



# Albert Lea Online Academy

**Student - Parent/Caregiver Handbook**

**2025-2026**

**Grades 7-12**

211 W Richway Drive

Albert Lea, MN 56007

Ph: 507.379.5330

Web Site: <http://www.alschools.org>

## **School Office Staff**

**Johanna Thomas- Principal**

**Jessi Kirsch - School Counselor/Dean of Students**

**Michelle Jahnke -Administrative Assistant**



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 principal de la escuela de su hijo para comunicarse con un coordinador de logros estudiantiles (Success Coach). Se puede proveer servicios de intérprete.

နမူတန့်ပာ်တန်ကစီဉ်လၢပဒုးသ့ဉ်ညါနၢတခါအံဝံသးစူဆဲးကျိးဘဉ် Success Coach လၢနမိအကိဝဲၤဒါး(Main Office)နၢတက့ၢ်. ပုၤကတိကျိးထံတဖၣ်ကအိဉ်ကတိဟံစၢလၢသုဂီၢ်န့ၢ်လီၤ.

## **Welcome to the Albert Lea Online Academy!**

We welcome you to our Albert Lea Online Academy. We are very excited to provide this learning option for our students and families. We are confident that our Online Academy will provide a quality option for those choosing to engage in this virtual learning experience.

Students at any grade level who attend school regularly have a greater opportunity to achieve academic success. In addition, students involved in clubs or other activities tend to be more involved in their schools and with their academics. Families partnering with schools to support student learning creates the most optimal conditions for all of our students to be successful. We look forward to working with our families.

Our goal is to provide our students with a safe, caring, respectful, and positive atmosphere to attend their schooling. Through cooperation and collaboration with families, as well as communication and flexibility, we hope to provide the best learning environment possible for our students. We look to provide assistance to assist our struggling students and challenges for those students seeking to challenge themselves further.

This handbook has been prepared as a guide to understanding the expectations for students in regard to school policies and procedures. It is the responsibility of each student and parent/caregiver to become familiar with this handbook and its contents as students and parents/caregivers are held accountable for knowing the policies. The administration will develop and implement additional procedures as they see necessary in operating the school. If you need clarity on anything in the handbook, please feel free to contact me.

The policies and procedures in this handbook may be amended or changed during the school year. The changes will be noted in the handbook online and may be found on our webpage. At the discretion of administration, any infraction to Albert Lea Area Schools policies and procedures may be shared with the Police Liaison Officer for review for possible criminal violation.

We look forward to a great year at Albert Lea Online Academy and are excited for you to be a part of it. We hope both our students and families find success with our learning model, enjoy our programming, and have a very successful school year.

Sincerely,

Johanna Thomas - Principal

Jessi Kirsch - School Counselor/Dean of Students

## Is Online Learning right for you?

### Am I self-motivated and self-disciplined?

Being self motivated is vital to ensuring you will stay on track. It will be important to set small, attainable goals for each class and to create a schedule to stay on task.

### Am I willing to ask for help?

Continuous progress on courses is necessary for successful completion. Your teachers are ready and willing to help you when you need assistance. Online learners need to be able to use their voice to ask for help from family or teachers when they feel stuck.

### Am I an effective communicator?

Communication in an online setting is different from face-to-face, but extremely important to a student's success. Online learners need to be comfortable using email to communicate with teachers about where they are stuck or to request a meeting. Additionally, online learners will often use Google Meet to interact with teachers.

### Can I set my own schedule?

It is recommended students plan a regular weekly schedule for working on coursework. Some parts of the schedule will be set by your teacher (i.e. Google Meet sessions, teacher office hours, and due dates) but some of the day will be up to you when you access your coursework. Online learners make a school routine that meets the requirements of the teacher and the flexibility of their learning style.

## **ACADEMY ITEMS OF NOTE:**

### **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 Dean of Students. 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 Special Services Office, Brookside Educational Center, 211 West Richway Drive, telephone 379-4822.



**Equal Opportunity for All**

The Albert Lea Online Academy 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 Albert Lea Online Academy Dean of Students.





**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	28	29	30	31	
AL Academy Day					

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			

# **Attendance Line for Albert Lea Online Academy: 507-379-5190**

## **ACTIVITIES, ATHLETICS, AND CLUBS (Grades 7-12)**

**Students enrolled in the Albert Lea Online Academy may participate in activities outside the school day. Transportation for these activities will be the responsibility of the parent/caregiver.**

District 241 is a member of the Minnesota State High School League and Big 9 Conference. Compliance with the MSHSL and District 241 rules is required for a student participating in any and all sports. To become an official member of a team, the student and a parent/caregiver must complete the online registration and, for sports, submit a current MSHSL Sports Qualifying Physical.

### **Athletic/Activity Pass**

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

## **CODE OF CONDUCT/DISCIPLINE**

It is the position of Independent School District 241 that a fair and equitable district-wide discipline procedure 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 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 procedure.

District 241 employs two full-time School Resource Officers in cooperation with the City of Albert Lea. The officers, Albert Lea Police Department officers, are available for education, conflict resolution, and consultation about safety concerns.

It is the responsibility of all students to abide by our school policies to help maintain responsible learning habits:

- **Set Clear Goals:** Establish specific academic and personal goals at the beginning of each semester to stay focused and motivated.
- **Create a Study Schedule:** Develop a consistent daily or weekly study schedule to ensure steady progress and avoid last-minute cramming.
- **Stay Organized:** Keep all coursework, assignments, and important dates organized in a planner or digital tool.
- **Communicate Regularly:** Maintain regular communication with teachers emails, discussion boards, and/or virtual meetings.
- **Stay Engaged:** Actively participate in online discussions, forums, and group projects to enhance learning and stay connected with peers.
- **Seek Help When Needed:** Reach out for help or clarification from teachers whenever you encounter difficulties with the coursework.



- **Monitor Progress:** Regularly check your progress against your goals and deadlines to ensure you're on track to complete coursework by semester end.
- **Maintain Academic Integrity:** Commit to honest and ethical work, avoiding plagiarism and cheating to ensure true learning and fair assessment.
- **Create a Productive Workspace:** Set up a dedicated, distraction-free study area that promotes focus and effective learning.
- **Balance School and Personal Life:** Manage time effectively to balance schoolwork with personal activities, ensuring a healthy and productive lifestyle.

### **Albert Lea Public Schools - Policy 506**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

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

#### **PARENTAL NOTICE--Policy #529**

1. 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.
2. 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/caregiver that such notice will be provided.
3. 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 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. The student may then be asked to meet with an administrative dean.

### **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.

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 the school functions or activities, or on the school transportation;
- by use of electronic technology and communications on the school premises, during the 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 the administrator. Students also have the option to submit an online [Anonymous Bullying Report](#), which is located on the district school 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.

### **Disruptive Acts**

School disruptions (disobedience, 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 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:

- 1<sup>st</sup> offense will warrant disciplinary actions ranging from a conference with deans to ISS.
- 2<sup>nd</sup> offense and above will warrant a 1-to 5-day suspension.

Obscene, abusive or offensive language toward a staff member may result in a minimum 2-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 will be initially suspended for a minimum of 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 in District 241. 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 principal, designee, and/or police.

- 1<sup>st</sup> incident is a warning.
- 2<sup>nd</sup> incident will be a 1-to 5-day suspension.
- 3<sup>rd</sup> incident and above will have a more severe consequence, which may include exclusion, expulsion, student transfer, remediation, termination, or discharge.

## 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
- 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, counselor, Principal, 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. **The school district will take appropriate action with students found guilty of harassment.**

## 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 unwelcomed 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.

"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 Principal, Superintendent, or designee. 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.**

### **Lost or Damaged Items**

A fee will be assessed for lost or damaged textbooks, library books, technology devices and accessories or any other item of school owned property.

### **Parking**

Albert Lea Area Schools are not responsible for theft or damage to vehicles in parking lots. Any car parked on District 241 property may be searched by school officials or law enforcement officers at school request.

### **Plagiarism**

Dictionary.com defines plagiarism as, "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author". Plagiarism, or the copying of another's work and submitting it as your own, is not tolerated and will receive consequences when identified and confirmed. Possible consequences include:

- Work being sent back to the student to be redone in their own words with warning for further instances.
- Student assigned to redo the assignment/test with a maximum grade of 80% of the original points possible.
- Parent/Student/Teacher/Counselor Conference
- NHS Advisor and Activities Director notified of infraction(s)
- Student assigned to redo the assignment/test with a maximum grade of 50% of the original points possible.
- Parent/Student/Teacher/Principal Conference
- Student receives a zero "0" for the assignment and is unable to redo the assignment for credit.
- Other appropriate consequences as assigned by the Administrator

### **Safe Zone**

In accordance with MN. Stat. 609.66, District 241 schools are in a Drug-Free, Weapon-Free Zone. Anyone convicted of possessing, storing, or keeping a dangerous weapon while knowingly on school property is guilty of a felony and may be sentenced to imprisonment for not more than five (5) years or to payment of a fine of not more than \$10,000, or both.

### **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 textbooks, workbooks, library books, or other property lost or destroyed by students. Students must respect school property and property belonging to others. Students 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. Violation of this section could result in a suspension and police involvement.

### **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:

- "Short shorts," mini-skirts, short skirts, muscle shirts with cut-out sides, spaghetti straps, tops that expose the midriff and/or cleavage, and other clothing that is not in keeping with community standards.
- Pants and shirts should be worn to cover all undergarments, which includes underwear and bra straps.
- Clothing that promotes alcohol or tobacco or their use will not be accepted. Clothing with obscenities or sexual connotations is forbidden.
- Students are requested to refrain from wearing caps, hats, hoods, or cloth head coverings during live class meetings.
- Footwear must be worn in the school building at all times due to state health mandates.
- Any clothing or actions deemed to be gang-related will result in suspension.

### **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 their I.D. with them at all times. Staff and event supervisors may ask students to show their I.D. at any time.

### **Theft**

Receiving or Possessing Stolen Property - The unauthorized taking, using, transferring, hiding or possessing the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences. A student admitting to or found guilty of stealing may be suspended up to 5 days and referred to the police liaison.

### **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, or ammunition. Possession of a weapon in violation of this policy may result in suspension, expulsion, and police involvement.

### **Consequences for Inappropriate Behavior**

If a student violates the rules of Albert Lea Online Academy, certain consequences may follow. The specific consequence will be determined by the severity and frequency of the offense. Potential consequences include:

- **Loss of Privilege**  
First-time violations of school rules will typically result in a loss of one or more privileges a student might have.



- **Out-of-School Suspension (OSS)**

OSS may be assigned for up to ten (10) days for serious offenses such as fighting and drug, alcohol, and tobacco violations, as well as violations of attendance and behavior contracts. Repeated violations or serious acts of violence against individuals or the school may result in suspensions up to ten (10) days in length. Students are expected to complete class assignments during the time they are suspended. Assignments will be provided by teachers; teachers are available by email or phone during school hours. Students will not be allowed into live class sessions.

- **Suspension from Co-Curricular Participation**

Students who commit serious violations of school rules may temporarily or permanently lose the privilege of participating in activities or athletic programs.

- **Expulsion**

For particular offenses outlined in the district behavior procedures, a student may be expelled by the School Board.

## **COMMUNICATION**

The Albert Lea Online Academy provides information to students and parents/guardians through updates on our web page ([Alschools.org](http://Alschools.org)), emails, text messages, and/or phone calls from the school.

For direct contact with the teacher we recommend you email your Albert Lea Online Academy classroom teacher and they will respond to you. Teachers will have posted office hours during which students can connect directly with their teacher.

## **EMERGENCY PROCEDURES**

**Inclement weather days/eLearning days:** As our students do not travel to/from school, **our classes are in session regardless of the weather** if the remainder of the district is an E Learning day. The only exceptions would be if either the power or internet service is disrupted. If the district has a "snow day" then the Online Academy would not have classes.

### **EMERGENCY SCHOOL CLOSINGS**

District 241 uses an instant alert system called BlackBoard to deliver general, emergency and weather related messages to parents/guardians and students. Phone numbers and email addresses listed with the school will be used to communicate all closings, delays, and early outs immediately. **Please keep all of your contact information updated with the school office (especially if you make any changes during the school year).** School closings will also be posted on the School District webpage at [www.alschools.org](http://www.alschools.org) and on the Albert Lea Tigers Unite app.

You can also check the Albert Lea Area School District Facebook page and tune into radio stations KATE - AM 1450, KCPI - FM 94.9, POWER 96 - FM 96.1, or television stations KAAL - Ch 6, KTTC - Ch 10 and KIMT - Ch 3 for school closing information.



## FUNDRAISING

Fundraising is permitted only when authorized by the administration. No solicitation is permitted. A schedule of student activity fundraisers is developed to space fundraising throughout the school year.

## GRADING/GRADUATION

### Scheduling Classes

The Albert Lea Online Academy's instructional program is designed to meet the requests of the students for specific classes. The starting point in scheduling is the student and the finished product is the result of student-parent input. Because the class sections are determined by student registration, it is of utmost importance that care and concern go into making course selections. We believe that it is important for parents to be involved in the student's scheduling process.

### Academic Lettering

The purpose of this is to reward academic excellence, provide peer and community recognition, to raise academic expectations amongst students, validate the efforts of academic achievement, and increase the pride in academic achievement. Students must abide by the Minnesota State High School League rules and those of Albert Lea School District #241. Any violations of rules will disqualify the student from lettering in that period. Letters will be awarded each school year after quarter 2, based on cumulative GPA for all subjects accordingly:

- 9<sup>th</sup> grade – 4.0 after Semester 1
- 10<sup>th</sup> grade – 3.9 after Semester 1
- 11<sup>th</sup> grade – 3.8 after Semester 1
- 12<sup>th</sup> grade – 3.7 after Semester 1

### Academic Honors

Students will be recognized for academic honors based on their grade point average starting in 9th grade. In order to recognize seniors for their accomplishments during these events, the information for honors recognition will be based upon the end of 3<sup>rd</sup> quarter grades of a student's senior year.

- **Cum Laude:** A student achieving the honor of Cum Laude has maintained a GPA between 3.7 - 3.84. Cum Laude means being honored with praise. These students will receive a red honor cord.
- **Magna Cum Laude:** A student achieving the honor of Magna Cum Laude has maintained a GPA between 3.85 and 3.99. A student achieving Magna Cum Laude is graduating with great honor. These students will receive a silver honor cord.
- **Summa Cum Laude:** These students have achieved a GPA of 4.0 and above, ranking them as the highest academic honor ALHS has to offer. These students will receive a gold honor cord.

Weighted	Non Weighted	Grading Scale
5.0	4.0	A
4.7	3.7	A-
4.3	3.3	B+
4.0	3.0	B

Common Grading Scale (by percent)	
93-100%	A
90-92%	A-
87-89%	B+
83-86%	B

3.7	2.7	B-
3.3	2.3	C+
3.0	2.0	C
2.7	1.7	C-
2.3	1.3	D+
2.0	1.0	D
1.7	0.7	D-
0	0	F
0	0	P
0	0	S
0	0	NC
0	0	NG
0	0	NP
0	0	I
0	0	WF

80-82%	B-
77-79%	C+
73-76%	C+
70-72%	C-
67-69%	D+
63-66%	D+
60-62%	D-
Below 60%	F

### **Commencement Participation**

Seniors who have earned the right to graduate may participate in the graduation ceremony. Seniors who are unable to follow district and school expectations will be held out of the graduation ceremony. Students who are not passing required classes must bring their grade(s) up to passing by the end of the school year or they will not be able to participate in graduation. Students also must have regular attendance in all classes on their schedule during Semester 2. Parents/caregivers will be notified if their student is not allowed to participate in Commencement.

### **NCAA Requirement**

Please review [this document for eligibility requirements](#) for potential NCAA athletic participation and eligibility. You can learn more by visiting:

<https://www.ncaa.org/sports/2014/10/6/core-courses.aspx>

## 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

## HEALTH SERVICES

Our district has three licensed school nurses that work with children's health needs.

The licensed school nurses are responsible for the management of district health services in all of the schools. They are responsible for: health screening; vision and hearing screening, referral and follow-up; scoliosis screening, referral and follow-up; early childhood screening; health counseling; individualized health plans and emergency medical plans for students with special health concerns; health office supervision; and training of staff providing health services. The licensed school nurses are responsible for immunization verification and follow-up in compliance with immunization law. They are also responsible for training of staff regarding infection control, infectious diseases and specific health conditions. If at any time during the school year there are changes in your child's health status, please notify the licensed school nurses. Nurses are available by phone, e-mail, for conferences and meetings to address any health related concerns.

## ALLERGIES

- We have students in our school district who have life threatening allergies to latex, peanuts, and tree nuts. Any deliveries containing latex will be prohibited from entering the building. We request individuals to voluntarily refrain from sending/bringing any peanut or tree nut products or by-products into our schools or to any school-related activities. Students are not to bring food items to share with others in the cafeteria or in



the classroom.

### **ILLNESS**

- Attendance in school is very important, but we value your child's health. If your child is vomiting or has a fever, we advise that he/she stay home. If your child becomes ill during the day, they may not leave the school without reporting to the school office. The health office staff will evaluate your child and depending on the situation, will allow them to rest on a cot or contact you to take them home. It is important that either the parent/caregiver or another responsible individual be available for your child if they become ill. Your child may return to school when he/she is feeling well and body temperature has been less than 100 degrees for 24 hours. For vomiting or diarrhea, the child should stay home 24 hours after the last episode.

### **IMMUNIZATIONS**

See [Policy 530](#) for Immunization Requirements

### **MEDICATIONS**

See Policy [10230](#) for prescription and over-the-counter medications

## **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 their own student 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 their own, he/she should contact the teacher using the materials or the online academy Dean of Students. He or she will advise the parents/guardians of the proper procedure for dealing with the objection.

## **POSTERS/POSTINGS**

Any posters, signs, and/or announcements that individual students or clubs/organizations wish to post in the school or on school platforms must be pre-approved by the principal and must bear their signature.

## **REQUEST FOR STUDENT SOCIAL SECURITY NUMBER**

All Minnesota school districts are part of a statewide computer reporting system which uses the student social security number to record information about your student. This information is, in turn, provided to the Minnesota Department of Education. This department is required by law to collect and store information about each student, staff member, and educational program (MN. Stat. 121.932 and 124.17). Therefore, we ask that you, the parent or guardian, provide your child's social security number although you are not legally required to do so. The Minnesota Department of Education uses this information to determine how much money your school district receives from the state and federal government. This information is also used to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs. Your student's school district will share this information

with the Minnesota Department of Education. The Minnesota Department of Education will share the information with the Department of Human Services to allocate additional funding and improve instruction. As a parent/caregiver, you do not have to provide your child's social security number. If you choose not to provide the number, the school district staff might need to submit another type of report to receive money distributed by the state or federal government.

## **STUDENT TESTING**

District assessments will be given throughout the year to help measure your student's achievement, but even more importantly, how effective your student is progressing in their learning.

Testing as mandated by the State Legislature will be administered at the appropriate grades. The MTAS, MTELL, and MCA tests will be administered at an on-site location if they apply to your student.

If you would like to have your student not participate in statewide testing, you can click on one of the following links to print off a copy to return to the office.

Parent and Guardian Guide & Refusal for Student Participation in Statewide Testing

[Parent and Guardian Guide & Refusal for Student Participation in Statewide Testing](#)

[Parent and Guardian Guide & Refusal for Student Participation in Statewide Testing](#)

[Espanol](#)

[Parent and Guardian Guide & Refusal for Student Participation in Statewide Testing Karen](#)

## **TECHNOLOGY**

**Students will utilize a Chromebook through the Albert Lea School District for the 2025-2026 school year.**

### **ConnectEd**

Please complete the following consent form: <https://bit.ly/3WyPged> This form can also be found by using this QR code:



### **Internet Procedure**

The Albert Lea Area School District has 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.

- Users will be required to complete basic training in both use and etiquette prior to accessing the Internet. 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 building administrators, at their sole discretion, reserve 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.

### **Cell Phone Usage**

Cell Phones and Electronic Devices, other than those used for a live class period, are to be either inaccessible or turned off during the class meeting. This will decrease the temptation for interruption and distraction to the student's learning. No cell phones or other electronic devices are to be used during academic classes unless authorized by the teacher or school personnel.

### **Photography/Videos**

Students must receive prior permission to take pictures, audio recordings, or videos of individuals whether in-person or digitally. Failure to adhere to this rule may result in disciplinary action. The 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. Students may receive up to ten (10) days of suspension. Further discipline could result from a violation of harassment and/or hazing.

## **Appendix #1**

### **PUBLIC NOTICE**

Independent School District No. 241 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Independent School District No. 241 receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Independent School District No. 241 to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the



[School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

2. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

3. Pursuant to applicable law, Independent School District No. 241 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO

BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

4. Pursuant to applicable law, Independent School District No. 241 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone

numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *BUILDING PRINCIPAL*, BY OCTOBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

*Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*

INDEPENDENT SCHOOL DISTRICT NO. 241  
ALBERT LEA, MINNESOTA



## **Appendix #2**



# **Technology/Internet Acceptable Use Policy and ConnectED Learning & Chromebook Agreement: Consent Form**

*The complete Technology Acceptable Use Policy is available for review on our website:*

<https://bit.ly/4cgmsNz>

**USER NOTIFICATION** – the district policy includes the following:

- Internet use is subject to compliance with school district policies.
- Disclaimers limiting the school district's liability relative to:
  - Information stored on school district storage devices.
  - Information retrieved through school district computers, networks or online resources.
  - Personal property used to access school district computers, networks or online resources.
  - Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- Even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- Goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- The collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 7131, Public and Private Personnel Data, and Policy 10260, Protection and Privacy of Pupil Records.
- Should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- All provisions of the acceptable use policy are subordinate to local, state and federal laws.

### **PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.



## ConnectED Learning & Chromebook Agreement: Consent Form

Online consent form available via the QR Code to the left or at <https://bit.ly/3WyPged>

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student ID \_\_\_\_\_

### Student Agreement

I have been notified about and understand the school district policies relating to safety and acceptable use of the school district computer system including mobile devices, and the internet and agree to abide by them. I further understand that should I commit any violation of this agreement, my Chromebook and network access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

**By signing below, I acknowledge and agree to the above terms and conditions of Chromebook Use and Issuance.**

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

### Parent or Guardian ConnectED Learning & Chromebook Agreement

#### Mobile Device & Internet Use

I have been notified about school district policies relating to safety and acceptable use of the school district computer system including mobile devices and the internet in a ConnectED Learning environment. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet.

I accept full responsibility for my child's use of the Chromebook and understand that my child's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this *ConnectED Learning & Chromebook Agreement*.

**By signing below, I acknowledge and agree to the above terms and conditions of the agreement..**

parent/caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Digital Learning Tools including Google Workspace for Education

I understand that under district policy and state and federal law a student's education records are protected from disclosure to third parties without parental consent. I understand that the use of digital learning tools in a ConnectED Learning Environment may include, but is not limited to, Google Workspace for Education, assessment tools, blogs, wikis, and other digital tools may require student personal information and portions of their educational records to be stored in a secure online environment for educational purposes.

**I understand that by participating in a ConnectED Learning environment including digital learning tools including Google Workspace for Education, information about my child will be collected and stored online in a secure environment.**

parent/caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Publication of Student's Work & Media Release

I understand that the use of digital learning tools in a ConnectED Learning Environment 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, 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.

**I grant consent for the school district to publish my student's work and video/audio recordings as described. I understand that I can withdraw consent at any time.**

parent/caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Chromebook Insurance

**I have read and understand that insurance is available for the student Chromebook.**

parent/caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Appendix #3**

### **School District Policies**

Student behavior policies are directed by School Board adopted policies. This document can be found at: [www.alschools.org](http://www.alschools.org) Go to tab School Board → School District Policies.

**Parents are asked to sign acknowledgement of the handbook and school district policies at the start of the school year or upon enrollment.**

#### **Employee/Personnel**

##### **Policy 413 - Policy Against Religious, Racial, and Sexual Harassment and Violence\***

This policy is to maintain a learning & working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability.

##### **Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

The purpose of this policy is to make clear the statutory requirements of school personnel to report child neglect or physical or sexual abuse. All licensed school personnel are mandatory reporters. The Department of Human Services/Freeborn County is responsible for all investigations. Minn STAT. § 626.556

#### **Students**

##### **Policy 501 - School Weapons Policy**

This policy is to assure a safe school environment for students, staff, and the public. It defines a weapon, exceptions, and consequences for students and non-students.

##### **Policy 502 - Lockers**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

##### **Policy 503 - Attendance**

The school board believes that 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 important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

##### **Policy 504 - Student Dress & Appearance**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

#### Policy 506 - Student Discipline

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

#### Policy 514 - Bullying Prohibition Policy\*

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation.

#### Policy 515 - Protection & Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

#### Policy 522 - Student Non-Discrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

#### Policy 524 - Technology Acceptable Use Policy

This policy sets forth guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications. This policy applies to any personal computing devices (iPads, mobile phones or other personal devices) that access the internet at school.

#### Policy 526 - Hazing Prohibition\*

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

#### Policy 529 - Staff Notification of Violent Behavior by Students

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior in an effort to provide a safe school environment.

#### Policy 532 - The Pledge of Allegiance\*

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.



[Policy 533 - Wellness Policy](#)

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

[Policy 10230 - School Medication](#)

This policy includes BOTH prescription AND over-the-counter medications. Students requiring medicine at school shall be identified by parents to the school nurse, health coordinator, secretary, principal or teacher.



**Our Mission:**

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