

# Area Learning Center | Albert Lea Area Schools



*Compassion. Courage. Achievement.*

## Student/Parent-Caregiver Handbook 2025-2026



Phone/Attendance....507.379.5190

Fax:.....507.379.4898

*Updated 8/2025*

If you do not understand the information presented to you in this notice, please contact a Success Coach through the main office in your child's school. Interpreter services can be provided for you.

Si no entiende la información presentada en esta noticia, por favor contacte la oficina designado administrativo de la escuela de su hijo para comunicarse con un coordinador de logros estudiantiles (Success Coach). Se puede proveer servicios de intérprete.

နမ့်တန်ပာ်တန်ကစီဉ်လၢပဒုးသ့ဉ်ညါန့ၤတခါအံၤဝံသးစူၤဆဲးကျိးဘဉ် Success Coach လၢနဖိအကူၢ်ဝဲၤဒါး(Main Office)န့ၤတက့ၢ်. ပုၤကတိၤကျိးထံတဖၢ်ကအိဉ်ကတိၤဟံၤစၢၤလၢသုဂီၢ်န့ၢ်လီၤ.

## **Area Learning Center | Albert Lea Area School**

### **Address:**

**211 West Richway Drive  
Albert Lea, MN 56007**

### **Albert Lea Area Learning Center**

**Office: Room 227    507-379-5190**

### **Area Learning Center Staff**

Johanna Thomas	Principal	507-379-5365
Jessi Kirsch	School Counselor/Dean of Students	507-379-4816
Michelle Jahnke	ALC/OLA Building Secretary	507-379-5190
Ben Fistler	English/Electives	507-379-4844
Wendy Bidne	Special Education	507-379-4830
Andrew Gustafson	Math/Electives	507-379-4846
Ben Green	Social Studies/Electives	507-379-4845
Ken Alexander	Science/Electives	507-379-4843
Brittany Roberts	School Social Worker	507-379-4873
Carrie Kirsch	Paraeducator	
Tammy Willis	Work Based Learning Coordinator	
Andrea Harves	Art	

### **Additional Support Services**

Jenny Hendrickson	County Truancy Officer	ALC	507-377-5143
Adam Conn	School Resource Officer	ALHS	507-379-5352
Jolene Svendsen	Food Services	SWMS	507-379-5300

### **ALBERT LEA AREA SCHOOLS - SCHOOL DISTRICT MISSION STATEMENT**

To ensure individual academic, social and emotional growth that leads to engaged citizens and lifelong learners.

### **Mission statement of The Area Learning Center**

To empower students in special circumstances to achieve personal and academic success.

## Area Learning Center | Albert Lea Area School

### Dear Families and Caregivers,

**The Area Learning Center (ALC)** includes both high school and middle school programs, offering an alternative path to graduation for students who meet state criteria. Students at the ALC also have access to Early Middle College and Work-Based Learning opportunities.

The ALC staff recognizes the unique reasons each student enrolls and celebrates their efforts to further their education and earn a diploma. Committed to collaboration with students and families, the ALC staff ensures a successful journey to graduation and beyond. Our mission supports student success, post-graduation pathways, and growth in a safe, respectful, and positive environment.

This handbook outlines the expectations for ALC students regarding school policies and procedures. Students and parents/caregivers are responsible for familiarizing themselves with the handbook's contents, as they are accountable for following the guidelines. Policies may be amended during the school year, with updates available online on the ALC website: <https://www.alschools.org/Page/147>

Administration may share any infractions of ALC policies with the police liaison officer to review for possible criminal violations.

#### **Overview of ALC Program:**

- ALC has attendance guidelines - the majority of students are seat-based and must maintain regular attendance
- ALC awards credits based on successful academic course completion
- ALC program is open to students who meet the enrollment guidelines
- ALC classes are taught by licensed staff
- ALC offers a year round program with its credit recovery courses during summer programming
- ALC program serves adults who meet the qualification criteria
- ALC classes are offered Hybrid from 7:45 am - 8:35 am and onsite from 8:50 am - 2:30 pm
- ALC Extended Day Credit Recovery Classes are offered at ALHS

Respectfully,

Johanna Thomas - Principal

Jessi Kirsch - School Counselor/Dean of Students



# Area Learning Center | Albert Lea Area School



**ALBERT LEA**  
SCHOOL DISTRICT 241

July 2025

Student Days	M	T	W	TH	F
District Days (All Staff)		1	2	3	4
Holidays & Breaks	7	8	9	10	11
No school					
PreK-Grade 12					
Conferences	14	15	16	17	18
No School					
PreK-Grade 12	21	22	23	24	25
8th Grade					
Orientation					
AL Academy Day	28	29	30	31	

August 2025

M	T	W	TH	F
				1
4	5	6	7	8
Aug 11-18 District Days (All Staff)				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Aug 14 PreK-12th Meet Your Teacher  
Aug 18 8th Grade Orientation  
Aug 19 Grades PreK-12 First Day of School  
Aug 29 Sept. 1 Labor Day Weekend Break (NO SCHOOL)

September 2025

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Oct 16-17 Fall Break (NO SCHOOL)  
Oct 20 District Day (Staff only)

November 2025

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Nov 10 Conferences (NO SCHOOL PreK-12)  
Nov 26-28 Thanksgiving Break (NO SCHOOL)

December 2025

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Dec 1 AL Academy Day (NO SCHOOL)  
Dec 24-Jan. 2 Winter Break (NO SCHOOL)

January 2026

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Jan 5 District Day (Staff Only)  
Jan 19 District Day (Staff Only)

February 2026

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Feb. 13 AL Academy Day (NO SCHOOL)  
Feb. 16 Holiday Break (NO SCHOOL)  
Feb. 23 Conferences (NO SCHOOL PreK-12)

March 2026

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Mar 16-20 Spring Break (NO SCHOOL)

April 2026

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Apr 3 Holiday Break (NO SCHOOL)  
Apr 6 District Day (Staff Only)

May 2026

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 21 ALC Commencement  
May 22 ALHS Commencement  
May 25 Holiday Break (NO SCHOOL)  
May 27 Last Day of School  
May 28 District Day

June 2026

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			



**Daily Schedule at the ALC**

ALC Daily Schedule 2025-2026	
Hybrid period 1	7:45 - 8:35
Breakfast	8:30 - 8:50
Period 2	8:50 - 9:42
Period 3	9:43 - 10:35
Period 4/Teams	10:36 - 11:27
Lunch 11:28 - 11:53	
Period 5	11:55 - 12:46
Period 6	12:47 - 1:39
Period 7	1:40 - 2:30

**Arrival Procedures for Students (8:30-8:50)**

When arriving before school, students will enter the building through door B-5 and use stairway C leading to the 2nd floor ALC office and classrooms. Students arriving after 8:50 am will enter through the main entrance of Brookside, door A-1. Students will sign in at the front desk at door A-1. After signing in students will use stairway B and proceed to the 2nd floor ALC office where they will also check-in at the front desk. After checking in at the ALC office students will be provided with a pass to class.

**Dismissal Procedures for Students**

At 2:30pm dismissal, the ALC students will use stairway C and exit the building through door B-5.

**Conferences:** Teacher/Student/Parent-Guardian conferences are scheduled each semester.

**Conference dates for the 2025-2026 school year are:**

Semester 1 Conference: Monday, November 10  
Semester 2 Conference: Monday, February 23

**ALC 2025-2026 Graduation**

**Thursday, May 21, 2026 6:00 p.m.**

\*\*Parents/caregivers are encouraged to contact teachers with any questions regarding their student throughout the school year. Parent-Caregiver/Teacher/Student communication is important to student success. Please update any parent/caregiver contact information with the ALC office by calling 507-379-5190.

## Area Learning Center | Albert Lea Area School

Detailed policies can be found on the school district's website at [www.alschools.org/school-board](http://www.alschools.org/school-board).

District 241 School Board Policies  Albert Lea Area School District Policies

### **General Information For Students:**

Albert Lea Area Schools (ALAS) is committed to providing equal educational opportunities to all persons and does not discriminate on the basis of race, religion, color, national origin, sex, sexual preference, age, marital status, physical and mental disability, status due to receipt of public assistance, or any other group or class against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and any other applicable state or federal laws. Inquiries regarding compliance should be directed to the Area Learning Center Administrative Designee.

### **Athletic/Activity Pass**

Attendance at sporting events is free for all ALAS students. A student ID must be presented.

### **Dances**

When/if dances are held during Homecoming and/or Winerfest there will be separate dances for grades 9 and grades 10-12.

The following rules will apply to all dances sponsored by Albert Lea High School. No exceptions will be made.

- Only ALAS students are eligible to attend.
- ALAS student ID is required for admission.
- Hats, coats, and jackets must be removed before entering the dance.
- Unacceptable behavior will not be tolerated.
- No slam dancing, moshing, or any other dangerous activities.
- A uniformed law enforcement officer may be on duty.
- Students under the influence of alcohol or other drugs will be removed from the dance. School procedures will be enforced and law enforcement will be notified.
- Once a student leaves the dance they cannot return.
- The school reserves the right to shut the dance down or impose appropriate guidelines at any time.

### **Prom Guidelines**

ALAS students who are juniors or seniors may request permission to bring a guest that does not attend ALHS. The guest cannot be a high school freshman or younger, or be older than 20 years of age. If in high school, the guest must be in good standing at their school (not under suspension or expulsion). For all guests, a permission form will be completed along with a copy of the guest's high school ID or Driver's License by the deadline given in the spring. There are no exceptions.

**Activities:** Students of the ALC are encouraged to participate in district-sponsored, after school activities of Albert Lea High School for which they meet eligibility criteria. Students attending the ALC are eligible to participate in any of the district's athletic teams as they so desire. Students must maintain eligibility requirements according to district guidelines. Contact the district Activities Office (507-379-5426) to inquire about sports and fine arts opportunities. ALHS/MSHS rules relating to activity participation must be followed.

**Academic Honesty:** Students are expected to be honest in completing assignments, tests, and other performance assessments. Students shall not engage in academic dishonesty, which includes cheating and plagiarism.

- Cheating is defined as copying another student's work with or without his/her permission, copying answers during a test or quiz, participating directly or indirectly in the transfer of test information, or bringing to a testing situation or receiving during a test/assessment situation, without permission, information about that test, quiz, or classroom assessment.
- Plagiarism is defined as taking ideas, concepts, facts and/or words of another and using them as one's own. Students shall not tamper with grade books, attendance records, computer files. Students shall not falsify records or falsify signatures. Situations involving academic dishonesty may be handled by the classroom teacher or referred to the ALC administration. Students have due process rights.
- Consequences may include no credit for that assignment or test, suspension, removal from the class without credit.



## Area Learning Center | Albert Lea Area School

**Accidents/First Aid:** If a student should happen to be injured during the school day, report it to the classroom teacher immediately. The teacher will send students to the ALC office for additional attention. If needed, the school nurse will be contacted and an accident report will be filed. If a student is too ill to remain in class, the student and ALC staff may contact parents/guardians/emergency contact to determine whether the student may go home or should remain in school. The ALC office does not prescribe nor administer any prescription or over-the-counter drugs or medication, including aspirin *without the proper medical documentation available through our district health staff*. The ALC office is not equipped with a rest area for students.

**Advising:** The Area Learning Center (ALC) staff offers standard academic information during the registration interview prior to the start of each school year and at registration for each subsequent quarter as part of the development of each student's Continuous Learning Plan. Students wishing to speak to a social worker may do so by asking the ALC office staff to arrange an appointment.

**Allergies:** Students and staff should refrain from using perfumes or colognes. No deliveries of latex balloons will be accepted. Any student with an allergy to peanut/nut products, flowers, or any other products which could be available in the ALC must inform the ALC Office as soon as the student knows of the allergy so appropriate precautions can be taken.

### **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability that are important for lifelong success. The purpose of these guidelines is to partner together to encourage regular school attendance. It is intended to be positive and not punitive. Attendance is the responsibility of the student, parent/caregiver, and the school. It is our hope that these guidelines will assist students in attending school on a regular basis. According to Minnesota Compulsory Instruction Law (120A.22), students aged 7-17 years-old are required by law to attend school on a regular basis. All reasonable efforts should be made by families to make school attendance a priority and ensure that students are in school each and every student contact day. Parent/Caregiver involvement can reduce truancy.

### **Attendance Guidelines at the ALC:**

- The ALC is a seat-based day program with classes meeting onsite Monday through Friday 8:50 am - 2:30 pm. It is important that if a student is going to be absent, the adult student, parent, or caregiver should contact the school according to district policy. If a student is ill, has a medical appointment, funeral or court appearance or other absence, the parent/caregiver/student should contact the school at **507-379-5190** the day of the absence or beforehand. Please indicate the nature of absence.
- Students who chronically (3 times per week) arrive late without a verified reason may have the following adjustments made to their program:
  - Intervention conference with ALC staff to address potential options for improving attendance record
  - modified schedule developed with administrator
  - may not be able to attend school that day. On-going late arrival is a disruption to the school environment, student educational success, attendance responsibilities and progress toward successful graduation.
- Adult Students that are chronically late or sign out early without a valid reason or verification may be exited from the program for a period of time or placed on an attendance contract.

### **Student Responsibilities**

- Attend all classes on a daily basis and arrive on-time.
- If students arrive after school starts, they should sign in at the Brookside Welcome Desk inside Door A-1. Then, go to the ALC main office (Room 207) on the 2nd floor to sign in before heading to class.
- If students leave before school ends, sign out at the ALC office and then again at the Brookside Welcome Desk before exiting.
- Students may not leave school grounds without permission.
- Ensure that a teacher changes the absence notation to a tardy if a student is late to class.

### **Parent/caregiver Responsibilities**

- Ensure that their student attends school.
- Monitor their student's attendance: online access through ParentVue is available for parents.
- Inform the school of absences prior to or on the day of the absence by calling **507-379-5190**.
- Notify the office staff and fill out an Advance/Extended Absence form for an extended absence prior to or at the start of the absence.
- Collaborate with the school and the student to solve any attendance challenges that may arise.



## Area Learning Center | Albert Lea Area School

- Schedule student appointments outside the school day when possible.
- Contact the School Counselor (507-379-5190) or student's teacher(s) if there are any concerns about the student's attendance.

### **Excused Absences- verification may be required if excessive and may involve Freeborn County Truancy Program.**

- Absences with proper written verification (written parent note or office form)
- Pre-approved vacation (paperwork turned in prior to absence)
- College visit (paperwork turned in prior to absence)
- Drivers test appointment
- Funerals
- Illness with parent verification
- 504s and IEPs that have attendance clauses
- Court appearances
- School-sponsored activities
- Suspension
- Verified meeting with office personnel
- Doctor-ordered absence
- Official religious holidays
- Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent)
- Unique or emergency circumstances which are authorized by a school administrator

### **Unexcused Absences that will be reflected through Freeborn County Truancy Program**

Parents/guardians will receive an automatic call notifying them of absence.

- Babysitting
- Missing the bus
- Oversleeping
- Running late
- Transportation problem
- Work/job
- Other reasons that are not listed under excused absences

### **Advance Absences: Vacation/College visit/Extended Medical**

Students must pick up an Advance Absence Form from the Office, have it completed by his/her teachers and administrators, and returned to the Attendance Office. Failure to submit this form in advance may result in an unexcused absence.

### **Truancy**

#### *Continuing Truant*

MN. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of MN. Stat. 120A.22 and is absent from instruction in a school, as defined in MN. Stat. 120A.05, without a valid excuse within a single school year for: three or more class periods on three days if the child is in middle school, junior high school, or high school.

#### *Habitual Truant*

MN Statute 260C.007 provides that a "Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

**A school district attendance officer or other designated school official shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under MN. Stat. Ch. 260A.**

### **Reporting Responsibility**

When a student is initially classified as a continuing truant, MN. Stat. 260A.03 provides that the school Attendance Office or other designated school official shall notify the student's parent/caregiver by first class mail or other reasonable means of the following:

- (1) that the child is truant;

## Area Learning Center | Albert Lea Area School

- (2) that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- (3) that the parent or guardian is obligated to compel the attendance of the child at school pursuant to section [120A.22](#) and parents or guardians who fail to meet this obligation may be subject to prosecution under section [120A.34](#);
- (4) that this notification serves as the notification required by section [120A.34](#);
- (5) that alternative educational programs and services may be available in the child's enrolling or resident district;
- (6) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- (7) that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C;
- (8) that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section [260C.201](#); and
- (9) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

**Baby in Class:** We will work with you and your schedule if you are a parent attending the ALC and develop a plan toward graduation. Babies/children are not allowed in classrooms. Teen parents should plan for regular, back-up and emergency childcare. Our School Social Worker may assist you in seeking child care solutions. The district does have an early childhood and voluntary pre-K opportunities for students aged 3-5. Contact Early Childhood at 379-4831 for more information or visit Brookside Education Center. Our school social worker Brittany Roberts (379-5358) may also assist in information regarding child care.

**Bicycles and Scooters and shoes with wheels:** Bicycles should be left outside and locked in available bike racks. Responsibility for the bicycle and/or scooter resides with the student. Wheels on shoes must not be used in the building. Office staff can assist with storing skateboards/scooters in the office as well. These items may not be used inside the building. .

### Albert Lea Area Schools ConnectED Learning & Internet Use Agreement

The purpose of this agreement form is to inform parents about our commitment to provide a ConnectED Learning environment in the classroom, to notify parents about policies we have to support the safe and appropriate use of technology tools and online digital resources to support this environment for students, and to obtain necessary consent for student participation.

#### What is ConnectED Learning?

A ConnectED learning environment is one in which all students enjoy daily access to a full range of educational resources, web-based learning tools, and technology to support rich, meaningful, and student-centered learning experiences. ConnectED Learning includes the following components:

- **21st Century Skills** - communication, collaboration, creativity, and critical thinking.
- **Digitally-Rich Curriculum** - Digital Content resources, including a variety of online interactive programs such as Google Apps for Education, blogs, digital storytelling, concept mapping, and visual presentation tools and applications.
- **Mobile Devices** - students will have regular access to mobile devices and/or computers during class.
- **Differentiated and Personalized Learning** - the use of a wide range of resources and assessment data to meet diverse learner needs and empower students as self-directed learners.

A successful implementation of a ConnectED learning environment is not measured by the number of devices or technology used, but rather by the powerful learning it enables and supports. A ConnectED learning environment may increase student engagement, encourage student participation, boost creativity, facilitate communication with other learners and educators around the world, and expand the classroom experience beyond four walls.

#### Google Apps for Education & other web-based Digital Learning tools

Use of Chromebooks requires Google Apps for Education. The following services are available to each student and hosted by Google as part of Albert Lea Area Schools online presence in Google Apps for Education:

- **Classroom** - a collaboration & workflow tool that helps teachers and students manage assignments and online discussion.
- **Mail**(grades 6-12 only)- an individual email account for school use managed by Albert Lea Area Schools.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments.



## Area Learning Center | Albert Lea Area School

- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- **Drive** - users are provided with unlimited online storage to store digital files. These files are accessible from any web-connected device.

For more information on Google Apps for Education, please visit <https://www.google.com/edu/products/productivity-tools/>

### Student Safety, Security & Privacy

#### Filtering

##### *Filtering of Internet & emails*

School accounts must comply with the Federal Children's Internet Protection Act (CIPA). Student emails and Internet will be filtered and monitored as outlined in the Technology Acceptable Use district policy ([524<sup>1</sup>](#)) to ensure student safety online. Every email sent and received from a school email account (whether from any home, school or public computer or mobile device) goes through filtering software that scans for language and images. Student email addresses will have restrictions on what can be received. Albert Lea makes every effort to block inappropriate content; however, technology is ever-evolving. If a student receives any inappropriate emails or accesses inappropriate content on district-owned devices, these incidents should be reported to a school administrator.

### Student Online Safety

Students will receive instruction in online safety while at school. We also encourage you to talk about online safety with your children. (<https://www.consumer.ftc.gov/articles/pdf-0001-netcetera.pdf>)

#### Student Data Privacy & Security

Student data privacy and security and Internet use in our schools including Google Apps for Education and other digital learning tools are governed by the district policy([515<sup>2</sup>](#),[524<sup>1</sup>](#))and federal and state law including:

#### Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA and the Protection and Privacy of Student Records district policy ([515<sup>2</sup>](#)), schools may disclose directory information, but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information using the Procedure for Obtaining Nondisclosure of Directory Information outlined in the Protection and Privacy of Student Records district policy ([515<sup>2</sup>](#)) --FERPA- <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/>

For more information on how Google Apps for Education provides data security and protects student privacy, review the complete policies here.

-- Google Apps for Education- Privacy & Security- <https://www.google.com/edu/trust/>

### Communication and Publication of Student Work

The use of digital learning tools in a ConnectED Learning Environment may include, but is not limited to, blogs, videos, wikis, e-portfolios, and others that make it possible to share content with classmates, students across the globe, and, where appropriate, the general public. Through the use of these educational tools, the school district may cause student work or video/audio images to be published by including materials in instructional materials, booklets, blogs, websites, messaging, video/audio connections on the Internet or intranet, brochures or flyers used in award ceremonies, sports, or fine arts presentations, and any other form that may be used to distribute or communicate the work. Under the Protection and Privacy of Student Records district policy ([515<sup>2</sup>](#)), the school must obtain parental consent to publish student work as described. This signed agreement serves as consent. **Student Expectations in a ConnectED Learning Environment**

### Digital Citizenship

District computer systems and mobile devices are intended for educational purposes. Students must adhere to the Albert Lea Area School District Technology Acceptable Use Policy ([524<sup>1</sup>](#)) as well as all school rules, policies, and teacher directives. Students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself** - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.



## Area Learning Center | Albert Lea Area School

- **Protect Yourself** - Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
- **Respect Others** - Show respect to others. Do not use technology to antagonize, bully, harass, or stalk people.
- **Protect Others** - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- **Respect Intellectual Property** - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- **Protect Intellectual Property** - Do not use pirated software or distribute music or media in a manner that violates license agreements.

### Internet Procedure

Albert Lea Area Schools have access to the Internet. Students access the Internet to ask questions, consult with experts, communicate with other students and individuals, and to locate materials to meet their educational and personal needs. All educators have a professional responsibility to work together to help students develop the skills needed to select appropriate information sources and to evaluate and use information to meet educational goals.

- Making the Internet available carries the potential that some users might encounter information that some have identified as controversial and of potential harm. Because information on the Internet is fluid (appears, disappears, and changes), it is not possible to predict or control what users may locate.
- School officials cannot promise to control the Internet environment. While we are committed to maintaining a safe environment for student use of computers, we are also focused on providing our students with the understanding and skills needed to use the Internet appropriately to meet their individual educational needs. The district's guidelines for use of the Internet define appropriate educational and ethical uses of the Internet and identify individual user responsibilities. The Internet is considered an educational resource, and as such, any objection to its use should be addressed according to the District's Instructional/Media Resources Procedure. This procedure defines selection procedures for resources as well as procedures for dealing with an objection to the resource.
- The school administrator, at their sole discretion, reserves the right to terminate immediately the Internet and/or computer privileges of any student who misuses it. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Administrators will deem what is inappropriate and their decision is final.

### Electronic Device/ Cell phones

An electronic device is any personal device that may be deemed to distract a student from learning. This includes, but is not limited to, cell phones, headphones/earbuds, laptops/Chromebooks, portable gaming systems, and music players. Students are expected to follow all school/district guidelines regarding use of technology with the ALC. Use of the school district computer system and the use of the Internet including personal computing devices used at school, shall be consistent with school district policies and the mission of the school district. Students are expected to comply with staff and school cell phone use expectations. Our goal is to work with students on appropriate use of technology in our schools so that you are prepared for the workplace and/or higher education. Students may use headphones, etc. with the permission of the classroom teacher. It is the student's responsibility to comply with each teacher's classroom expectations regarding the use of these devices. Under circumstances where the student's technology use becomes disruptive, abusive or violates other school district policies such as anti-bullying or discrimination policy, the student will be referred to the office to work toward improvement of student inappropriate use of devices. **The ALC will not be responsible for lost or stolen items.**

### Cell Phone Responsible Use Protocol

The use of personal electronic devices has become a major talking point at schools throughout the nation. Study after study have now proven that teenage students need support in the appropriate use of personal electronic devices such as cell phones and earbuds. In order to help insure the individual academic, social and emotional growth that we need our students to have in order to create engaged citizens and lifelong learners, the following protocol will be implemented.

An electronic device is any personal device that may be deemed to distract a student from learning. This includes, but is not limited to, cell phones, headphones/earbuds, laptops/Chromebooks, portable gaming systems, and bluetooth speakers..

# Area Learning Center | Albert Lea Area School

## **Non-Negotiables Regarding Cell Phone Use**

- Devices cannot be used in the restrooms
- Creating Tik Toks and other non-educational videos cannot be created during the school day
- Any time a staff member asks for a device to be put away

Students who repeatedly fail to meet the expectations of the responsible use of devices will have the following system in place to assist the student in the responsible use of devices.

- Tier 1: Classroom Intervention
  - Verbal reminders, calls to family and administration, incident report completed
- Tier 2: Administrative Intervention
  - Meeting with student and parent/caregiver
- Tier 3: Family Intervention
  - Further planning for appropriate intervention

It is important to recognize that this protocol is not a ban of the use of personal devices. This is an opportunity for students to learn how to appropriately use powerful electronics that, when used in the right way, can lead to further learning and a positive life experience. In general, the following guidelines will lead to appropriate use:

- Follow directions from ALC staff members
- Leave other students' devices alone
- Use all electronic devices appropriately
- No pictures or videos without prior permission

## **Photography/Videos**

Use of any device to record or take pictures is prohibited in locker rooms and bathrooms. Use of any device to record or take pictures is prohibited throughout the building without permission of staff or administration. Disregard of this expectation could result in a violation of harassment and/or hazing.

**Closed Campus:** The ALC is a closed campus for all students. Students needing to leave early and having permission from the ALC staff or a parent/caregiver must first sign out in the ALC office before leaving. If a student leaves the "campus" without permission or for unapproved reasons, this student will not be permitted back on campus that day.

**Chromebook Checkout:** Students at ALC will be assigned a Chromebook to use for coursework. If any equipment is damaged or lost, the student/parent/caregiver is responsible for repairing the damage or paying for replacement. Chromebook insurance is available for purchase to any ALC student. Chromebooks are to be used in accordance with the Technology/Internet Acceptable Use Policy. No software should be installed or any setting changed on the chromebooks. Students and parents/caregivers must complete the ConnectEd permission slip.

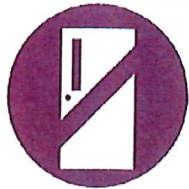
**Continuous Learning Plan:** Every ALC student will complete a CLP with the ALC Administrator or School Dean at least annually, to be updated at registration, each semester, or as needed.

## **Emergency Procedures:**

The Albert Lea Area Schools utilizes a Standard Response Protocol (**SRP**) from The "I Love U Guys" Foundation. This SRP uses levels of responses to assist in a variety of situations. This SRP will be reviewed and drills will be performed throughout the school year.



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



## Area Learning Center | Albert Lea Area School

### Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA and the Protection and Privacy of Student Records district policy (515), schools may disclose directory information, but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information using the Procedure for Obtaining Non Disclosure of Directory Information outlined in the Protection and Privacy of Student Records district policy (515).

More information regarding FERPA can be found at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/>

### Graduation Requirements

Albert Lea School District Graduation Requirements					
Subject	Grade 9	Grade 10	Grade 11	Grade 12	Total Credits
English	2 cr	2 cr	2 cr	2 cr	8
Math	2 cr	2 cr	2 cr	--	6
Science	2 cr	2 cr	2 cr	--	6
Social Studies	2 cr	2 cr	2 cr	2 cr	8
Phy Ed/Health	1 cr	1 cr	--	--	2
Career Exploration	1cr	--	--	--	1
Personal Finance	--	1cr	--	--	1
Fine Arts	2 Total Fine Arts Credits Required				2
Elective	14 Total Elective Credits Required				14
Total Credits for ALHS Graduation for class 2028 and beyond					48

### eLearning Day

An eLearning Day will be in effect when school has been canceled due to inclement weather or other situations. Students are expected to complete assignments on these days. Students are asked to login to their Edgenuity account to further their progress toward completing their courses. Teachers will be available to help students with questions and concerns during regular school hours via email.

### Electronic Equipment:

Photos or videos of classmates, teachers, staff or other Brookside Education Center occupants while at school or school-related events are expressly prohibited unless required for a school project as directed by the teacher with permission of the participants.

**Field Trips:** Teachers, with the permission of the administrator, occasionally offer students the opportunity to participate in field trips and/or college visits. Students are encouraged to participate but alternative assignments will be provided for those who are unable to participate. Students who have a disciplinary consequence which prohibits participation in a field trip will also have an alternative assignment for that event.

## Area Learning Center | Albert Lea Area School

### Emergency Drills

**Fire:** Fire drills are required by law and may help you if a real emergency were to occur. Each classroom teacher will give instructions on evacuating the building in the event of a fire drill or fire evacuation. Please follow instructions in a quick and orderly fashion. Everyone should evacuate out the nearest door and move away from the building until the all clear is sounded. Be prepared to follow alternative directions from your teacher.

**Tornado:** Tornado drills are required by law and may help you if a real emergency were to occur. In the event of a tornado, students will be informed by the supervising teacher where they will go for safe shelter. During the drill, and in the event of an active tornado, individuals should kneel on the floor and cover their heads with their hands.

**Evacuation:** In the event that it becomes necessary to evacuate the Area Learning Center, students will be advised to go to the designated Brookside Education Center evacuation site (Green Lea Golf Course). Classroom teachers and administrators will direct students to the appropriate location. An evacuation drill will occur during the school year to practice for such an emergency. It is important to be on alert during these drills for changes in plans to help us all stay safe in our school environment should an incident occur.

**Fundraising:** Fundraising is only permitted when authorized by school district staff. No solicitation is permitted except as authorized.

**Gambling:** Gambling of any type is not permitted. Students will receive disciplinary consequences if they are found gambling on the school property.

**Graduation Ceremonies:** 2026 ALC graduation ceremony will be held on **Thursday, May 21st at 6:00 p.m.** Students and parents/family/caregivers are encouraged to attend. Caps and gowns will be ordered through the district vendor. Diplomas will be awarded to students meeting the District 241 Graduation requirements.

**Participation in Commencement at Albert Lea High School:** ALC students from the class of 2026 are allowed to participate in the ALHS Commencement within the guidelines of ALHS. ALHS Graduation/commencement is **Friday, May 22, 2026.**

**Homebound Instruction:** Opportunities for such instruction must meet strict criteria. Requests for such instruction must be made with appropriate medical documentation. Homebound instruction is restricted to those whose doctor has specified that attendance at the school is not possible for medical reasons.

### Locker Searches: Minnesota Legislation (Minn. Stat. 127.47 (1995) – in part:

A. The policy of the state of Minnesota is that school lockers are the property of the school district and the school district does not, at any time, relinquish its exclusive control of lockers provided for student's convenience. (1) Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, student consent, or a search warrant. (2) Personal possessions of a student may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. (3) as soon as practicable after the search of a student's personal possession, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (4) The locker policy must be disseminated to parents and students in the way that other policies of general application to students are disseminated.

**Lost and Found:** The ALC Office maintains a lost and found area. Any item found in the school or on school grounds should be turned in to the office. Materials or clothes not claimed will be disposed of or donated as appropriate.

**Medications:** Since the administration of medication to students may present some potential problems, it is preferred that medications be given at times outside of school hours if possible. The school district policy requires that a medication request and authorization form for any medication to be given in the school must be completed before a student can be given any medication. *This Policy includes both prescription and over the counter medications.* The medication Physician Order and Parent Authorization must be completed by the parent AND physician BEFORE any medication will be given in school. All medications must be accompanied by this written physician's order and parent authorization. The parents/guardians of the students shall assume responsibility for informing the school nurse of any change in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. For the parent and the student's protection, the medication will be brought to the school by an adult. If there is a reason this is not possible, please contact the school nurse/ALC office. All prescription medication must be brought to the school in a prescription bottle as issued by the pharmacist. The label on the bottle must match the doctor's order. Over-the-counter medication must be brought in the original, sealed, purchased container



## Area Learning Center | Albert Lea Area School

with the student's name written on it. If the medication dosage means that pills need to be cut in half, the medication must be brought to school already cut. Any medication given by school personnel, other than oral or inhalers, must be dealt with on a one-to-one basis with the school nurse, parents, physicians, and school personnel (i.e. eye drops, injections, etc.) The school district retains the discretion to reject requests for administration of medication by school district staff.

**Messages and Gifts for Students:** Messages for students can be called in to the ALC office at **507-379-5190**. Messages will be delivered between classes. Classes will not be interrupted for student messages. Flowers or other delivery type gifts must remain in the office until the end of the day. **NO LATEX** balloons are permitted at school due to allergies.

**Narcotics, Alcoholic Beverages, and Drugs:** No student shall knowingly handle, possess, use, transport, or be under the influence of any controlled substance: narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind or prescriptions that aren't their own on the school property or off school property at any school activity, function, or event, unless prescribed by their physician, and the student has received authorization in accordance with the school medication policy. Handling, transporting, or having on the person, in the locker or vehicle of the student any substance described above, or any paraphernalia used to ingest a controlled substance, is prohibited. Local law enforcement will be contacted for appropriate follow-up. In addition, school administration may send a student home with a parent/caregiver when it is suspected (via smell, action, or appearance) that a student may be under the influence of a substance.

**Policy Additions or Changes:** If it becomes apparent that a particular school or district policy or practice needs to be changed during the school year, students will receive announcements of any changes before they are put into effect. The ALC Administrative Designee may also administer consequences for wrongdoing that disrupts the educational opportunity of students within the ALC. These may include Out of School Suspension or dismissal. These consequences will be discussed with the student and parent/caregiver and will be presented in written format when necessary.

**Posters:** Any posters, signs, and/or announcements that individual students or groups wish to post in the ALC area must be pre-approved by the ALC staff. Classroom assignment posters may be displayed according to teacher discretion as long as they do not violate any school policies.

**Scheduling of Classes:** Class sections are determined each semester based on student needs and staffing.

**Student Pictures, Yearbooks, Graduation materials, etc.:** Student pictures and packages are available at the ALC through the vendor contracted by the ALC. Students who are seniors or wish to participate in any of the traditional purchases associated with a particular class such as a yearbook or graduation materials must let staff in the ALC Office know and then work with the high school to order and purchase such materials through ALHS staff on their timelines.

**Tobacco-Free Zone:** District 241 campuses, including the parking areas, are a tobacco and drug – free zone at all times, whether class is in session or not. Students caught with tobacco or illegal drugs anywhere within any District 241 space are subject to District 241 consequences.

**The Fair Pupil Dismissal Act:** A copy of this brochure is available in the ALC Office – Room 227 at Brookside Education Center

**Trespassing:** Persons who do not check in at the ALC office may be subject to the appropriate legal consequences as a trespass. Students not within designated ALC campus areas may be considered trespassing on Albert Lea Area School District property.

**Students attending the ALC should not be on the ALHS campus during the instructional school day. ALC students may participate in district activities and events after the school day.**

### **Annual Notice - Section 504 of the 1973 Rehabilitation Act**

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of disability or perceived disability. It is the policy of Albert Lea Area Schools not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the school system to locate, evaluate, and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA) by contacting the school Administrative Designee. Parents/guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations or services for access to educational programs may file a formal grievance and/or request a hearing before an impartial hearing officer by notifying the 504 coordinator. The designated school district section 504 coordinator is the Director of Student Services, who may be reached at the Brookside Educational Center, 211 West Richway Drive, telephone 379-4822.



## **Area Learning Center | Albert Lea Area School**

### **Instructional Resources/Objections**

District employees take great care to ensure that materials chosen for use are appropriate for students in the district. However, sometimes parents/guardians may object to the inclusion or exclusion of a material on the basis of appropriateness. A parent/caregiver may ask that his/her own child be restricted from using any materials he/she might find objectionable. However, if a parent/caregiver has an objection concerning materials used for students other than his/her own, he/she should contact the teacher using the materials or the ALC's Administrative Designee. He or she will advise the parents/guardians of the proper procedure for dealing with the objection.

**Visitors:** Parents/caregivers and other appropriate adults are welcome in the ALC. Visitors are asked to enter Brookside Education Center Door A1 and check-in at the reception desk. Visitors are asked to then proceed to the ALC Main Office to check-in with the ALC staff. Visitors are not allowed to enter a classroom without prior permission. Students may not have another school-aged student visit them during the school day. Visitors are asked to avoid distracting students or staff from their classroom or job responsibilities. If a visitor disrupts the educational process or engages with any ALC student inappropriately, they may be required to leave the building and school property immediately. Law enforcement may be contacted for inappropriate visitor actions.

### **Weather Related School Closings/Early Dismissal**

All announcements of school closings and early dismissals will be announced through our School Messenger program. Arrangements can be made for School Messenger to be sent to you via email, text, and/or phone call. Additional announcements will be broadcasted on the district webpage.

## **Student Code of Conduct/Discipline**

It is the position of Independent School District 241 that a fair and equitable district-wide discipline policy will contribute to the quality of the students' educational experience. An environment conducive to learning and teaching must be maintained to ensure maximum educational opportunities for all.

It is the responsibility of all school district employees to safeguard the health, safety, and the rights of each student. The School Board and District Administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Statute, State Board of Education regulations, and this policy.

District 241 has a Police Liaison Program with two full-time officers from the Albert Lea Police Department assigned to the school district. The officer is available for education, conflict resolution, and consultation about safety concerns.

It is the responsibility of all students to abide by our school guidelines to help maintain a quality learning environment.

### **Albert Lea Public Schools - Policy 529**

PARENTAL NOTICE--Policy #529

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

### **Assertive/Progressive Discipline**

Classroom management is the responsibility of the teacher in charge and the students present. To maintain a pleasant educational environment, both parties must work to assure that individual rights and opportunities are respected. To facilitate good classroom operation, each teacher will communicate with students the discipline plan for their classroom. Copies of the plan will be given to students through classroom notes or through handouts. These plans will include three to five behaviors they expect from all students. Behavior that disturbs the class or is threatening or harmful in nature will result in removal from class.

### **Bullying Prohibition (refer to Policy 514)**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment and is expressly prohibited. Bullying could be any written or verbal expression, physical act or gesture or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students.

## Area Learning Center | Albert Lea Area School

MN. Stat. 121A.031 provides that “bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

MN Stat. 121A.031 provides that this section applies to bullying by a student against another student enrolled in a public school and which occurs:

- on the school premises, at school functions or activities, or on the school transportation;
- by use of electronic technology and communications on the school premises, during school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
- by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- A nonpublic school under section 123B.41, subdivision 9, consistent with its school accreditation cycle, is encouraged to electronically transmit to the commissioner its anti-bullying policy, if any, and any summary data on its bullying incidents.

This section does not apply to a homeschool under sections 120A.22, subdivision 4, and 120A.24, or a nonpublic school under section 123B.41, subdivision 9.

- A school-aged child who voluntarily participates in a public school activity, such as co-curricular or extracurricular activity, is subject to the same student bullying policy provisions applicable to the public school students participating in the activity.

Any person who believes he/she has been the victim of bullying should report the alleged acts immediately to a teacher, School Dean or administrator. Students also have the option to submit an online [Anonymous Bullying Report](#), which is located on the Area Learning Center website. Upon receipt of a complaint or report of bullying, the School District shall undertake or authorize an investigation and may take immediate steps to protect the complainant, reporter, students or other pending completion of an investigation of bullying. Upon completion of the investigation, the School District will take appropriate disciplinary action.

### **Bus**

Riding the school bus is a privilege, not a right. The policies and guidelines for transporting students are provided to each student in a handbook at the start of the school year. The school district contracts with Albert Lea Bus Company for all bussing services. Questions concerning bus transportation should be addressed to:

- Albert Lea Bus Company.....507- 373-1467
- Paul Durbahn .....507-379-4808

### **Albert Lea Area School Rules for School Bus Passengers**

The Albert Lea Public School System provides bus transportation for your child to and from school. It is necessary to have certain rules and regulations in order to protect the welfare of every child. Each person, regardless of age, must take the responsibility of following these rules. They should realize that carelessness, thoughtlessness, or misconduct can cause injury to themselves or their fellow passengers. Please review the safety rules listed below.

1. Only pupils assigned to the bus by the school board or designated administration officer shall be transported at district expense. In no case shall the number assigned result in more than three passengers per seat.
2. At the bus stop (home or school) students are asked to:
  - Be on time. Board the bus only at your assigned pick-up point.
  - Stay back from the curb so you will not accidentally slip or fall into the street or distract passing motorists.
  - Wait for the bus to come to a complete stop and the driver to open the door before proceeding to the bus. Do not push, crowd, or cut the line. Line up in a single row.
  - Take a seat promptly, remain seated, and do not move around the bus.
  - When it is time to leave the bus, stay seated until the bus has completely stopped. Do not push or crowd to get off.
3. On the bus: The school bus ride is part of the school day. Your driver is on the bus to provide a safe and pleasant trip.
  - Please follow the instructions of the driver promptly and courteously.
  - A student may be charged for damage to the bus. Please respect your bus.
  - For everyone's safety, materials such as: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are not allowed in a school bus.



## Area Learning Center | Albert Lea Area School

- Remember to keep voices quiet so your driver can hear traffic noises and be especially quiet at railroad crossings.
- First aid kits, flares, and the emergency door are for emergency use only and should not be handled by students.
- Fighting, abusive language or profanity, throwing objects, use of chemicals or tobacco, and general "horseplay" will not be tolerated.
- Windows may be opened only with the permission of the bus driver. Never put your head, arms, feet, or any object out the window.
- Spitting, littering, lighting matches, and other behavior threatening the safety, well-being, and respect for others will not be tolerated.

### 4. When leaving the bus:

- Use the handrail when stepping off the bus.
- When you step off the bus, move away from the bus.
- If you must cross the street you should:
  1. Walk ten feet ahead of the bus.
  2. Stop and look back at the bus driver and wait until the driver gives you the signal to cross. Then look left, right, and left.
  3. Walk quickly across the street. Don't stop or turn back.

Students who do not obey these safety rules and regulations may be denied transportation as outlined in the following "Discipline Procedures." Any action by a student that threatens the safety of the bus driver and/or passengers or violates a school regulation will be dealt with according to the following policy. In all cases, the decision of the bus driver is final and will be reported in writing to the appropriate school administrator.

- Referral #1 - The bus driver will make a written report to the Administrative Designee. The student will be informed with the reminder of the policy and parents will be contacted.
- Referral #2 - The bus driver will make a written report to the Administrative Designee. The student will be suspended from riding the bus for a period of one (1) to five (5) days. The parents will be contacted informing them of the duration of the suspension.
- Referral #3 - The bus driver will make a written report to the Administrative Designee. The student will be suspended from further bus service for a period of more than five (5) days or until the end of the school year. Furthermore, the School District also reserves the right to suspend students from bus service for the entire period of the student's enrollment. The Parents/caregivers may request a conference with the Administrative Designee, Director of Transportation, and/or a representative of the bus company to review the reasons for the suspension or propose alternatives to suspension.

However, Referrals #1 and #2 may be waived by the District if the severity of the first violation is such that common sense dictates immediate suspension for any amount of time up to the balance of the school year for the safety of other students and/or a bus driver.

### **SCHOOL BUS STOP LAWS - Do you know what to do when you encounter a stopped school bus?**

#### **Flashing Yellow Lights**

Flashing yellow lights will be activated at least 100 feet before a school bus stop in a speed zone of 35 mph or less, and at least 300 feet before it stops in a speed zone of more than 35 mph. The flashing yellow lights (at the top of the bus) warn motorists that the school bus is about to stop to either load or unload children. It is against the law to pass on the right side of the school bus while it is displaying flashing red or yellow lights.

#### **Flashing Red Lights**

Flashing red lights warn motorists that the school bus is loading and unloading students. When a school bus is stopped with its red lights flashing and its stop arm extended, you must stop your vehicle at least 20 feet from the bus. Oncoming traffic, and motorists approaching the bus from behind, may not move until the stop arm is retracted and the red lights are no longer flashing. You are guilty of a misdemeanor if you break the law. The penalty for this violation is a fine of no less than \$300 and your driver's license suspended.

#### **Exception for Separated Roads**

You are not required to stop for a school bus with its red lights flashing if it is on the opposite side of a road that is separated by a safety aisle or safety zone. The safety aisle or safety zone includes a grass median or cement barriers. Painted stripes on a roadway are NOT considered a safety aisle or safety zone.

## Area Learning Center | Albert Lea Area School

### Passing a School Bus

It is illegal to pass a school bus on the right side when its red lights are flashing and its stop arm is extended. It is also illegal to pass a school bus on either side when one or more children are outside of the bus, red lights are flashing, and the stop arm is extended. A law enforcement officer with probable cause to believe a driver has violated this law may arrest the driver within four hours of the violation.

### Vehicle Owner May Be Penalized

When a vehicle is used to violate the school bus stop arm law, the owner or lessee of the vehicle is guilty of a petty misdemeanor. However, if the owner or lessee of the vehicle can prove that another person was driving the vehicle at the time of the stop arm violation, the driver-not the owner or lessee- will be charged with the violation.

When you apply for a driver's license, you must certify, by signing the application, that you understand that you must stop for a school bus and are aware of the penalties for violating this law.

### Final Thoughts

All of us must do our part to ensure the safe transportation of children. We can all get distracted while driving by listening to the radio, thinking about home or work, being to passengers, or talking on a cell phone. It takes only a moment for a tragic event to occur. Please pay attention when you drive. Everybody is depending on you.

The Department of Public Safety has a website where you can view more information on this topic if you would like:

Visit <https://dps.mn.gov/divisions/msp/commercial-vehicles/Pages/school-bus-safety.aspx>

### Disruptive Acts

School disruptions (disrespectful behavior, defiance of authority, insubordination, failure to identify oneself, threats) will not be tolerated. Any student who disturbs or interrupts the peace or good order of the school or school-sponsored activities, whether the school sponsored activity is on or off-campus, will be subject to disciplinary action. Students are expected to follow the school guidelines and policies. Students who fail to follow the direction of any adult in the building will receive consequences ranging from:

- 1st offense will warrant disciplinary actions ranging from a conference with the dean to ISS.
- 2nd offense and above may warrant a 1 to 5-day suspension.

Obscene, abusive or offensive language toward a staff member may result in:

- a 1-day suspension, and a possible disorderly conduct ticket.

A student who aggressively or violently directs a physical or verbal assault or attack on another student or staff may be:

- initially suspended for up to five (5) days, and
- may be recommended to the Superintendent and School Board for the exclusion program or expulsion.

### Gangs

Gangs or supposed organization and association of gangs will not be tolerated. Any manifestation of gang apparel or display of gang symbols will not be allowed. Any person(s) found to be knowingly and/or intentionally recruiting or promoting gang-type activity within or on the school property will face consequences from Administrative Designee, and/or police.

- 1<sup>st</sup> incident is a warning.
- 2<sup>nd</sup> incident will be a 1 day suspension.
- 3<sup>rd</sup> incident and above will have a more severe consequence, which may include suspension, exclusion, remediation, removal from the program for a period of time.

### Harassment (refer to Policy 413 and Policy 514)

Everyone at District 241 has a right to feel respected and safe. Harassment toward staff or fellow students will not be tolerated. Harassment is intimidating or abusive behavior toward an individual(s), based on actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial status, socio-economic status, physical appearance, sexual orientation, gender identity or expression, or disability, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's program. Harassment can be in written, oral or electronic form, or displayed through gestures, stalking, or other action. Harassment may include the following when related to religion, race, sex, or gender:

- Name calling, jokes, or rumors
- Commenting on or unwelcome touching of a person or their clothing



## Area Learning Center | Albert Lea Area School

- Graffiti
- Notes or cartoons
- Offensive or graphic pictures, posters, or book covers
- Exposing of intimate body parts to another

If any words or actions embarrass you or make you feel uncomfortable or fearful, please contact a teacher, School Dean, Administrative Designee, or the Director of Human Resources (Located at the District Office). We take all reports of religious, racial, sexual harassment, and/or violence seriously and will take all appropriate actions based on your report. Your right to privacy will be respected as much as possible. Violence is any word, look, sign, or act that hurts a person's body, feelings, or things. No one is entitled to use violence and it will not be tolerated in this school. **Students found guilty of harassment will receive suspension and a record of the behavior is recorded with the student discipline record.**

### Definitions

- **Assault:** An act done with intent to cause fear in another of immediate bodily harm or death. The intentional infliction of or attempt to inflict bodily harm upon another. The threat to do bodily harm to another with present ability to carry out the threat.
- **Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature.
- **Racial Harassment:** Racial harassment consists of physical or verbal conduct relating to an individual's race.
- **Religious Harassment:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion.
- **Sexual Violence:** Sexual violence is a physical act of aggression or force, or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in MN. Stat. 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- **Racial Violence:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.
- **Religious Violence:** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

### Hazing (refer to Policy 533)

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing. This policy applies to behavior that occurs on or off school property, during or after school hours. A person who engages in an act that violates the school hazing policy or other law, in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. "Hazing" is defined in MN. Stat. 121A.69 as 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.

The term hazing includes, but is not limited to the following activities:

- Any type of physical brutality such as striking, paddling with a board, branding, electric shocking, sexual contact, or placing a harmful substance in or on a student's body.
- Any type of physical activity such as sleep deprivation, restrictions on personal hygiene, exposure to weather, confinement in a restricted area, public nudity, being forced to wear embarrassing or humiliating attire in public, calisthenics, personal servitude, or other activity that subjects a student to an unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, tobacco, controlled substance (prescription medication not belonging to the student, synthetic, or illegal drug), product or other food, liquid, or substance 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 activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This may include verbal abuse, such as yelling, swearing, and insulting the student.
- Any activity that causes or requires a student to perform a task that involves violation of state or federal law or of school district policies and regulations. This includes abuse or mistreatment of animals, public nudity, and theft.

## Area Learning Center | Albert Lea Area School

“Student organization” as defined in MN. Stat. 121A.69 means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular student events. Any person who has knowledge of violation of this policy or has been the victim of hazing shall report the alleged acts immediately to the Administrative Designee or Superintendent. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation and may take immediate steps to protect the complainant, reporter, or others pending completion of an investigation of hazing. **Upon completion of the investigation, the school district will take appropriate action including a warning, 1-10 day suspension, exclusion, expulsion, student transfer, remediation, termination, or discharge.**

### Lockers

School lockers are the property of the school district. Locker assignments will be issued to students upon request. Lockers are to be used for books, coats, clothing, and supplies.

The following suggestions regarding locker use:

- Keep lockers locked at all times.
- Do not reveal your locker combination to any other students. Students cannot switch or share lockers.
- Lockers should be cleaned periodically.
- Do not leave money in your locker.
- Do not kick or mark your locker in any way.
- Please do not bring valuables to school intending to store them in your locker.
- Students are responsible for keeping the front of their lockers clean.
- Theft/vandalism should be reported to the office and/or the Police Liaison.
- District 241 is not responsible for items lost or stolen from lockers.

In the event that a student officially withdraws from ALC, lockers will be cleaned out by school officials and all items found within that locker will be held for two (2) weeks in the office. After two (2) weeks, all items will be transferred to storage. At the end of the school year all remaining items will be disposed of.

### Food Services:

Students are offered a breakfast and lunch program at the ALC contracted through Chartwells as outlined by the Food Service Department of the Albert Lea Area Schools. All waste paper from food or beverages should be placed in containers provided. Due to food safety concerns individuals should not bring food into the building for distribution to other students. All food must follow the guidelines of the district wellness and nutrition policy. Food should not be taken into classrooms unless permission is given by administration or staff. Students are not allowed to bring in food from outside vendors, nor are they allowed to have food delivered to them from an outside vendor or other individual.

**Breakfast:** Breakfast is served at all schools in the district. Studies have proven that students who eat breakfast achieve higher academic scores, are more alert in class, visit the school nurse less often and are better behaved in school.

**Application for Educational Benefits:** The Albert Lea School District strongly encourages all families who may be eligible for free or reduced price meals to apply. Almost all federal funds use the free and reduced lunch count as one of the eligibility criteria to determine federal funding. This is a confidential process and the school is required by law to protect the identity of these students.. Return the completed application to the school or mail it to the Food Service Office, 1601 W. Front St., Albert Lea, MN. 56007

### Parking:

Parking in the parking lot at Brookside Education Center is a privilege, not a right. Parking spaces are available to ALC students on a first-come, first-serve opportunity as long as the student respects the rules of car usage on school property. Vehicles may not be parked in any restricted areas nor in any non-striped areas. Student cars parked in a “No Parking” area will be towed at the owner’s/operator’s expense. Students must obey all traffic directions and school bus laws and drive with extreme slow speed (10 mph or less). Failure to abide by parking and driving expectations may result in elimination of the right to park on District 241 property. Students must register their vehicle/s when they register for classes or any time a different vehicle is going to be parked on school property. **\*Student vehicles that are parked on school property may be subject to search if a suspicion of illegal items/substances is suspected. If illegal/inappropriate items are found the student may be subject to school and law enforcement consequences as deemed necessary.**

### School Property

All school property loaned by the school during the school year is the student’s responsibility. Students are liable for all damages incurred. The school will charge an appropriate replacement fee for technology, textbooks, workbooks, library books, or other property lost or destroyed by students. Students must respect school property and property belonging to others. Students



## Area Learning Center | Albert Lea Area School

causing damage to or destroying school property will pay for the damage and be disciplined accordingly. This includes manipulating computer files or entering or printing unauthorized files.

### Student Attire

The purpose of a dress code is for students to be dressed appropriately to encourage learning. Good judgment should be used in choosing clothing to be worn at school. Students should avoid attention-seeking outfits that are offensive or violate the comfort level of others. You will be asked to change clothes or be sent home to get appropriate attire. The administration (or appointed designee) will be the final arbiter of what is appropriate dress. Inappropriate clothing includes, but is not limited to, the following:

- Hats and other headgear, except as a religious observance, must allow the face to be visible and must not interfere with the line of sight to any student or staff, including while the student wearing the hat is seated. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated.
- Pants and shirts should be worn to cover all undergarments, which includes underwear and bra straps.
- Clothing that promotes products or activities that are illegal for use by minors are prohibited. This includes but is not limited to alcohol, tobacco, and drugs. Clothing with obscenities or sexual connotations are forbidden.
- Footwear must be worn in the building at all times due to state health mandates.
- Any clothing or actions deemed to be gang-related will result in suspension.
- Students are not allowed to bring blankets or coats to class or wear blankets or coats during school hours.

### Student Identification

All District 241 students in grades 5-12 must have a student picture identification card with them to attend a home athletic contest or school-sponsored dances. Students must carry the I.D. with them at all times. Staff and event supervisors may ask students to show their I.D. at any time.

### Substance Abuse Policy

- **Tobacco/electronic cigarettes and accompanying cartridges, liquid nicotine, or inhalants:**
  - o Law enforcement may be contacted should a student be in possession of the above items outside of any guidelines listed in school district policies.
  - o Educational information provided. Work with School Social Worker. Ongoing violations will result in out of school suspension.
- **Alcohol/Drug Use, Possession and/or Sale:**
  - o Law enforcement will be contacted.
  - o Up to 5-day OSS (out-of-school) suspension with a recommendation for further action per district policy.

### Suicide Prevention Information

If you're thinking about suicide, are worried about a friend or loved one, or would like emotional support, the Lifeline network is available 24/7 across the United States. If you're in crisis, there are options available to help you cope. You can also call the Lifeline at any time to speak to someone and get support. For confidential support available 24/7 for everyone in the United States, call 988.

#### National Suicide Prevention Hotline

1-800-273-TALK (8255) -or- 988

#### Crisis Text Line

Text HOPELINE to 741741

#### Freeborn County Crisis Services

1-877-399-3040

### Weapons Policy (refer to Policy 501)

The Albert Lea School District has a "No Weapons" policy. This policy is in effect during the school day, on school grounds, on the school bus, and during athletic events, or any other school sponsored activity. A weapon is any object used in a threatening manner. This could include, but is not limited to, an object that looks like a gun, a pocket knife, knife, or ammunition. Possession of a weapon in violation of this policy may result in suspension, expulsion, and police involvement.