. tobacco, illegal drugs, alcohol, etc.)
2. Physical aggression, such as harassment, assault, theft, vandalism, etc.
3. Insubordination/disorderly conduct or defying authority. Law enforcement may be notified and charges may be filed.

*Credit for classes missed during out of school suspension is awarded at the discretion of the teacher.*

When suspended out of school, students are *not eligible* to attend or participate in any school activities or be on any public school grounds.

Exclusion or expulsion are also disciplinary actions taken by the school board for violation of school policy.

This procedure is in accordance with district policy (#506) and the Minnesota State Statute 121A.40 through 121A.56 (Minnesota Fair Pupil Dismissal Act).

The staff of the Marshall East Campus Learning Alternatives is committed to making the learning environment a safe and welcoming place for all who work within it. It is our desire to help you be successful. It is your responsibility to take advantage of this opportunity!

### **Dismissal from a State Approved Alternative Program**

One of the reasons a student is accepted into a SAAP is because both the student and the alternative-learning program feel that the program will assist the student in achieving academic success. If the student continues to have disciplinary, attendance issues and/or fails to make educational progress as outlined in the student's continual learning plan Marshall East Campus will address these issues as follows:

- A continual learning year program plan will be developed with the participation of the student, parent or guardian, teacher and staff. This plan will also include information informing the student that a consequence for not making academic progress may be termination from the program.

- Students with attendance and/or behavior problems will have contracts written to ensure that parents and students understand MECLA's expectations. If the student is unable to meet the obligations of the contract the student and the student's parents or guardian will be notified that termination will take place on a specific date and that the resident district is obligated to provide education service to the student. The resident district will receive a copy of the letter and will be notified in advance so that they can make arrangements to readmit the student into one of its programs.

## **Restorative Measures**

Restorative measures will be used to help maintain a positive school environment to repair harm due to such behaviors as profanity, vandalism, insubordination, and other discipline violations.

## **Code of Conduct**

### **Definition of a Code of Conduct**

A Code of Conduct is a set of behavioral expectations, based on organizational or community principles and goals that are designed to guide and positively influence the choices, actions, and practices of persons who are members of that organization or community.

### **Purpose of the MPS Code of Conduct**

The Marshall Public Schools Code of Conduct establishes behavioral expectations. The Code is designed

to guide the choices, actions and practices of our diverse educational community, which includes students, staff, parents, and guests. The MPS Code of Conduct will help maintain a safe, quality learning environment, which will foster high achievement and excellence in our schools and community.

### **Honesty**

Honesty is being truthful and worthy of others' trust.

To uphold this commitment, I choose to:

1. Keep my promises.
2. Be truthful to myself and others no matter what the consequences.
3. Never lie, cheat, or steal.
4. Be trustworthy, straightforward, and sincere.

### **Responsibility**

Responsibility is doing the right thing, being prepared, giving your best effort, and taking ownership.

To uphold this commitment, I choose to:

1. Be in charge of my behavior and accept responsibility for it.
2. Do the right thing for myself, others, and my community.
3. Be prepared and on time for my school activities.
4. Give my best effort and ask for help when I need it.
5. Follow the rules and laws of my school and community.

### **Respect**

Respect is to commit to treating others like you want to be treated. Everyone deserves respect, but my actions may affect the amount of respect I receive from others.

To uphold this commitment, I choose to:

1. Respect myself, others and property.
2. Honor people's opinions and actions.
3. Listen to others and treat them well because they matter.

### **Fairness**

Fairness is providing equal opportunities for everyone to contribute.

To uphold this commitment, I choose to:

1. Treat others fairly, including a fair opportunity to explain a disagreement.
2. Work to create an environment where all have equal opportunities.
3. Be open-minded toward differences.
4. Never disrupt learning opportunities.
5. Display appreciation and respect for all at sporting events, competitions, and performances.

We will work to understand the MPS Code of Conduct and guide, support, or intervene with others when necessary to support the Code.

### **District Policies**

#### **Nondiscrimination**

Marshall Public Schools' policy is to ensure equal educational opportunities for all students. Marshall Public Schools does not discriminate on the basis of disability, sex, parental, family and marital status. (Policy # 102, 521, 522, 528)

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq., and Minn. Stat. 363.01-14, the Minnesota Human Rights Act. It is the policy of MECLA to maintain a learning and working environment that is free from sexual harassment. The school prohibits any form of sexual harassment. It shall be a violation of this policy for any student or staff of Marshall Public Schools to harass another student or any employee through conduct or communication of a sexual nature as defined by the statute. (Policy #413, 515)

*The school is required to investigate and report all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or staff whom sexually harasses a student or employee of this school.*

#### **Bullying**

Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may be considered bullying should report the alleged acts immediately to an administrator. (Policy #514)

## **Hazing**

It is the policy of District 413 to maintain a safe learning environment for students and staff that are free from hazing.

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Hazing includes physical brutality, any activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

*Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts to the building principal. (Policy #526)*

## **Tobacco, Alcohol and Drug Paraphernalia**

Students, whether participating in activities or not, are not permitted to use or to possess tobacco, alcohol or drugs at any time in the school building, on the school grounds or in a vehicle. This applies to the parking lot, school lavatories, and to all school sponsored activities within the school building, grounds, Southwest State University or Legion Field.

Violation of this rule constitutes a serious offense and will result in

suspension or expulsion from school. If the violation occurs at a school-sponsored dance, the violator will be banned from all school dances, including the prom, as well as suspension/expulsion.

Any student involved in the selling of controlled substances on the school grounds or at school activities will be subjected to immediate expulsion.

*Any student who is observed engaging in suspicious behavior may have their persons or possessions searched by school staff.*

Tobacco products are not to be carried at any time in or about the school facilities. A violation of this policy will result in a meeting with the principal and a police referral to determine the appropriate action. (Policy #418)

## **Weapons Policy**

The School Board of District 413 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. (Policy #501)

For the purpose of this policy: A *weapon 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. Also, any device or instrument that is used to threaten or cause bodily harm or death is considered a weapon.

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

*Consequences may include confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, and a possible recommendation that the student be expelled from school.*

### **Mace/Tear Gas /Pepper Mace Policy**

Although mace/tear gas/pepper mace is considered a weapon under our current school policy, parents of a student may make special arrangements with the building principal if a student needs to carry any of them for defensive purposes outside of the school setting. Such arrangements shall be made in advance for the student to check the mace/tear gas/pepper mace in to the school office whenever he/she is in any school building or to surrender it to a school authority whenever he/she is on school property, i.e. a football game, baseball game, etc.

### **Notice Concerning Use of Pest Control Materials Procedures**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are

present, and whether any treatment is needed;

2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control measures;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

### **Crisis Management**

Each building in the district maintains a set of procedures for dealing with crisis situations. In the event of such occurrences (examples

include: severe weather, fire, bomb threats, hazardous materials, intruders, or other situations affecting student safety) building staff will direct students, staff and visitors where to move and what to do to ensure the safety of all. (Policy #806)

## **Indoor Air Quality**

I.S.D. #413 now has in place a program to monitor and improve air quality at our school. The Marshall School District considers no objective more important than providing its employees, students, and visitors a healthy, safe environment.

As part of the program implementation, an Indoor Air Quality Coordinator has been appointed. An annual walk-through will be performed by the Coordinator to evaluate school facilities for obvious water intrusion, ventilation failures, structural problems, overall cleanliness, and the status of the O&M program.

In that we have adopted the EPA's Tools for Schools, the guidelines contained therein will be used to evaluate all classrooms, ventilation systems, and building maintenance issues.

The District's response to parental concerns will be timely and direct. Parent's questions are always welcome. If a concern would arise, we ask the parent contact Warren Buchholz, Indoor Air Quality Coordinator. The Coordinator will be able to assist in evaluating the child's home or other out of school situation. Additional information is

available to parents about school facility construction; maintenance, housekeeping practices, chemicals used, mold and HVAC related information, and other activities that may contribute to a child's symptoms.

ISD #413 accepts the responsibility of monitoring air quality and will/has conducted a survey of the mechanical ventilation rate of each occupied space in the District.

Marshall Public Schools are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will continue to follow EPA guidance to improve our indoor air quality by preventing as many problems as possible.

## **Annual Asbestos Notification**

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA) each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. I.S.D. #413 has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, I.S.D. #413 shall continue to maintain a safe and healthy environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased

by the school district were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, I.S.D. #413 has completed in AHERA 3-year re-inspection requirement every three years. I.S.D. #413 buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law required for all buildings to be re-inspected every three years after a management plan is in effect. This will be accomplished under contract by AirTech Environmental, Inc.

Short-term workers (outside contractors) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

I.S.D. #413 has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the district office, which will establish

contact with our Account Manager under contract with AirTech Environmental, Inc. To reach AirTech Environmental, Inc. to discuss the management of our asbestos materials or with any questions, AirTech is available at 651-779-7475 (St. Paul) 507-337-2525 (Marshall)

## **Pledge of Allegiance**

Marshall East Campus students may recite the Pledge of Allegiance one time per week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual's right to participate in the pledge. (Policy #531)

## **Wellness**

The Child Nutrition and WIC Reauthorization Act of 2004 requires schools to have a wellness policy that includes nutrition guidelines, goals for nutrition education, and physical activity to promote student wellness.

Students need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive. Food and beverages that are consumed during the school day must be consistent with the current USDA Dietary Guidelines for Americans. Students may not bring pop, sport drinks, or fast food items into the building. Vending machines may contain waters that do not contain any caloric sweeteners and fruit-based drinks that contain at least 50% fruit juice and do not contain any caloric sweeteners. Some baked

and low-calorie snacks may also be purchased from the vending machines.  
(Policy #533)

## **Extracurricular Activities**

Students in the Marshall East Campus Learning Alternatives may participate in the extracurricular programs offered by the Marshall Public Schools. If you are interested in information regarding a specific program, Center staff will assist you in connecting with the appropriate school coach and/or activity leader.

Participants in any school activity program will follow all guidelines established by the Minnesota State High School League. Activity programs provide an excellent opportunity for Marshall East Campus Learning Alternatives students to learn about themselves. Ask Center staff to help you find an activity program that is of interest to you!

In addition to the activities available through the high school, students may participate in the Marshall East Campus Learning Alternatives student leadership organization called the MAAP Stars. Ask the MECLA staff about joining this organization.

## **Fire/Safety Drills**

Fire and lock-down drills are conducted at regular intervals as required by law and are an important safety precaution. For fire drills, it is essential that, when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as

quickly as possible, moving at least 150 feet away from the building. The teacher in each classroom will give the students instructions.

Lock-down drills will be conducted throughout the school year. Students and staff will move to selected areas in the building to rehearse safety procedures.

## **Health Service/Medication**

Marshall Public Schools does not provide any type of health or accident insurance for injuries incurred by students at school. We encourage families to have accident coverage for their students. Low cost accident insurance is available for purchase through a private carrier.

Students who feel ill should report to the school nurse or office staff. The school nurse or office staff will call parents as needed. Students are not to leave the building without permission or without signing out at the front desk.

All prescription medication given at school must be stored in the nurse's office. The prescription must be in the original, labeled container and be accompanied by 1) a doctor's written order, 2) a signed written permission from the parent/guardian to dispense medication, 3) a slip enclosed in the bottle indicating the number of pills sent.

Children who have prescribed inhalers for asthma or reactive airway disorders may possess and use as prescribed in school, provided the following requirements

are met: 1) parent must provide an annual written authorization, 2) the inhaler must be properly labeled for the student, and 3) the school nurse must annually assess student's knowledge and skill level to possess and use in school settings.

Over the counter medications must be stored in the nurse's office and may only be dispensed by the school nurse. These medications must be in the *original container* and accompanied by written authorization from the parent/guardian.

Any medications and medication permission forms transported to school should be left in the office upon entering the building. For safety reasons, students should not be carrying or storing medications in their lockers, school bags, or pockets (asthma inhalers excluded).

Distribution of prescription medication by a student is illegal and will result in suspension and police referral.

## **Internet Access and Use**

The Marshall East Campus Learning Alternatives has been equipped with some of the most technologically advanced equipment available in a learning environment. Your learning experience will be, in part, on the 21<sup>st</sup> century learning highway! To be able to use Center technology, you will need to follow the below guidelines:

- The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique

resources and opportunities for collaborative work. The use of an Internet account must be in support of your educational research and consistent with the educational objectives of the Center. Use of other organizations networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use of project advertisement or political lobbying is also not allowed.

- The use of the Internet is a privilege not a right. Inappropriate use may result in the cancellation of those privileges.
- Students and staff must sign an internet use agreement form before they are allowed to access school technology equipment.

## **Computer Vandalism Policy**

Vandalism to the equipment and software will not be tolerated. The following policy applies to all students using equipment and programs.

**Vandalism includes:** Any alteration or removal of equipment (monitor, keyboard, mouse, cables, etc.), any alteration of software (programs and/or student files), and/or any alteration or removal of printers.

**Discipline policy:** 1<sup>st</sup> violation – warning and parents may be

notified; 2<sup>nd</sup> violation - loss of computer privileges.

### **Lunch/Food**

The Center will have lunch catered by Taher Foods. *Lunch accounts can be established and maintained by contacting Taher at 537-7316.* If you choose, you may also bring your lunch from home.

Students who may be eligible for free and reduced priced meals can have their parents complete the application forms available in the school office. Students who were eligible at the end of the prior school year will be eligible to reapply through Sept. 30, 2009. This grace period will allow time to complete and return the new application form. If at any time, a family's financial situation or address changes during the school year, families must reapply for free and reduced meals. Applications are available from the office and are considered confidential information.

Open campus lunch is a privilege that is available to MECLA students. MECLA students must meet the following criteria at the end of each quarter to qualify for the subsequent quarter: no behavior referrals, no unexcused absences or tardies, and be on the MECLA honor roll. A list of eligible students will be posted quarterly. MECLA students will need to re-qualify for open campus each subsequent quarter.

New students to MECLA will need to meet the same academic and attendance requirements in order to be eligible for open campus following

their first successful quarter of enrollment.

Parents are welcome to come to school to eat lunch with their students. Parents need to call school before 8:30 in the morning to order lunch. Students need to have achieved open campus privileges before they are also eligible to go out to lunch with their parents during the school day.

### **Other Services**

#### **School to Work:**

The Marshall East Campus Learning Alternatives will provide you with an opportunity to develop life long academic, social, physical and emotional skills that will help you achieve success in life. An important part of your experience in the Center will be to develop skills for the workplace. For students who are old enough, work experience will be a part of their educational program. This experience will be coordinated and supervised by MECLA Staff. Rules of the workplace will apply to those students at MECLA. MECLA rules will also apply in the workplace.

#### **Counseling**

East Campus Learning Alternatives is directly connected with all of the social service agencies of the Lyon, Lincoln & Murray County Social Service Agency. If you are in need of psychological, social, health or probation services, MECLA staff will assist you in connecting to these special services.

#### **ELL**

English Language Learners is a program that instructs students of limited English proficiency in the

four language skill areas of listening, speaking, reading and writing. We can provide some services in this area but a more comprehensive program is available through Marshall High School.

### **Special Education**

Prior to enrolling a special education student at MECLA, an IEP meeting must be held. During the IEP meeting the team will review a student's individual education plan to determine if the Marshall East Campus program is able to meet the student's IEP needs. A more comprehensive Special Education program is available through Marshall High School.

### **Section 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that protects individuals with disabilities from discrimination. In order to qualify for accommodations a student must be recently diagnosed with a qualified disability that affects their ability to perform in school. Students would have to demonstrate that they were denied benefits of a program or activity and that they were discriminated against based on that disability.

### **Student Information**

#### **Student Records**

Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Students and parents may request copies of their permanent records (transcripts) from the office staff. The office staff may need advance

notice. Student records are generally kept in the school office. Health records are kept in the nurse's office. Special education IEP information is kept with the student cumulative files. Parents/guardians may review all information maintained in the cumulative file. Copies are available upon request. (Policy # 515)

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's educational records. Schools may charge for copies of records.
- Parents or eligible students have the right to request that a school correct the records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to request a hearing.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- School officials with a legitimate educational interest
- Other schools to which the student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organization conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

## **Directory Information**

Directory information is part of the student's educational record that may be disclosed to the public. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent/guardian(s). Directory information does include personally identifiable data that references religion, race, color, social position or nationality.

*Parents/guardians or students can restrict the release of any or all of the directory information by submitting a*

*written request to the principal. Contact the school office for specific instructions for restricting the release of information. (Policy #515)*

## **Graduation Policy**

Classes offered at the Marshall East Campus Learning Alternatives will provide credits toward earning a diploma from Marshall Public Schools. The curriculum at MECLA is based upon Minnesota graduation standards. To graduate, students will be required to complete all standards as listed in Minnesota statute.

For students who come to the MECLA as a transition before returning to Marshall Senior High (or school of residence), an individualized learning program can be developed in cooperation with your home school that will allow you to return to school with credit toward graduation.

## **Student Surveys**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Steps will be taken to ensure the data is protected in accordance with state data practices. Parents have the right to inspect any instrument used in the collection of information. (Policy #520)

## **Transportation**

### **Bus Transportation**

District 413 has adopted a Pupil Transportation Safety Policy (#709) to improve the safety of student bus riders. This policy will also be addressed at school. If you have questions regarding this policy call our District's Transportation Safety Director (537-6924).

## **Parking Lot/Driving**

Students are expected to drive slowly and carefully in the Mall parking lot. Failure to do so may result in not being able to drive to school or being removed from the program. *Students are not allowed to park in the first two rows of parking spaces in the front of the mall.* These spaces are reserved for mall customers.

### **I AGREE TO FOLLOW THIS SET OF GUIDELINES TO HELP PROVIDE A POSITIVE LEARNING ENVIRONMENT FOR MYSELF, MY CLASSMATES AND THE STAFF AT THE MARSHALL EAST CAMPUS LEARNING ALTERNATIVES.**

1. I agree to wait inside the center for rides and for the bus. All pick-ups should drive up to the curb in front of the center mall door so that they are visible from our front window.
2. I am allowed to leave the Marshall East Campus area when accompanied by staff or with staff permission. I will notify the front desk staff whenever I arrive late or leave early for any reason. The Mall is off limits during the school day. All students will use the main middle entrance to the mall when entering or exiting the school.
3. I will be respectful of peers and staff while attending the Marshall East Campus. This includes using appropriate language, cooperating with others and following staff directions without arguments. I will demonstrate respect for my fellow classmates and staff by maintaining appropriate physical contact.
4. All schools in the state of Minnesota are considered smoke free. I will not smoke on the Marshall East Campus or in the mall area (including the parking lot) during the school day, even if I am 18 years old. For underage smoking students this is a petty misdemeanor (609.685) resulting in a \$50 fine for the first offense.
5. I understand that behaviors such as fighting, name calling, making racist or harassing remarks, unsafe driving and/or coming to school under the influence may result in my being asked to leave Marshall East Campus and/ or a police report being filed.
6. I understand I may NOT bring food including open drink containers back into the building after lunch due to changes in the federal laws.
7. Being on time is an important life skill value at the Marshall East Campus. My "on time" behavior demonstrates interest and commitment to my education.
8. I understand that my ability to earn grades and credits is directly related to my attendance and participation in class. I agree to attend daily. If I am unable to attend I understand that my parent or guardian will CALL to inform the center of my absence. Students who fail one or more classes may be placed on an attendance contract.
9. I understand that if I fail to make educational progress as outlined in my continual learning plan in the areas of attendance, academic progress, or behavior, MECLA may proceed to notify my resident district and return me to that district to receive my educational services.

# Parent/Student Acknowledgement

## Marshall East Campus Learning Alternatives

I have read the handbook and agree to abide by all school rules and policies.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

ParentSignature \_\_\_\_\_ Date \_\_\_\_\_

At various times throughout the year, the school may publish or release information regarding a student's involvement in activities, honor roll (yearbook, newspaper). Please check the appropriate box below indicating your preference as to the release of this information.

You have permission to release this information

Do not release any information.

ParentSignature \_\_\_\_\_ Date \_\_\_\_\_

Field trips are a part of the curriculum in some classes and usually include being transported to locations off school grounds. Please sign below if you are giving permission for your student to participate in these field trips.

ParentSignature \_\_\_\_\_ Date \_\_\_\_\_

**IT IS OUR EXPECTATION THAT STUDENTS DEMONSTRATE RESPONSIBILITY FOR ATTENDANCE, BEHAVIOR, AND ACADEMICS AS WELL AS RESPECT FOR THOSE AROUND THEM. WE ENCOURAGE ALL STUDENTS AND PARENTS TO BE A PART OF THE MARSHALL EAST CAMPUS COMMUNITY AND LOOK FORWARD TO HAVING A POSITIVE YEAR.**