



Beacon Program Student Handbook

WCED: Albany-Melrose-Paynesville-Sauk Centre

Our program was established by the West Central Education District to provide an increased level of intervention for special education students focusing on increasing their social skills, self regulation skills, and coping strategies. We have students attending from our cooperative school districts: Albany, Melrose, Paynesville, and Sauk Centre. We also welcome students from other districts.

MISSION STATEMENT~ The West Central Education District's mission is to maximize every student's educational experience by providing high quality services to students, families, and member districts.

BELIEF STATEMENTS~

- All WCED staff have expertise in their individual discipline or licensure area
- Lifelong learning is a vital component of the educational experience
- Parents are an integral part of their child's learning
- Partnerships with community resources and other agencies are key in helping children and families reach their fullest potential

OBJECTIVE~

- To provide students with the life skills necessary to be healthy individuals through social skill building, mental health awareness and academic instruction.
 - Students will be provided a structured, consistent and predictable environment
 - Students will be provided the opportunity to realize their full potential
 - Collaboration with families, home school, and community agencies must exist
 - Guardian/Parents are an integral part of team planning

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Beacon will comply with MDE and MDH guidelines in regards to the impact of the covid pandemic in the 2024-2025 school year. This plan will be shared with all families and available on the WCED website. We reserve the right to refer to home district student handbooks for additional clarification and guidance.

~updated September 2024



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Accidents: All accidents must be reported to staff if injuries occur in the classroom, the school building, or school grounds. If medical attention is needed, parents/guardians will be notified. All incidents will be documented. The school does not provide accident insurance plans for students.

Assessments: Based on MN guidelines, assessments required for students in grades K-12 will be administered at the Beacon Program. Special Education comprehensive assessments will also be administered to inform programming.

Attendance/Truancy: The attendance policy will be in effect for this school year in accordance with all applicable state and federal statutes and regulations. If a student is absent for any reason, the student's **parent/guardian must verify the absence, regardless of the student's age, in accordance with the following procedure:**

- Notify district transportation.
- Call, email, or send a message to the school by 8:00 AM on days your student is absent. The school will attempt to contact parents/guardians whenever the student is absent from school and a parent/guardian has not already contacted the school.

Categories of Absences: All absences are either "excused" or "unexcused". 15 consecutive days of absence will result in the student no longer being actively enrolled in the Beacon Program. A team meeting will be required to re-enroll. A designated staff, or the school principal, has discretion to determine whether an absence is excused or unexcused. Students are expected to complete coursework missed due to absence.

Excused Absences: In order for an absence to qualify as "excused" it must fit into one or more of the following categories and be approved by designated staff:

1. **Illness/injury:** any absence due to a student's legitimate illness or injury is excused. The designated staff has the sole discretion to require a doctor's note verifying the need for the absence before designating any absence as excused due to illness/injury.
2. **School Sponsored Activities:** For purposes of the attendance policy, school sponsored activities are activities approved and sponsored by the school district including activities such as, but not limited to, field trips, service learning projects, or extra curricular activities. Student participation in these types of activities is a privilege, not a right. It is the responsibility of the student to check with his or her teachers regarding assigned work and completing it according to expectations.
3. **Family Emergencies:** For purposes of the attendance policy, family emergencies include serious, unavoidable events that require the student's absence from school. Examples of family emergencies include funerals for family members and visiting immediate family members (such as parents, grandparents, siblings) in the hospital.
4. **Family Trips:** Absences due to family trips may be excused if the student and parent meet all of the following requirements:
 - a. Requests for absences due to family trips must be made at least 3 school days before the trip is to begin. The request must be signed by the student's parent/guardian, and include a brief description of the purpose of the trip (i.e. hunting trip, family vacation)
 - b. The student must be passing all classes and have no incomplete assignments at the time of the request.
 - c. Failure to meet one or more of these requirements will result in the absence for a family trip being classified as "unexcused."

- d. Students may be entitled to a total of 10 excused absences for family trips each year. A review of the student's current and past attendance record will assist in determining approval or denial for granting family trip as "excused".
5. Dental, Medical or Court Ordered Appointments: Any absence due to a student's legitimate dental, medical, or court ordered appointment is excused; a note from the appointment is encouraged and will be required if truancy has been previously filed or if the student has been absent on 8 or more occasions.
6. Religion: Any absence due to a student's religious observance is excused. (not to exceed 3 hours per week unless prior approval has been granted by designated staff.
7. Other Absences: Any absence not covered in categories 1-6 will be determined by the building principal or designated staff as either excused or unexcused.

Unexcused Absences: An "unexcused" absence occurs when the absence has not been identified as an "excused absence" according to the above criteria. Discussions, group interaction, and class participation cannot be "made up" after an absence. When a student is absent, he or she may lose daily points and grades may be affected. Whenever a student receives an "unexcused absence," the guidelines of the resident county truancy mediation program is followed. Examples of unexcused absences include but are not limited to: babysitting, work, rest due to work, travel (unless preapproved), missing the bus or getting kicked off the bus, oversleeping or helping at home.

Continuing Truant: "Continuing Truant" refers to a child who is subject to the compulsory instruction requirements for section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school. Upon a child's initial classification as a "continuing truant," the school attendance officer or other designated school official shall notify the child's parent or legal guardian, by first-class mail or other reasonable means, of the following:

1. That the child is truant;
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 enforce 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 the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy; alternative education programs and services may be available in the district.
6. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C; the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201.

When students have 3 unexcused absences, the school will notify the County Attorney requesting a first letter be sent to the child and/or the child's parent(s). The County Attorney will send a letter to the child and/or the parent(s) and mail a copy of the letter to the school authority who sent the request.

Habitual Truant: A "habitual truant" is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on 7 school days if the child is in middle or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for 1+ class periods on 7 school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant and the child's parent or legal guardian to

appropriate services and procedures, under chapter 260A. The school sends a letter to the County Attorney requesting mediation.

Tardy: When a student is late to school, the student may lose privileges and/or be required to make up the time as determined by Beacon Staff. Patterns of being tardy will be addressed at IEP meetings. Students are not considered "late" when arriving on school transportation. Three unexcused tardies equals one unexcused absence.

Behavior Guidelines: The Beacon Program has been established to meet the needs of a variety of individuals. The safety and security of all who attend is vital in providing a quality educational environment. The purpose of the following Policy and Rules of Conduct is to clearly state our expectations of student's behavior and consequences for violations of the rules.

Students are entitled to fair treatment and recognition of their rights and privileges. In return, students are expected to pursue a suitable course of study, comply with the rules and follow the lawful authority of the school staff. The mutual aim of school staff and students should be to create a sense of community where everyone is respectful of the rights of others and all may develop to their fullest potential. Students will earn recognition based upon their behavioral and academic performance.

All forms of harassment, abuse, insubordination, bullying, inappropriate language, stealing, illegal substance abuse, or violence among or by students whether by action, spoken words, written words, pictures, sounds, or other forms of communication will not be tolerated and are subject to discipline. Examples include but are not limited to:

- harassment: bullying based on race, sexual orientation, and religion
- abuse: fighting, any sexually motivated unwelcome touching
- insubordination: noncompliance (failure to obey any reasonable request from a staff member)
- bullying: fighting, name calling, confrontation/posturing/heckling/grandstanding, threats
- inappropriate language: close imitations of swear words or gestures, swearing,
- stealing: taking items from other students, staff, or school without permission
- illegal substance abuse: possession/use/distribution of alcohol or other illegal or controlled substances like tobacco, items used to alter mood such as rubber cement, markers, white out, aerosol paint.
- violence: fire starting, fighting, vandalism, gang involvement, possession/use of weapons, violent or sexually explicit pictures/drawings, threat to harm

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

College Visits: Juniors (1 day) and seniors (2 days) may be granted excused absence(s) to visit a post-secondary campus. The student must provide a note from their parent/guardian 3 days in advance of the visit, and upon returning to school, a verification letter from the campus visited. Students will be required to make up all missed work due to the absence.

Communication: The Beacon Program uses JMC notification system to notify parents/guardians regarding closings, late starts, early outs and other important information.

Email may be used for communication per parent/guardian approval. It may be used for a variety of special education communication activities such as but not limited to meeting notices, scheduling, sharing draft evaluation reports, and behavior summaries. Annual parent/guardian approval will be obtained at the start of the school year.

Credits/Graduation and Diplomas: Academic programming provided at the Beacon Program focuses on Language Arts, Math, Social, and Science. In grades 9-12, Transition Skills are also an area of focus. IEP teams decide which content areas will be focused on and to what extent. Social Emotional Learning is promoted in all classrooms throughout the school day. Social Emotional Learning includes developing skills in the following areas: self awareness, self management, relationship skills, responsible decision-making, and ability to identify one's emotions to thoughts and feelings in relation to behavior exhibited. When students have demonstrated an increase in skills, IEP teams discuss transition opportunities. Students returning to their home school district is the ultimate goal.

Passing Classes

Passing classes requires the successful completion of course requirements.

Incomplete Classes

Students will be given a grade of incomplete if the student has been absent and has not had enough time to make up the coursework that was missed (one day for every missed day plus one; i.e. absent 2 days would allow for 3 days to make up the work). Coursework not completed within timelines will result in a zero for the identified assignments.

Failed Classes

If a student fails a class, this will result in a need for credit recovery. The IEP team will discuss options for earning credit recovery.

Graduation and Diploma: Students earn a high school diploma from member districts by completing the credits outlined in their IEP. Students earn a certificate of attendance from the Beacon Program. Participation in member district graduation ceremonies is set by the district. The IEP team will review the guidelines and provide support.

Crisis Behavior Awareness: If the Beacon staff becomes aware of a student with any suicidal, homicidal, or terrorist intentions/suggestions, the following may occur depending on the severity of the action.

- notification of parent while other actions are being taken
- assessment of risk by Beacon Staff and/or WCED staff
- police notification
- notification of county social services

If your child becomes aggressive to the point they are trying to hurt themselves or others, staff will use de-escalation techniques in which they have received training to minimize trauma and injury; as a last resort use of restrictive procedures.

Suicide Prevention Information

Suicide and Crisis LifeLine: **988**

Crisis Text line: **741741**

Four County Crisis Response Team: **320-253-5555 or 1-800-635-8008**

Daily Schedule: The school building will be open from 7:45 AM - 2:45 PM, on all days that school is in session. Students should not arrive before 7:45 AM. The school day begins at 8:00AM and ends at 2:30PM.

Discipline Complaint Procedure (DCP): Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the West Central Education Director. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website, in the handbook appendix, and is available in administration offices. The process is initiated by filling in the form and submitting the form to the West Central Education Director.

1. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The Director will direct the investigation. The District may use outside counsel as it sees fit. The Director may designate staff responsible for any aspect of the process.
2. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Director will require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.
4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

Dress Code: Student appearance and/or dress needs to be supportive to the learning environment. Classroom temperature can often vary throughout the day. A lightweight jacket or sweatshirt can be helpful when rooms are cooler. Winter gear (such as snow pants, boots, coat, mittens, and a hat) is needed for outside play during cold weather days.

If your child has difficulty with bathroom accidents, please send a complete change of clothes; shirt, pants, and underwear. Please label these extra clothes. For safety reasons, students need to wear tennis shoes to school. Boots, crocs, flip-flops or sandals are not allowed. Belts and neck ties can also be unsafe and are not permitted at school.

Clothing (shirts, hats, or other) that contain profanity or slogans which are degrading to any group (including gang related images), or which promote alcohol or other drugs, will not be tolerated.

Grooming or dress that prevents a student from doing his/her best work because of blocked vision, restricted movement, or clothing which exposes them or any other students to danger, and items that could potentially be used as a weapon are not acceptable.

- shorts/skirts, shirts need to provide full coverage and show no undergarments
- winter coats must be stored in lockers
- Cowboy boots/steel toed shoes are not allowed
- Belts when removed to use as a weapon are not allowed

Students who violate any of the above listed guidelines will be required to change into clothing that meets the guidelines. Students will remain in the designated space until they make the appropriate change. Further consequences may result based on how the student accepts responsibility. Repeat violations will result in additional consequences. Parents/guardians will be notified when there are concerns/violations with these guidelines.

Due Process: The Beacon Program strives to adhere to all due process required by State and Federal Laws. Special education due process requirements will be addressed at the Beacon Program; such as but not limited to annual IEP meetings, progress reports, and 3-year evaluations when applicable. In the event a student receiving special education services violates school expectations, due process requirements will be addressed. In certain situations staff will convene to discuss the appropriateness of disciplinary actions and make modifications if the team determines it necessary to do so.

Electronic Devices: Both personal devices and school issued procedures and guidelines are outlined below.

Students are encouraged not to bring cell phones or other electronic devices including smart watches and earbuds/air pods to school.

If students choose to bring a cell phone/device to school the expectations are as follows:

- Cell phones, electronic devices (including smart watches) and earbuds/air pods will be turned in prior to entering the building. Devices will be stored in a locked location and will be returned to students at the end of the academic day.
- Students who need to be in contact with their family during the academic day are to ask permission to use one of our school phones. Parents are welcome and encouraged to contact our main office if there is a message that needs to be relayed.
- Students assume the risk of damage, theft, or loss when choosing to bring a phone to school.
- Cell phone use of any kind is not permitted in locker rooms or bathrooms.
- Corded earbuds/headphones may be allowed at designated times for instructional purposes on school approved devices.
- Phone usage during lockdown and fire drills is prohibited.
- Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non instructional time, or while participating in school events
- Cell Phone Guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. These expectations will be addressed at pre-trip meetings and/or on trip-specific permission slips.

Chromebooks, Internet, and Email: The Beacon Program is a Google School. While enrolled, students will be issued a West Central Education District email account to communicate regarding school expectations; such as but not limited to, announcements, school assignments, and teacher/student feedback. Computer cases are required for school issued computers. Stickers, student markings are not allowed on

school issued devices and/or cases. Students are responsible for appropriate behavior on the school computer network. **The chromebook is intended for participation in school; not for personal use.** Communication on the network is often public in nature. General rules for behavior and communication apply. *Gaming and listening to music needs staff approval.* Access to the network is a privilege, not a right. Student chromebooks are monitored for appropriate use; inappropriate use will result in a consequence such as but not limited to a warning, closing the site, loss of technology access. Upon graduation or leaving the Beacon Program, the gmail account will be disabled.

The following uses of email and internet are not permitted:

- sending/displaying offensive messages or pictures
- obscene language
- harassing/insulting others
- damaging computers/computer systems/computer networks
- violating copyright laws
- using another's password
- trespassing in another's folders/work/files
- intentionally wasting limited resources
- accessing social media

Damaged, lost, or stolen items are subject to a fee paid for by the student/family. Specific cost amounts will be listed on annual permission/agreement form parents/guardians complete.

Emergency Contacts: It is required that parents/guardian's complete a Registration Questionnaire, which includes current phone numbers, addresses, and emergency contact. Any changes to this information are the responsibility of the parent/guardian and must be communicated to the Beacon staff..

Emergency Procedures: As part of our ongoing efforts to ensure the safety and security of students and staff, WCED has incorporated the strategies and techniques offered by the nation's most highly regarded training program: ALICE (Alert, Lockdown, Inform, Counter, Evacuate). These research-based strategies and techniques help staff members proactively deal with the threat of an aggressive intruder or an active shooter event.

Fire: The signal for a fire is a continuous blast of the fire alarm system. Everyone must leave the building. Students and staff report to the parking lot/basketball court. Close doors as you leave. Wait until the "all clear" signal from staff before re-entering.

Soft Lockdown: The signal for a lockdown is an announcement over the intercom system. In a "soft lockdown", everyone must remain in a locked room until an announcement is made by school personnel and/or law enforcement. No one will be allowed to enter a secured room. Phones may be used by staff/teachers; not students. Teachers should continue teaching.

Tornado: The signal for a tornado will be announced over the intercom system. When you reach your shelter area, sit on the floor with your hands covering your head. An "all clear" announcement will be given when you are to return to your classrooms.

Evacuation:: The signal for an evacuation is an announcement over the intercom system. Everyone must report to the pre-designated evacuation site in an orderly manner, with his/her class. Keep away from dangerous situations. Return to the classroom when instructed to do so.

Extra-Curricular: Students are encouraged to participate in extracurricular activities with their home district. Contact your home district for more information.

Food: Breakfast/lunch is offered through the Melrose Area School District. There is no cost for student breakfast and lunch for the 2024-2025 school year.

Students need to receive permission from staff to have food/beverages in classrooms.

At no time during school hours will students be allowed to order or have food delivered to the school. This includes parents/guardians delivering restaurant food to students.

Immunization Records: Students are required by law to have current immunization records on file at school prior to attending. A health record will be maintained at the District #743 health office including medication information, emergency health data and vision and hearing screening information.

Leaving Campus: Student's are not allowed to leave campus during the school day without first obtaining permission. Permission is granted by Beacon staff. Service learning, reward time, and/or extended learning are examples of times Beacon will leave campus as a group. If a student leaves school grounds without permission, law enforcement and parent/guardian will be notified and the student is subject to a consequence as determined by the school administrator.

Lockers: Personal items, such as toys, electronic devices, coats, etc are to be put in student lockers upon arriving at school. Lockers assigned to students are the property of the school district and may be inspected based on reasonable suspicion and/or individual student's plan. Individuals are responsible for what is in their locker and how it looks at all times. The school is not responsible for lost or stolen items.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker 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. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Minn. Stat. §121A.72

Medication: Nonprescription/over-the-counter (OTC) medications: The school will not provide OTC medications. A secondary student (grades 7-12) may possess and use non prescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent/guardian permitting the student to self-administer the medication.

Prescription medications: The administration of prescription medication at school requires a completed signed request from the student's parent/guardian. A "Prescription Medication Administration" form must be completed annually and/or when a change in prescription or requirements for administration occurs. The Prescription Medication Administration form requires a physician's signature and dosing instructions. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with the law, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be kept in

a locked box in the office. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school and the parents or as specified in an individual health plan.

Non-Discrimination: It is the policy of the West Central Education District not to discriminate on the basis of race, color, creed, religion, national origin, age, marital status, disability, sex (including sexual orientation and gender identity) and status with regard to public assistance or in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973. The District will identify, evaluate and provide an appropriate public education to learners who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the respective Director of the West Central Education District, 9 2nd ST So W Melrose, MN or to the office for Civil Rights, U.S. Department of Education, Washington, DC.

Photo Release: The Beacon Program will be taking photos of students periodically throughout the year and creating bulletin boards or photo albums. No last names will be published. Permission is obtained from parents/guardians upon enrollment. Parents/guardians will need to contact Beacon staff if they change the permission.

Pledge Of Allegiance: In accordance with the state law, the Pledge of Allegiance will be recited weekly. Students choosing not to participate must be respectful during the pledge. Students must respect another person's right to make that choice.

Removal of Student from the classroom/learning space: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning alternative work space or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures to support a safe learning environment. "Removal from class" and "removal" mean any actions taken by administration to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Students attending the Beacon Program are working on individual behavior skills and increasing positive behaviors to remain in the learning environment throughout the school day. It is expected that there will be times when a student requires a safe space away from peers for emotional regulation. **"Removal from class" and "removal" does not include instances where the student is working in an independent space within the program area.** Specific procedures addressing disruptive behaviors, identifying replacement behaviors, as well as rewards and consequences for behaviors are developed by the IEP team and outlined in the student's Positive Behavior Support Plan within the IEP.

Grounds for removal from class/school (detention/suspension/expulsion) shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which, at the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

If a student is removed from the class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

Procedures for removal of a student from a class:

1. A student must be removed from class immediately if the student engages in assaultive or violent behavior. In such instances, the removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
2. The teacher will contact the administrator/administrative designee.
3. If the student is unwilling to leave and go to another space, other students will be directed to go to a different space.
4. Removal will be documented in the student information system and communicated to parent(s)/guardian(s).

Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

Responsibility for and Custody of a Student Removed from Class.

1. When removed from the classroom or peer group, the student will go to the designated space away from peers.
2. The student will get to the designated space by walking independently. If the student is physically aggressive and is not responding to support from staff, law enforcement will be called.
3. While in the designated space, the student will be supervised at all times.
4. While removed, the student will be supported by staff to regain emotional regulation and work through the steps identified to return to class.

Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Staff and student will work together to identify the necessary steps to return to class, which may include but are not limited to:
 - a. Review school and behavioral expectations
 - b. Identify supports needed for student to be successful
 - c. Student-teacher conference
 - d. Parent/guardian notification
 - e. Creation of a behavior plan
 - f. Consultation with special education case manager or school social worker

Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. Parent(s)/guardian(s) are notified when a student is removed from the classroom or peer group.
2. Parent(s)/guardian(s) are notified when law enforcement is called. Documentation of the need for law enforcement will be made on office disciplinary reports.

Students with a Disability; Special Provisions.

1. When students with an individual education plan (IEP) or Section 504 plan are dismissed or removed from class, the IEP Manager or 504 Coordinator will be notified.
2. If a pattern of removal occurs, the IEP Manager or 504 Coordinator and relevant team members will consider the adequacy of the plan, the need for additional assessment and/or the need for additional support or training for the student's teachers.

Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. West Central Education District has a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
2. School staff and Community Staff are on the team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
3. When teachers have a concern about possible chemical abuse of a student, they will report it to the school social worker or administrator in pursuant to Minn. Stat. § 121A.29.

Report Cards: Report cards are written and sent to parents quarterly. A complete transcript is shared with the home district when the student transitions back to the home district.

Respectful, Safe, and Secure Environment: The Beacon Program strives to provide a safe and secure environment. A safe and secure environment can be described as a place where appropriate language is used, appropriate behavioral choices are made, and students are making progress toward graduation.

Rule Violations: A behavioral intervention system is implemented to provide privileges based on the level of independence observed during the school day. Instruction is provided to assist students in gaining independence. We reserve the right to determine the potential severity of a given situation. Staff will make every effort to assist the student with their behavior by providing appropriate guidance, counsel and action. The Beacon Program will cooperate with all local and state law enforcement agencies. Rule violations will result in a consequence.

School Authority: All employees of Beacon Program have the responsibility and obligation to enforce school regulations.

School Closing: The West Central Education District Area Learning Center will mirror all weather-related directions that are announced for Melrose School District. Weather related announcements will be communicated via JMC notification system.

Searches: The Beacon Program strives for a safe learning environment. School officials for the West Central Education District and/or the Sauk Centre School District will conduct searches on campus (such as but not limited to student property, lockers, classrooms, and parking lots) based on reasonable suspicion. Detection dogs are used to take a proactive/preventative position regarding the presence of prohibition items and are scheduled for random searches throughout the school year. Law enforcement will be contacted when school officials deem it necessary.

Student Records: The Beacon Program has the responsibility to give notice to parents of students currently in attendance of their rights regarding pupil records. Annual notification of rights will be provided to those enrolled at the The Beacon Program. While enrolled at the Beacon Program, academic reports cards, behavior reports, attendance, and any special education records will be maintained. Once a student

is no longer enrolled, a transcript and all due process is sent to the home district school records. The West Central Education District will maintain a summary of enrollment, transcript, and last IEP/ER. If you are seeking a copy of your official transcript, you need to contact your home district.

Student Rights and Responsibilities Regarding Conduct

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

1. Student Rights
 - a. The board of education recognizes that students are entitled to the civil liberties guaranteed to all citizens. One of the primary goals of public education is to prepare students to successfully complete the transition from school into the general society in which they live, and to accept the responsibility commensurate with the rights and privileges they have and those they will assume.
 - b. The district shall provide an environment in which students may exercise the rights and privileges of the society in which they live, with its proportional amount of responsibility.
 - c. Students have the right to freely express ideas, verbally or in writing, within their school program. Responsible criticism and reasonable dissent are basic to the educational process. However, false statements, disruptive activities, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law or school rules and regulations are unacceptable means of expression.
 - d. Students have the right to be safe and free from threatening situations on school property, at school activities and in district vehicles.
2. Student Responsibilities
 - a. Regular attendance
 - b. Conscientious effort in school work and activities
 - c. Respect for the rights of other students, school staff, and school visitors
 - d. Adherence to and cooperation in upholding local, state, and national laws, and district and school rules and regulations.
 - e. Students share with the administration and staff the responsibility of establishing and maintaining a safe, stimulating and productive environment.
3. Student Behavior and Discipline
 - a. Discipline is a learning experience which:
 - i. sets behavioral limits and guidelines to lead students to and through adulthood
 - ii. develops individual respect for law, authority, property, and the rights of others and self
 - iii. develops a mature individual capable of self-control and direction
 - b. Disciplinary efforts are to be as positive as possible and are to include recognizing and strengthening appropriate behavior.
 - c. The district is responsible for safeguarding the health and safety of each student, making reasonable rules and regulations governing student behavior and conduct, and maintaining proper control and discipline. To carry out this responsibility, district employees are expected to deal with students fairly and honestly and to treat all students with courtesy and respect.
 - d. In establishing the proper learning environment, with proper control and discipline, the general maturation of the students involved must be considered. Within this context, district officials must protect the health and well being of all students while safeguarding individuals rights.
 - e. Students are expected to behave in accordance with federal, state and local laws and rules

and district and school policies and regulations, and in a way that respects the rights and safety of others. Corrective action, to discipline a student and/or modify a student's behavior, will be taken by the staff when a student's behavior does not fall within these parameters.

- i. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian conference, fine restitution, detention. These non exclusionary measures will be utilized prior to more exclusionary consequences such as removal from class, dismissal from school, suspension, and/or recommendation of alternative community service.
 - ii. The use of corporal punishment is not permitted. Corporal punishment is defined as inflicting physical hurt upon a child in order to punish her/him for misconduct.
 - iii. When an incident occurs in which one or more students have been physically or emotionally harmed by the misbehavior of other student(s), district staff shall be sensitive to the need to provide support to the victim(s) and to inform their parents about the incident.
4. Discipline Procedures: School violations resulting in law enforcement notification, ISS, or OSS will be reported to member district administration and may impact MN State High School League Regulations (eligibility to participate in extracurricular activities).
- a. Violations against school administrative procedures
 - i. unexcused tardies will be addressed by the IEP team
 - ii. unexcused absence will be addressed by following the resident county procedures
 - iii. disruptive behavior will be addressed by the IEP team in the Positive Behavior Support Plan
 - iv. false fire alarms will be reported to administrator to determine appropriate consequence which may include a report to Sauk Centre administration and/or a report to law enforcement
 - v. terroristic threat/bomb threat will result in student removal from the situation, report to administrator to determine appropriate consequence, report to Sauk Centre administration, and/or a report to law enforcement
 - vi. plagiarism/cheating will result in no credit earned on specific assignment
 - b. Violations against property
 - i. theft will result in a report to the administrator to determine appropriate consequence, which may include notification to law enforcement and/or parent/guardian contact
 - ii. vandalism will result in a report to administrator to determine appropriate consequence which may include possible notification to law enforcement and/or parent/guardian contact
 - c. Violations against persons
 - i. physical aggression will result in a report to administrator to determine appropriate consequence which may include possible notification to law enforcement and/or parent/guardian contact
 - ii. assault will result in student removal from the situation, a report to the administrator to determine appropriate consequences which may include notification to law enforcement, parent/guardian contact and/or in school or out of school suspension of up to 5 days.
 - iii. harmful or nuisance articles (items that are of a nuisance, illegal, or may cause harm) will result in confiscation, student removal from the situation, a report to the

- administrator to determine appropriate consequence which may include notification to law enforcement and/or parent/guardian contact
- iv. verbal assault/Intimidation/threats will result in student removal from the situation, a report to the administrator to determine appropriate consequence which may include notification to law enforcement if a student threatens to harm or take the life of another person, and/or parent/guardian contact
 - v. harassment will result in student removal from the situation, a report to the administrator to determine appropriate consequence and/or parent/guardian contact,
 - vi. hazing (coercing a student into committing an act that creates substantial risk of harm to a person) will result in a report to the administrator to determine appropriate consequence and/or parent/guardian contact
 - vii. bullying will result in student removal from the situation, a report to the administrator to determine appropriate consequence, and/or parent/guardian contact
- d. Dangerous, harmful, and nuisance substances will be confiscated. Any and all items confiscated need to be picked up by a parent/guardian within a designated period of time.
- i. alcohol/illicit drugs: Student's possessing alcohol/illicit drugs (including imitation or paraphernalia) or appearing to be under the influence (staggering, odor of chemicals on breath of person, reddened eyes, nervousness, falling asleep, memory loss or inappropriate behavior) of alcohol/illicit drugs. Investigation will include a student interview to determine intent.
 - 1. Violations will result in a meeting with the school social worker and/or administrator for a chemical health evaluation and parent/guardian notification, ISS, OSS, district notification, and/or law enforcement notification as determined by the administrator.
 - ii. tobacco (any product or imitation such as but not limited to lighters, matches, cigarettes, e-cig). Investigation will include a student interview to determine intent.
 - 1. Violations will result in notification to parent/guardian. Additional consequences may be lunch detention, ISS, and/or notification to law enforcement as determined by administration.
 - iii. weapons: Investigation will include a student interview to determine intent.
 - 1. Violations will result in law enforcement notification, parent notification, home district notification, in school suspension, out of school suspension, and/or expulsion as determined by administration.
5. Parent Notification: Parents/guardians will be notified in writing or by phone of violation of the rules and resulting in disciplinary actions except as provided otherwise by the Pupil Fair Dismissal Act of 1974.
6. Students will be notified of violations of the rules and resulting in disciplinary actions verbally except as provided otherwise by Pupil Fair Dismissal Act of 1974. Student behavior and consequences will be reviewed quarterly as well as at the annual IEP meeting.

Supplies provided by student and/or school: Students are provided a list of necessary school supplies at the start of the school year or at the time of initial placement into the program. As per M.S. 120-101, the school will charge an appropriate replacement fee for textbooks, workbooks, equipment, or library books lost or destroyed by students.

Suspension and Expulsion

Non-exclusionary discipline measures will be attempted prior to out of school suspensions. These measures include, but are not limited to:

Behavior Contracting/Problem Solving
Mini-Courses targeting specific behavior
Restitution
Social Work support
Alternative programming/schedule

School wide SEL Instruction
Social work support
Behavior Plans
Behavior tracking

In-School Suspension

Students who are on in-school suspension may not leave the building and will be under the supervision of staff at all times.

Out of School Suspension

Whenever a student is placed on Out of School Suspension status, the student must remain off school grounds. A re-entry meeting is scheduled to review the incident, school expectations, and plan moving forward. The parent/guardian, student, case manager, and administrator (or administrative designee) will be present. Home district administration will be invited.

Automatic Expulsion

There are certain rule violations, which mandate automatic and immediate expulsion from the Beacon Program. Pursuant to Minnesota Law, a student who brings a firearm, as defined by federal law to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. Expulsion from another district does not necessarily exclude a student from attending the Beacon Program. The IEP team, school administration, and in some situations the school board will assist in determining enrollment at the Beacon Program when expulsion has occurred.

Telehealth Space

West Central Education District provides a designated space for secondary students to access telehealth appointments for mental health care. To request access to the space, a student must:

- Provide a signed Release of Information to confirm the student is currently receiving mental health care.
- Request access to the space by contacting the school social worker.
- Space availability is on a first come first served basis.
- Students may utilize a school chromebook to access their telehealth appointment.
- In the event of behavioral or safety concerns, West Central Education District may determine, with input from the mental health provider, that the student is not able to access the telehealth space.

Tobacco Free Grounds: West Central Education District is a tobacco free school district. This means that the use of any tobacco product or imitation will not be allowed by anyone on any school grounds; including the school parking lot. Individuals violating the tobacco policy will be subject to disciplinary action. Refer to Board Approved Policy 419: Tobacco-Free Environment for additional information.

Transportation: Students riding district transportation are subject to local district policies. If a student loses bus privileges they are still obligated to attend school. Students who ride the bus/van to school must ride the bus/van home from school, unless parents/guardians notify Beacon Staff of other arrangements. Students are not allowed to use district transportation services other than that provided by their own home district.

School bus safety expectations pertain to all transportation provided by school districts; including cars, vans, school buses, or other school vehicles. As per Minnesota Statute Sec. 4 (123.7991) School Bus Safety Training, all students K-10 and new students must be provided Bus Safety Training and demonstrate knowledge and understanding of at least the following competencies and concepts;

1. Transportation by school bus is a privilege not a right
2. District policies for student conduct and school bus safety
3. Appropriate conduct while on bus
4. Procedures for safely boarding and leaving a school bus
5. Procedures for safe vehicle lane crossing; and
6. School bus evacuation and other emergency procedures.

Visitors: All visitors, including parents/guardians and former students, need to stop in the office to sign in and receive a Visitors Pass.

Appendix
APPROVED POLICIES

Full language of approved policies can be found at www.wced6026.com

- 102: Equal Educational Opportunity
- 413: Harassment and Violence
- 417: Chemical Use and Abuse
- 418: Drug-Free Workplace/Drug-Free School
- 419: Tobacco Free Environment
- 501: School Weapons Policy
- 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- 506: Student Discipline
- 514: Bullying Prohibition
- 515: Protection and Privacy of Pupil Records
- 516: Student Medication
- 520: Student Survey
- 521: Student Disability Nondiscrimination
- 522: Student Sex Nondiscrimination
- 524: Internet, Technology and Cell Phone Acceptable Use and Safety
- 526: Hazing Prohibition
- 531: The Pledge of Allegiance
- 532: Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds
- 533: Wellness
- 534: Unpaid Meal Charges
- 601: School District Curriculum and Instruction
- 612.1 Title One
- 620: Credit for Learning
- 709: Student Transportation Safety
- 806: Crisis Management
- 903: Visitors to School District Buildings and Sites

*Member School Districts:
Albany, Melrose,
Paynesville and Sauk Centre*



*Program Oversight:
Early Intervention,
Beacon and ALC*

**West Central Education District # 6026
Discipline Complaint Form**

Date of Complaint: _____ Name of Person Completing Form: _____

Email Address _____ Phone: _____

Student Name _____ Grade: _____

Applicable Governing Discipline Documents

- Pupil Fair Dismissal Act
- School District Discipline Policy

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or the school discipline policy or how the procedures in these two documents are being discriminately applied.

List below any other information you would like the District to consider:

Signature _____ Date: _____

Our mission is to maximize every student's educational experience by providing high quality services to students, families, and member districts.

9 2nd St SW Melrose, MN 56352 * 320-256-6026 * wced6026.com * 320-256-6028 (fax)