

# River Bend Area Learning Center

## Student Handbook



# River Bend Area Learning Center

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## **EMPLOYEE BACKGROUND CHECK:**

At the beginning of each school year or when a student enrolls, the school hiring authority must inform parents/guardians about the policy requiring a criminal history background check on all employees and individuals who provide services to the school. Effective September 1, 2008, under Minn. Stat. 123B.03, subds. 1 and 2 are amended to require criminal background checks of all individuals offered school employment, including those who volunteer, or provide athletic or other extracurricular academic coaching services, regardless of whether compensation is paid. All employees and volunteers who work with students will have a background check completed at their expense before they would be able to work or volunteer at the River Bend Education District Programs.

# River Bend Area Learning Center Student Handbook

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## **MISSION STATEMENT**

**Our mission encourages and supports collaboration among the schools, families, businesses and community.**

The success of every learner is the primary mission of River Bend Area Learning Center. River Bend Area Learning Center recognizes that the uniqueness of the individual and life circumstances creates the need for an alternative to the traditional school setting. The staff is dedicated to providing an individual learning plan for each student emphasizing a practical and community-centered approach to addressing the needed academic and life skills. To accomplish this goal we promote:

1. Quality academic achievement for each student.
2. Development of a sense of self-worth and positive self-concept for each student.
3. Development of a sense of citizenship.
4. Students be productive members in society.

## **RIVER BEND AREA LEARNING CENTER GOALS**

- \* Empower students to successfully complete state requirements and earn a High School diploma.
- \* Improve academic achievement among at-risk and truant students.
- \* Reduce and prevent truancy.
- \* Reduce alcohol, tobacco, and other drug use.
- \* Reduce the level of violence among students.
- \* Expose students to educational and social opportunities that they may not have otherwise experienced.

### **Vision**

The Vision of River Bend Area Learning Center is to support students in a positive and caring manner that allows for their success in high school, to prepare students for the challenges beyond high school, and to instill in them a sense of self-worth and productive citizenship in our society.

# **SCHOOL CULTURE**

## **The Phoenix**

The Phoenix is the mascot or symbol of the ALC. It represents every student's ability to have a place to start over or be given a second chance. Just as the mythological Phoenix goes down in flames and then rises and is reborn from its own ashes, so too can students who attend the ALC. This analogy of the Phoenix is carried on beyond a student's first coming to the ALC to the philosophy that every day is a fresh start.

## **Support**

The ALC wants to support every student to achieve his/her potential. This applies to academics, as well as with social and emotional needs. The school counselor is available to meet with students to work on skill building and general counseling.

## **Success**

River Bend Area Learning Center is all about student success. We seek to support our student's academic, attendance, social, and emotional needs to assist them in being successful young adults.

## **Credits**

Every student should be focused on earning credit toward graduation. The ALC is committed to helping every student gain credit to earn a diploma.

## **Attendance**

Attendance is very important and continuously a topic of discussion at the ALC. Regular attendance is essential for attaining passing grades and earning credit.

***Attend + Engage = Succeed***

## **Foundations**

The foundations of our school culture are embedded in our responsibility centered approach to discipline. The ALC believes that as students take on the responsibility for their education, attendance, behavior, and social interactions they are well on the way to becoming responsible and successful young adults.

<b>Responsibility</b>	<b>Preparedness</b>	<b>Safety</b>	<b>Belonging</b>	<b>Respect</b>
The price of greatness is responsibility. - <b>Winston Churchill</b>	“The secret of success in life is for one to be ready for his/her opportunity when it comes.” – <b>Benjamin Disraeli</b>	“Knowing what's right doesn't mean much unless you do what's right.” – <b>Theodore Roosevelt</b>	<b>Best</b> things in life: Friends that are like family, and family, which are like friends. - <b>unknown</b>	I think I'm a natural-born leader. I know how to bow down to authority if it's authority that I respect. - <b>Tupac Shakur</b>

## **STUDENT BEHAVIOR**

Area Learning Center Students are expected to act in a manner that will reflect favorably on themselves, their home, and their school. Rules and policies are developed to provide for optimum learning in a safe, positive school environment.

The ALC staff believes that students are responsible young adults. We expect students to use effective self-discipline and show a positive attitude. Students are expected to treat other students and adults with respect in class, in the halls and at all school activities.

A student's behavior becomes grounds for disciplinary action when that behavior disturbs a class to the degree that effective teaching/learning cannot proceed and/or when those actions disrupt the smooth operation of the school. Any student 18 or older must, by state law, abide by any and all regulations, which apply to the general student body.

Students that display inappropriate conduct during school activities/events will be subject to disciplinary action.

# **ELIGIBILITY & REGISTRATION**

## **ELIGIBILITY & REFERRAL**

To be eligible a student must be in grades 7-12 or past their graduation year and under the age of twenty-one. Each student must meet *one* of the following criteria:

A pupil under the age of 21 or who meets the requirements of section [120A.20](#), subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

- \_\_\_\_\_ (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- \_\_\_\_\_ (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- \_\_\_\_\_ (3) is pregnant or is a parent;
- \_\_\_\_\_ (4) has been assessed as chemically dependent;
- \_\_\_\_\_ (5) has been excluded or expelled according to sections [121A.40](#) to [121A.56](#);
- \_\_\_\_\_ (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section [124D.69](#);
- \_\_\_\_\_ (7) is a victim of physical or sexual abuse;
- \_\_\_\_\_ (8) has experienced mental health problems;
- \_\_\_\_\_ (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- \_\_\_\_\_ (10) speaks English as a second language or has limited English proficiency; or
- \_\_\_\_\_ (11) has withdrawn from school or has been chronically truant; or
- \_\_\_\_\_ (12) is being treated in a hospital in the seven-county metropolitan area for cancer or and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

If a student meets one of the criteria s/he must obtain a referral from the resident school district (the school district the students lives within). The resident district may require the student to fill out registration paperwork.

## **REGISTRATION**

Once a student meets the eligibility requirements, s/he must meet with the Principal for registration. The following will be completed: transcript review and credit report, and a discussion of the Area Learning Center's philosophy and policies. Parent permission is necessary for a student who is enrolled in high school and under eighteen years of age.

If a student is receiving Special Education services a team meeting must be scheduled prior to referral to determine appropriateness of the program for the student. Individuals involved should include, but may not be limited to: principal and/or designee, ALC Principal, case manager, regular education teachers, parents and student. Parents are encouraged to be present at the meeting.

## **DAILY SCHEDULES**

The ALC is on Semester Terms and a 6 period day with a 30min Kick Back & Read and a 30min lunch. Classes are 57 minutes with 2 minutes passing time.

### **REGULAR SCHEDULE**

8:05-9:02	Period 1
9:04-10:01	Period 2
10:03-11:00	Period 3
11:03-12:00	Period 4
12:00-12:30	Lunch
12:31-1:28	Period 5
1:30-2:27	Period 6
2:30-3:00	Kick Back & Read

### **PLC EARLY OUT SCHEDULE**

8:05 – 8:50	Period 1
8:52 – 9:37	Period 2
9:39 – 10:24	Period 3
10:36 – 11:21	Period 4
11:23 - 12:08	Period 5
12:10 – 12:40	Lunch
12:42 – 1: 27	Period 6
No Kick Back & Read	



# **COURSES, CREDITS, & GRADING**

All High School students attending River Bend Area Learning Center must complete a total of 46 courses/credits. There are 31 required courses and a total of 15 electives.

## **English: 8 required courses**

English 9A & English 9B  
English 10A & English 10B  
American Literature & World Literature  
Elective & Elective

(British Literature, Journalism, Creative Writing,

Lit of Diversity, Writers Workshop, Classic Theater, and Graphic Novels)

## **Science: 6 required courses**

Science 9A & Science 9B  
Biology A & Biology B  
Physics A/B or Chemistry A/B

## **Mathematics: 6 required courses**

Geometry A & Geometry B  
Algebra IIA & Algebra IIB  
Consumer Math / Personal Finance  
Probability/Statistics

## **Social Studies: 7 required courses**

Am. History A & Am. History B  
World History A & World History B  
Human Geography & American Government  
Economics

## **Art: 2 required courses**

Art I  
Art II

## **Physical Education: 2 required courses**

Physical Education/Lifetime Fitness  
Health Education

## **Electives: 15 required courses**

Careers  
Community Involvement  
FACS I  
Family Living  
Housing  
Intro to Business  
MAAP STARS  
Projects  
Student Leadership  
Kick Back & Read/ Advisory  
Study Skills

Child Development  
Essentials of Business  
FACS II  
Food Challenge  
Interior Design  
Interpersonal Relationships  
Personal Family Resource Management  
Small Business/Entrepreneurship  
Textiles  
Youth In Action  
Project Based Learning

The content area electives can also be used, as well as the many options in OdysseyWare.

## GRADE ADVANCEMENT

A student must have successfully completed all eighth grade core subjects to be considered in 9th grade.

A student must have successfully completed 12 credits to be considered in 10th grade.

A student must have successfully completed 24 credits to be considered in 11th grade.

A student must have successfully completed 36 credits to be considered in 12th grade.

A student must successfully complete 46 credits to be recommended for his/her diploma and to walk through the River Bend Area Learning Center Completion Ceremony in May.

## GRADING

Quarter grades will be handed out at Parent/Teacher Conferences each quarter. Parents that are unable to attend will receive quarter grades in the mail. Report cards will be issued at the end of each Semester.

ALC marking system:

<b>A</b>	<b>93 and above</b>	<b>B-</b>	<b>80</b>	<b>D+</b>	<b>67</b>
<b>A-</b>	<b>90</b>	<b>C+</b>	<b>77</b>	<b>D</b>	<b>63</b>
<b>B+</b>	<b>87</b>	<b>C</b>	<b>73</b>	<b>D-</b>	<b>60</b>
<b>B</b>	<b>83</b>	<b>C-</b>	<b>70</b>	<b>F</b>	<b>Below 60</b>

I incomplete  
NC no credit

## INCOMPLETE

Teachers may give a student an incomplete grade for a course if there are circumstances that warrant. All incomplete grades must be made up within two (2) weeks of the last day of the grading period. Any incomplete that is not made up within this time frame will result in an F grade. A contract will be created that lists all work and make up to be done in order to receive a passing grade.

## ATTENDANCE

The Board of Education, administration, and staff of River Bend Education District believe that school attendance is a significant and valuable component of a student's education. **Attendance at school is a must for academic progress.** It also establishes patterns that future employers demand.

Consistent school attendance is one means by which a student develops responsibility and self-discipline. Group learning situations assist students to communicate, work together, gain perspectives, and accept responsibilities; all important components of adulthood. For these reasons, **student absence from school should be limited to those instances in which absence is genuinely unavoidable.** Each student, his/her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous school attendance.

*It is the intent of River Bend Area Learning Center to work with families to decrease the amount of time that a student is gone from school. Minnesota Juvenile Law (260.015 Subd 19) describes a habitual truant as a student under the age of 18 who is absent from school without lawful excuse.*

Minnesota law requires children must go to school every day from the time they are enrolled until they are eighteen (18) years old, unless they are legally withdrawn at age 16 or 17. Absences may be excused because of illness, religious observance, family emergency, or funeral. All other absences are presumed to be unexcused. A student who has at least three unexcused absences from school for three or more class periods on three days if in middle school, junior high school, or high school, is considered "continuing truant" under the law. (Minn. Stat. 260A.02, Subd. 3)

### STUDENT RESPONSIBILITIES

1. To regularly attend all classes.
2. To be sure to communicate with a parent/guardian in regard to missing school and making sure the parent/guardian calls in to excuse the absence by the required deadline.
3. To keep track of the number of absences in classes.
4. To request missed assignments, homework, tests, etc.
5. To complete make-up work within the time guidelines provided by the instructor.
6. To stay awake in class. Students who sleep during a class will be considered absent unexcused for that class period. Students will be given one redirection for sleeping per class.

### PARENT/GUARDIAN RESPONSIBILITIES

1. To ensure the student regularly attends school
2. To inform the school in the event of a student absence. The parent/guardian must call the school by 9:00 AM. 507-359-8780, Notes from parents will not be accepted, so the parent/guardian must call in.

## **AREA LEARNING CENTER ATTENDANCE POLICY**

All students under the age of 18 are subject to the rules and guidelines of the Minnesota Juvenile Law in regards to truancy. All students 18 and over make the choice to be enrolled in school, and regular attendance is essential for academic success. The incentives for regular attendance are improved academic success, open lunch, and remaining free from working with the Juvenile justice system and county.

**Open lunch is a privilege for students at the ALC.**

### **UNEXCUSED ABSENCES**

#### **3 UNEXCUSED ABSENCES**

If a student accumulates 3 unexcused absences in the school year, s/he will meet with the school counselor to develop a plan to avoid more unexcused absences. A letter will be sent to the parents.

#### **5 UNEXCUSED ABSENCES**

If a student accumulates 5 unexcused absences in the school year, s/he will meet with the school principal, counselor, and parent/s to develop a plan to avoid more unexcused absences.

#### **7 UNEXCUSED ABSENCES**

If a student under 18 accumulates 7 unexcused absences in the school year, s/he will be referred to his/her home county to begin the truancy process.

If a student 18 or over accumulates 7 unexcused absences in a school year, s/he will be un-enrolled from his/her classes (receive a NC grade) and given the option of immediately enrolling in the Independent Study program.

#### **10 ABSENCES (Excused/Unexcused combined)**

If a student accumulates 10 absences in any combination of excused and unexcused, s/he will then only be able to receive a pass (P) or fail (F) grade. Passing is 60%. The student will meet with the principal and counselor to develop a plan to decrease absences in the next grading period. A letter will be sent to the parents.

### EXCUSED ABSENCE

An excused absence is a request by a parent/guardian for the student to be absent from school. In order to have the student excused, the parent or guardian will need to contact the school in person or by telephone before 9:00 a.m. If that is not possible, please call within 24 hours of the day of the absence. An absence that has not been excused by the above stated time will result in an unexcused absence. Absences include leaving school or arriving late for school (with parent notification).

### APPROVED EXCUSED ABSENCES

1. Illness
2. Death (including funeral) in the immediate family-parent, siblings, grandparents, girl/boyfriend, wife/husband, and children.
3. Participation in school sponsored activities.
4. Family Emergencies
5. Medical/dental appointments verified by a written note from the doctor. We encourage that appointments be made outside of the school day when possible.
6. Hospitalization
7. Court appearances (must have written documentation)
8. Pre-approved college visits (limit 2 days per junior and senior years)

### UNEXCUSED ABSENCE

An absence not excused by the school. Unexcused absence will result in additional consequences including loss of privileges, loss of eligibility to attend or participate in school activities, and other consequences as determined by school administration.

1. Truancy/skipping
2. Leaving class without permission
3. If no reason is given for the absence by the parent/guardian

**Any time a student has an unexcused absence; he/she will receive zeros on all schoolwork given that day including any exams. The student will NOT be allowed to make-up this work on unexcused days.**

### TARDIES

Prior to the first period of a student's day and directly after open lunch a tardy is being fifteen minutes or less late to class. If a student is more than 15 minutes late, the student will be marked absent. In these cases, a student **MUST** report to the office if tardy or it will count as an unexcused absence.

In between classes there is a 2 minute passing time. If you are not in the classroom when the bell rings, you will be considered tardy.

Three tardies in a given class will equal an unexcused absence.

## **TRUANCY**

It is the intent of the River Bend ALC to work with families to decrease the amount of time that a student is gone from school. Minnesota Juvenile Law (260.015 Subd 19) describes a habitual truant as a student under the age of 18 who is absent from school without lawful excuse.

Student truancy will be reported in the following manner:

**Step 1:** When a student is absent, or going to be absent, the school should be notified that day by the student's parent or guardian. When the school is not properly notified of a student's absence, the absence will be considered unexcused.

**Step 2:** If the student has three or more days of unexcused absences, the student's parent or guardian will receive a letter notifying them of the school's concern.

**Step 3:** The student will be placed on an Attendance Intervention Contract. Students will be expected to attend school on a regular basis with no more unexcused absences.

**Step 4:** If a student reaches seven days of unexcused absences, they are considered a habitual truant. The school will notify the parent or guardian that a truancy report will be filed.

# **PROGRAMS, SERVICES, & ACTIVITIES**

## **ACKNOWLEDGMENTS AND AWARDS**

Teachers nominate students for Student of the Semester, Right Step, and Bobbi Awards. Selection Criteria includes, academic improvement, character, leadership, and positive attitude. Selected Students will be honored at the end of each Semester at the Awards Ceremony. Family and friends are encouraged to attend. Students are also honored for perfect attendance and being chosen as Student of the Week by staff members.

## **ATHLETIC ELIGIBILITY**

Students attending the ALC may participate in extra curricular activities of their home school district. Students will be expected to abide by the Minnesota State Athletic League Guidelines and comply with all academic eligibility standards.

## **CONTINUAL LEARNING PLAN**

Students will meet periodically with Program staff to review their Continual Learning Plan (i.e. grades earned, goals attained, changes in individual needs, etc.) An advisor will be assigned to each student when entering the ALC. The advisor will meet with the student throughout the year to discuss the Continual Learning Plan. Parents should review the CLP with the advisor at Parent/Teacher Conferences. All seniors and their parents will be required to schedule a meeting with the principal prior to the beginning of the school year to complete their CLP.

## **GRADUATION CEREMONY**

The ALC Graduation ceremony is a celebration of a major accomplishment. Graduating seniors are encouraged to participate in our ceremony where they will receive a Diploma from their home school. A student must have finished all credits to be able to participate in the ceremony. Seniors will need to keep in touch with their home school districts regarding senior pictures in yearbooks and procedures to walk through their home High School Commencement.

## **HEALTH INSURANCE**

The School District does not carry insurance to cover student accidents. Information concerning health and dental insurance can be obtained through your member districts.

## **HEALTH SCREENING**

Brown County Public Health will provide the students with periodic screening for hearing, vision and scoliosis as recommended by the MN Dept. of Health.

## **KICK BACK AND READ**

Kick Back and Read time is a **required** part of the student day. All students with afternoon classes or a full schedule are required to attend this 30 minute period. This is a time to engage in leisure reading. Reading material must be appropriate as determined by the supervising teacher. All exceptions to reading time must be approved by the Principal. Attendance rules will be enforced. To earn academic credit a student must read one novel per semester. .5 credit can be earned per semester.

### **LUNCH/BREAKFAST**

Senior High students have the **privilege** of an open 30 minute lunch period where they may leave campus. Mid-level students are required to remain in school for lunch. Hot lunch is transported to the ALC from the New Ulm Public Schools. All students are encouraged to take advantage of the Hot Lunch program. The cost for Lunch varies from year to year. We will provide that information at the beginning of the school year and to new students. Applications for Free/Reduced Lunches are available in the office.

Students who sign up for lunch and do not take lunch incur a cost to the ALC of \$2.50 per day. To curb this behavior, students will be warned on the 1<sup>st</sup> instance, given a lunch make up on the 2<sup>nd</sup> instance, and lose open lunch privileges for one week (5 school days) upon the third instance. Parents will also be notified of the issue.

All students can eat breakfast for free. Breakfast will be served from 7:45-8:05 a.m.

### **POST SECONDARY ENROLLMENT OPTIONS**

Students may enroll in post secondary courses at approved institutions if they qualify for the Post Secondary Enrollment Options Program. See Principal for enrollment criteria.

### **SCHOOL DELAY, SCHOOL CLOSING, OR EMERGENCY SITUATIONS**

Occasionally, school may be canceled due to poor weather or other emergency situations. The school district has an instant messaging system known as School Reach. Parents and staff will automatically receive a telephone message announcing the cancellation. The primary phone number used to contact parents or guardians will be called. All school closings, delayed starts, or early dismissals will be announced as early as possible.

All school closings, delayed starting times, and early dismissals or other emergencies will also be announced on:

KNUJ-AM 860

WCCO-AM 830

KARE-11 TV

KEYC-12 TV

Absences due to school closure, late starts or early dismissals will be considered excused/exempt absences.

If conditions become bad enough during the day to warrant the cancellation of night school classes, the ALC staff contact local high schools.

### **SCHOOL NURSE**

River Bend Education District contracts nursing *services*. The school nurse will keep track of immunization records, do hearing and vision screenings, and serve as a general resource for the ALC. The nurse is only present one day per week. Students who wish to visit with the nurse must make an appointment through the school office. River Bend Area Learning Center may consult the nurse to determine if a student is ill and/or to evaluate other suspected conditions (*head lice, scabies, etc.*).



### **STUDENT COUNCIL**

Student Council members will be elected to represent students to promote positive relations with students and staff and assist in organizing activities to promote the welfare of River Bend ALC. Elections are held each school year in September, and as needed.

### **STUDENT PICTURES**

Students have school pictures taken each school year. Information will be available at our open house in August and during the first week of school generally. Individual packages are available for purchase

Student pictures and identifying names will be printed in the school yearbook and newsletters and given to local news media on occasions that warrant. However, students or parents/guardians (if the student is under the age of 18) may request in writing that their picture not be published in the media or in the school yearbook.

### **STUDENT RECORDS**

Student records are maintained in the guidance office. Confidential records will be protected as required by school policy and law. The following individuals may see student records:

- Parents or legal guardians of minor students
- Minor or adult students
- Staff members who have an educational responsibility for an individual student.

Colleges, vocational schools, employers, social agencies, and police may have access to records only with the written permission of adult students, parents, legal guardians, or upon subpoena, by a court of law.

### **STUDENTS WITH SECTION 504**

Students eligible under Section 504 of the Rehabilitation Act of 1974 will have a service plan or an individualized accommodation plan developed to assist in their academic efforts.

## **CREDIT RECOVERY**

Credit recovery is a process where a student may regain credit in a class where no credit, or a failing grade was received.

Credit recovery in the case of a failing grade will be addressed by taking the class as an Independent Study using OddyseyWare. The student will pre-test in each section and need to study the units of material they did not pass at 60% or above. All students have the option of credit recovery for classes they have failed.

Credit recovery in the case of a NC (no credit) grade will be addressed on a student-by-student basis. Eligibility and process will be determined in a meeting with the teacher, principal, and counselor. Since a NC grade is based on attendance, there will be a contract drawn up that has both academic and attendance/time based elements

## **SENIOR HIGH INDEPENDENT STUDY PROGRAM**

Independent study is available for all students over 16 years of age, who are behind in credits towards graduation. The program is open to students from within the River Bend Education District member schools who are in need of credits outside of the school day to be on track for graduation. Students must be referred from their home school. When a referral is made, the ALC principal will contact the student's home district to request the student's academic transcript and/or report cards to verify credits already earned to determine those still needed for graduation. The resident district high school counselor will confirm all credits for students not enrolled at the Area Learning Center during the day program.

### **ONLINE CURRICULUM INDEPENDENT STUDY**

Independent study will occur on Tuesday and Thursday evenings from 3:30PM to 6:30PM. Online independent study classes will require a minimum of 20 hours of seat time in class. The remaining class time can be done outside of school on any computer, at any time. Students may do the class work at the ALC in the Independent Study room when there is a staff person on duty. If a student needs assistance in a class, subject area teachers are available from 7:30-8:05AM and 3:00-3:30PM or by appointment.

Grading for Independent study will follow the traditional grading/percentage scale.

15 seats are available for Online Independent Study through River Bend ALC. These classes will be offered on a first come first serve basis by referral. When the existing seats are filled there will be a waiting list established for the next open seat. Seats will open as students complete classes or after a student has not logged time or completed work for two weeks. In this case the student will be made inactive so another student can begin a class. If the inactivated student wants to re-enroll in the class there must be a meeting scheduled with the principal, at which time the student will be put on the waiting list for the next available seat. After a failed third attempt at class participation the student will be dropped from the class and need to restart the class from the beginning unless otherwise approved by the principal.

## **MIDDLE LEVEL PROGRAM**

The Mid-Level program is available for 7<sup>th</sup> and 8<sup>th</sup> grade students who meet the “at risk” criteria. This is a self contained group of students who have a minimum number of teachers that work with them. This program is more highly structured than the High School Program. There is a focus on emotional, behavioral, and academic skill building that includes the use of a daily point sheet.

### **ACADEMICS**

All 7th and 8th grade students must pass both semesters of the four core subject area courses to advance to the next grade.

English 7            2 semesters  
Math 7                2 semesters  
Life Science 7      2 semesters  
US History          2 semesters

English 8            2 semesters  
Algebra 8            2 semesters  
Earth Science      2 semesters  
Global History     2 semesters

Art 7                  2 semesters  
Physical Ed 7      2 semesters

Art 8                  2 semesters  
Physical Ed 8      2 semesters

Kick Back and Read

Kick Back and Read

### **SUCCESSFUL COMPLETION OF WORK**

All Mid-level students will successfully complete all school work at a minimum of 70%.

### **LUNCH**

All Mid-Level students will eat lunch together at the assigned table in the lunchroom.

### **CELL PHONES**

Mid-level students are not allowed to have cell phones with them at any time during the school day. The Mid-Level teacher will have a secure area to store phones in the classroom. Any student that does not adhere to this cell phone policy will have his/her phone confiscated and only returned to parents after a meeting with the teacher and the principal.

### **BEHAVIOR**

River Bend ALC Mid-Level Program uses the Boy’s Town Education Model. The Boys Town Education Model (BTEM) is a multicomponent program designed to assist schools in addressing challenging behavior through healthy relationships and the explicit teaching of social skills. All students accepted into the program will be expected to participate.

# **SCHOOL POLICIES AND RULES**

## **ALCOHOL, CONTROLLED SUBSTANCES, AND DRUG PARAPHERNALIA**

Minnesota Schools are drug free zones. Laws allow severe penalties for anyone caught selling or possessing illegal drugs within one city block or 300 feet of any Minnesota school or school bus carrying students. Evidence of intoxication or possession or use of controlled substances, toxic substances, mind/mood altering substances and/or alcohol, in a school building, on school grounds, or at a school activity will be grounds for out of school suspension. Proper authorities and parents/guardians will be notified immediately.

Any student found to be under the influence of mind/mood altering substances or to be in the possession of mind/mood altering substance or paraphernalia will have the following consequences:

- a. First Offense: one day out of school suspension
- b. Second Offense: three days out of school suspension
- c. Third Offense: out of school suspension length determined by principal pending / possible expulsion

- **Law enforcement will be contacted**

## **ASSAULT**

Assault is when one person physically attacks another person with the intent to harm or intimidate. At the point the person being attacked fights back (even under the guise of "self defense" it becomes a fight). A physical attack can take the form of hitting with part of the body or an object, or through the act of throwing something. Assault will result in an immediate suspension of up to three days. Law enforcement may be notified.

## **BULLYING**

The River Bend Education District maintains a firm policy prohibiting bullying conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students. The policy in full can be found in the River Bend Education District Board Policy Manual #514.

## **BUS CONDUCT**

Bus drivers have the authority to implement and enforce rules of behavior deemed appropriate to assure safety to and from school. Students are responsible to the bus drivers and home school districts for their behavior during the times they are being transported. Students with chronic behavior problems on the bus may lose the privilege of riding the bus.

**Please keep in mind that the law says: Riding a school bus is a privilege, not a right.**

Any Area Learning student being transported by a school bus will follow the rules and regulations set by the bus drivers. Students are allowed to drive to and from school related activities during the school day with signed consent from a legal guardian.

## **CELL PHONES**

Cell phones must not be used during the school day unless required or requested for classroom purposes. (For these purposes the school day is between 8:05AM and 3:00PM with the exclusion of lunch from 12:00 to 12:30).

Cell phones must be kept in a student locker during the school. Students may use cell phones during lunch. During the school day if a student is found to have a cell phone or using a cell phone, the student must turn the phone over to the classroom teacher. The phone can be picked up at the end of the school day. If the student refuses to turn over the phone they will be dismissed from class, at which time they will be suspended for one full school day.

## **CHILD ABUSE**

The state of Minnesota requires by law that public officials report all cases of child abuse and neglect that they have reason to believe exists, to the local welfare agency or police department. All school staff are mandated reporters.

## **CLASSROOM RULES**

Each teacher will inform students of rules regarding the orderly management of their classroom. Failure to follow Classroom Rules will result in disciplinary actions.

## **CLASS PARTICIPATION POINTS**

Each teacher will set up a class participation point system for each class that rewards participation and encourages the development of a positive work ethic. The system must be visibly present in the grade book and be recorded either daily or at the end of each week.

In order to earn full credit, it is essential that students actively participate in the learning activities as they have been planned.

- \* If a student chooses to do no work during the assigned class period, no class participation points will be given for that period at the discretion of the teacher. Awarding students less than full class participation points per day will be up to the Teacher's discretion based on how the student participates in class.
- \* Students who cannot stay awake after being warned once will receive no credit on any assignments for that day, no class participation points, be marked as unexcused, and be required to make up the time.

## **CRIMINAL BACKGROUND CHECK**

At the beginning of each school year or when a student enrolls, the school hiring authority must inform parents/guardians about the policy requiring a criminal history background check on all employees and individuals who provide services to the school. Effective September 1, 2008, under Minn. Stat. 123B.03, Subds. 1 and 2 are amended to require criminal background checks of all individuals offered school employment, including those who volunteer, or provide athletic or other extracurricular academic coaching services, regardless of whether compensation is paid. All employees and volunteers who work with students will have a background check completed at their expense before they would be able to work or volunteer at the River Bend Education District Programs.

## DRESS AND GROOMING

Students are expected to choose appropriate/modest attire for school. Any item of dress with alcohol, tobacco or drug logos, statements promoting alcohol, tobacco, drugs, harassment, discrimination, abuse or unfavorable sayings are **NOT** allowed to be worn within the school, or causes a significant disruption. Long chains attached to wallets and/or worn outside of the pants are prohibited. Shorts worn at school must fall below the index finger when arms are at the student's side. Shirts must cover both chest area and midriff. No spaghetti strapped shirts allowed. All undergarments must be covered up at all times. Hoods may not cover any part of the head during the school day. Jackets/Coats need to be stored in student lockers, along with purses and backpacks. Sunglasses may not be worn in the school building. Earphones/Earbuds may not be used unless the student has been given permission by the classroom teacher. Refusal to follow these rules will be grounds for disciplinary action at the discretion of the principal.

## DRIVING AND PARKING

If the student is placed into the Area Learning Center by their home school, the district must provide transportation. If the student enrolls as an Enrollment Options student, the home district *may* provide transportation. Students who are 16 years of age or above may elect to drive or ride with another student to the ALC, but do so at their own risk and liability. Students who are allowed to transport themselves to and from school will need to register their vehicles with the ALC office.

**No high school student is allowed to transport midlevel students to and from school unless the office has a signed permission note from the midlevel student's parent.**

Students driving to school at the Area Learning Center must park in the River Bend Education District's parking lot, in the designated parking area with the white lines on the north end of the lot. Students are responsible for safe driving and lawful behavior.

Students will be reported to law enforcement for reckless driving. Consequences may also include loss of driving privileges and/or suspension based on the severity. Students are not allowed to go to cars between classes.

Any vehicle parked on school property during normal school hours or during a school related activity is subject to being searched by school officials and/or law enforcement officials.

## ELECTRONIC DEVICES

All electronic devices must be kept in lockers during the school day. These include cell phones, MP3 Players, iPods, iPads, personal Laptop computers, tablets, radios, and hand held gaming devices. Students found to be in possession of these devices will be asked to turn them over to the classroom teacher. The device can be picked up at the end of the school day. If the student refuses to turn over the device they will be dismissed from class until the principal can meet with them, at which time they will be suspended for one full school day.

### **FIRE ALARMS, FIRE EXTINGUISHERS AND SECURITY SYSTEM**

When the fire alarm sounds, all persons in the building must evacuate the premises. The students and staff should be at least 100 feet from the building. All classroom and office doors are to be closed. When leaving the building, the teacher will lead the class out the nearest and safest exit. The teacher should make sure that all students have left the building. The teacher and class may return to the building when the all clear is given.

Any student who tampers with a fire alarm, fire extinguisher or the security system will be subject to immediate suspension of three days. Turning in a false fire alarm or bomb threat is a misdemeanor under MN Statues. River Bend will prosecute anyone caught turning in a false alarm. Damage to property due to misuse of fire prevention equipment shall be dealt with according to the Property Damage policy.

### **FIGHTING**

Fighting is considered the physical engagement of two or more students with intent to harm. Fighting will result in an immediate one day suspension for the first offense and up to the principal's discretion on following instances. Law enforcement may be notified.

### **FOOD AND BEVERAGES**

Students will not be allowed to have Food and/or Beverages in classrooms. Absolutely no food or beverages are allowed in the computer lab at any time. Students are allowed to have food and/or beverages before school, during lunch, or after school in the commons area or multipurpose area only. Students caught eating or drinking in class may be dismissed from class.

### **HAZING**

Hazing is inconsistent with the educational goals of River Bend Education District and prohibited at all times. "Hazing" is defined 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 as affiliated with a student organization, or for any other purpose. Following a report on hazing, a thorough investigation will be held with appropriate action according to the River Bend Disciplinary Procedures being followed.

### **HORSEPLAY OR PLAY FIGHTING**

Horseplay is considered any physical behavior that has the potential of harming one's self or others. Any student engaging in horseplay or play fighting can be dismissed from class or suspended based on the severity of the incident as determined by the principal.

### **ILLNESS DURING THE SCHOOL DAY**

Students who become ill during the school day will be allowed to go to the office to call home. We can take a student's temperature for parents to help them make the decision if the student needs to go home. Ultimately the decision is the parent's responsibility. School staff can only report observations of student's symptoms and temperature. Staff will also provide attendance information to parents/students to help them make the choice.

## **INAPPROPRIATE LANGUAGE**

Use of profane, abusive or inappropriate language will not be tolerated.

1. Inappropriate language in casual conversation will result in a warning.
2. A Student can be dismissed from class if he/she is insubordinate to a staff member and continues to use inappropriate language.
3. Abusive/Inappropriate language directed towards a classmate will result in a dismissal from the class for that period.
4. Abusive/Inappropriate language directed at a staff member will result in an automatic suspension.

## **INAPPROPRIATE STUDENT CONTACT (PDA - Public Display of Affection)**

Inappropriate student contact will not be allowed. This would include kissing, hugging, back rubs, sitting on another student's lap, etc. Students will first be verbally warned by teachers. Disciplinary action will be taken following one written warning.

## **INSUBORDINATION**

The deliberate refusal to follow reasonable requests or directions of a school staff member is considered insubordination. Every student is expected to follow reasonable rules, directions, instructions and requests. Disciplinary action will be based on offense and severity. Parents will be notified and students may be suspended.

## **INTERVIEWS WITH STUDENTS**

The interviewing of students by anyone other than school district personnel may be conducted only after permission to conduct such interview has been granted by the building principal or designee.

Exceptions to this restriction include:

1. When a court order is presented by a recognized official that grants permission for an interview to take place.
2. When the principal believes that unless an interview takes place immediately, clear and imminent danger could exist for the student or others.
3. When investigating school related incidents.

An attempt will be made to contact parents to inform them of the request. Parental consent or notification is not required when a recognized official, in carrying out his or her responsibilities to investigate a possible case of child abuse, requests permission to interview a suspected child abuse victim or when a court order precludes or eliminates the need for parental notification.

## **LATE/MAKE -UP WORK**

In the event that a student must miss school, it is the responsibility of the student to consult with her/his instructors for assignments and make – up work deadlines. Students should do this in advance whenever possible. If it is not possible, it is recommended that parents contact teachers for homework and assignments that will be missed during the student's absence. At the request of the parent/guardian the principal's office will request homework assignments from the instructors once the



student has been gone for at least two consecutive days. Following the request, the parent or guardian may pick up the work in the main office during office hours.

**School sponsored activities are exempt from absences. However, students are responsible for any work missed.**

### **River Bend Area Learning Center Late Work Policy**

Each classroom teacher will provide students with their late work policy.

### **LOCKERS**

Lockers will be issued free of charge to students. All cell phones, electronic devices, coats, backpacks, and purses need to be kept in a locker. They should be kept neat and clean. Students are not to change lockers without permission from the principal's office. Students are responsible for any money or valuables in their lockers. Any damage to the lockers should be reported to a staff member or principal. We request that students not place stickers on the inside of lockers, as these are difficult to remove. Students placing stickers in lockers will be accountable for removing them. Writing on lockers will be considered vandalism.

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. School authorities for any reason may conduct inspection of the interior of lockers 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 a search will uncover evidence of a violation of law or school rules.

### **MEDICATION**

If a student needs to take medication during the school day, it must be kept in the office. At the designated time, under the supervision of authorized personnel, medication will be administered to the student. Written doctor or parent's permission must be given to the office before medication can be brought to school. All medication administered at school will be kept in a locked cabinet. The following information must be on the labeled container: student's full name, name and dosage of medication, time and directions for administration, physician's name, and date. Only the amount of medication needed to be taken at school should be brought to school. If any medication remains, it must be picked up by the guardian or destroyed by the school staff at the end of the school year. Medication will NOT be sent home with a student.

### **PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**

River Bend Area Learning Center offers opportunities for students to get involved in leadership activities through Student Council and MAAP STARS. Both of these programs offer opportunities to go on school sponsored trips that include, Fall MAAP Leadership Conference, Legislative Day at the State Capital, and Spring MAAP STARS Regional and State Competitions. Students must be in good academic standing passing all scheduled classes to participate in these activities.

In addition, the Area Learning Center has regularly scheduled student activity days intended to foster our connections with and among students, and model healthy sober activities.

Students are always expected to be good representatives of the Area Learning Center, Our Community, and their family while on school trips. To this end, all applicable school rules pertain to school trips and outings. At no time are students allowed to drive themselves, everyone must ride school provided transportation.

### **PERSONAL POSSESSIONS**

The Area Learning Center is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to school.

Electronic devices that disrupt or distract from the learning environment will be confiscated for the remainder of the school day. Any photo or movie taken during the instructional day without the consent of ALC staff will incur consequences. With reasonable suspicion, school authorities may ask to review the picture and/or video content of any cell phone or camera brought onto school property.

### **PLAGIARISM/CHEATING POLICY**

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source. For example:

- Wholesale copying of passages from works of others into an assignment, paper, Discussion posting, or thesis or dissertation without acknowledgment.
- Using the views, opinions, or insights of another without acknowledgment.
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.

Cheating can take the form of crib notes, looking over someone's shoulder during an exam, or any forbidden sharing of information between students regarding an exam or assignment. Students caught plagiarizing/cheating will lose credit for the assignment and will not be allowed to make up the work and may be subjected to further disciplinary action.

### **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

It is the policy of River Bend Education District to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. River Bend prohibits any form of religious, racial or sexual harassment and violence.

"Harassment" may include the following when related to religion, race, sex or gender:

1. name calling, jokes or rumors
2. pulling on clothing; graffiti
3. notes or cartoons
4. unwelcome touch of a person or clothing
5. offensive or graphic posters or book covers; or
6. any words or action that makes an individual feel uncomfortable, embarrasses them, hurts their feelings or makes them feel bad.

Students who, upon investigation, are found to have committed religious, racial or sexual harassment and/or violence may be warned, suspended, or expelled. A summary of River Bend Policy Against Religious, Racial and Sexual Harassment and Violence is posted at various locations with the Area Learning Center. Students are informed annually (or more frequently if deemed necessary by Program staff) regarding the Policy and a copy of the complete Policy is available from the Education

District Office upon request. Individuals who feel they have been discriminated against in violation of this policy may avail themselves of grievance procedures as outlined in the Policy. Religious, Racial and Sexual Harassment and Violence are against the law. Discrimination is against the law.

### **SEARCHES**

Random searches will be conducted throughout the school year. This will include the building and school property including the parking lot. Searches will be conducted by the ALC principal and the New Ulm Police Department with the aide of a Canine Officer when necessary.

### **SCHOOL DAY**

River Bend Area Learning maintains a secure building for student safety. The door unlocks at 7:40AM. This allows all students to enter the building 25 minutes prior to the start of 1<sup>st</sup> period and 10 minutes before breakfast begins being served. The door locks at 8:30AM to secure the building while students are in class. The door is then unlocked at 12:00PM for open lunch, and locks again at 12:40PM. At the end of the school day the door unlocks at 2:55PM. The door is finally locked at 3:20PM. At this time all students must leave the building unless they have made arrangements to work with a teacher, or attend night class.

### **TOBACCO/ TOBACCO SUBSTITUTES**

River Bend Education District is a tobacco free zone. No student may possess or use a tobacco product or substitute on school property or within 300 feet or one city block of school boundaries. The following are consequences for possession and smoking:

Within a school year:

First Offense	one day - out of school suspension
Second Offense	two day - out of school suspension
Third Offense	three day - out of school suspension

- **Law enforcement will be contacted and individuals may be subject to a fine for each offense.**

### **THREATS**

A "threat" is an expression of an intention to inflict pain, injury, evil or punishment on a person or thing. Any disruption caused by the threat will be grounds for dismissal from class. A threat will result in a conference with the principal, contacting parent/guardian, and may lead to a suspension of up to three days.

A student who threatens another person while in possession of a weapon shall be dealt with as per the policy dealing with weapons.

**USE OF OR POSSESSION OF ALCOHOLIC BEVERAGES, PRESCRIPTION DRUGS, CONTROLLED SUBSTANCES, MIND/MOOD ALTERING CHEMICALS, OR PARAPHERNALIA**

A student shall not buy, sell, use, possess, transmit, be under the influence of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while on school property. If the principal has reason to believe a student to be under the influence, or an illegal act or violation of school rules has been committed law enforcement will be requested to come to the school.

**Suspension will result.**

1. On the first offense each year, three (3) day suspension from school.
2. On the second offense during the year, five (5) day suspension.
3. On the third offense during the year, a suspension as determined by the principal and the student is subject to expulsion following a hearing by the River Bend Education District board of education pursuant to The Pupil Fair Dismissal Act, as amended.

**VANDALISM**

Students who commit vandalism to the school or personal property of a student or staff person will be subject to disciplinary action. The local authorities will be contacted if deemed necessary by the principal. This also applies to damage caused by horseplay, play fighting, etc. Students will be required to make monetary restitution in full for damages. Disciplinary action may or may not include suspension based upon the severity of the incident.

Textbooks are loaned to students free-of-charge. Excessive wear, damage, and lost books will be charged back to students at the conclusion of the class.

**VIOLENCE PREVENTION AND WEAPONS**

It is the policy of River Bend Education District:

1. to maintain a learning and working environment that is free from threats and harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors;
2. to promote healthy human relationships that are physically and psychologically safe;
3. that pupils and staff shall not possess a firearm or a dangerous weapon when in the school building, on school grounds, or on any school related activity; and
4. to refer to the local law enforcement agency any person who brings a firearm to school in violation of the "Gun Free Schools Act of 1994".

**A student who engages in an assault or violent behavior will be immediately removed from class. The removal shall be for a period of time deemed appropriate by the coordinator, in consultation with the teacher.**

### **VISITORS AND GUESTS**

Students who are considering attending and wish to visit the Area Learning Center should make arrangements with the principal. All visitors must stop and register at the ALC office before entering the classroom area. Enrolled students are not allowed to bring guests to school. Parents are encouraged to visit the Area Learning Center.

### **WEAPONS**

“Weapons” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: Guns (including pellet guns, look alike guns, and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, and ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the office shall not be considered in possession of a weapon. “Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

Possession of a weapon will result in:

1. Confiscation of the weapon.
2. An initial suspension for no less than five (5) days,
3. Contacting the police department, and
4. A recommendation to the Director that the student be expelled.

### **WITHDRAWAL FROM SCHOOL**

A parent who wishes to withdraw their son/ daughter from school who is under the age of 18 will be required to have a meeting with the principal to review the student’s educational options and sign a withdrawal form. All students 17 years of age and under are required by MN Law to attend school. A student may be withdrawn from school by a parent at age 17.

# **DISCIPLINARY PROCEDURES**

## **LOSS OF PARTICIPATION POINTS**

Each class has participation points as a required part of the overall grading. Teacher may award fewer points for students who do not participate. Participation points may be earned back based on each teacher's individual rules.

## **LOSS OF ASSIGNMENT CREDIT**

A student may lose credit on an assignment during class due to such things as cheating or overtly wasting time.

## **LOSS OF CREDIT FOR THE CLASS**

A student may lose credit for the day for being uncooperative, insubordinate, disrespectful, or a disturbance. This is up to teacher discretion and results in a behavior referral.

## **DISMISSAL FROM CLASS/Office Referral**

Dismissal from class will result in suspension.

Students may be dismissed from class for:

Willful conduct, which is **significantly disruptive** to the educational process

Threatening other students / staff

Profanity or verbal assault on other student / staff

Willful conduct, which **endangers other students, staff or property**

Physically threatening other students/staff

Physically assaulting other students/staff

Physically damaging property

- All classroom dismissals need to be immediately reported to the Principal.
- All dismissed students must remain in or near the class until the Principal, or principal designee arrives to escort student to the office.
- All dismissals from class will be written up as a behavior referral and include in the description of the incident that the student was dismissed.

If necessary, New Ulm Police will be notified of a disturbance if a student continues to disrupt the school environment after being dismissed from class. If minor students leave the building/premises Parents and New Ulm Police will be notified that a minor has left school without school or parental permission. Students entering another classroom or re-entering a class that they have been dismissed will be suspended. A student will lose open lunch privileges for one week if is dismissed from class by a substitute teacher

**The decision to suspend a student for the remainder of the school day will be made by the principal in consultation with the classroom teacher.**

### **LOSS OF OPEN LUNCH PRIVILEGES**

Open lunch is a privilege for high school students. This privilege may be revoked if a student doesn't follow school or classroom rules.

### **SUSPENSION**

Suspension is the short-term exclusion of a student from the school, school property, and school sponsored events. During the term of out of school suspension, the parent assumes custody of the student during school hours.

Students will be served with a written notice containing grounds for suspension and other pertinent information. Parents will be notified of suspension by phone and mail. Students under age 18 will not be released from the building until the parents have been notified by verbal communication.

In school suspension will be used as the situation dictates and at the principal's discretion.

### **EXPULSION**

Expulsion shall be defined as an action taken by the River Bend Education District school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act of 1974 as amended. Upon notification of a hearing for expulsion, a student will be provided with a copy of the law.

## **TECHNOLOGY**

Access to the Internet will enable students to explore millions of resources that will aid in their education. Families should be warned that some material accessible via the Internet contains items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the River Bend Education District support and respect each family's right to decide whether or not to apply for access.

To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return a User Agreement/Parental Permission form to the office. Students 18 and over may sign their own forms.

**Access will not be granted until this paperwork has been filed with the office.**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and save documents. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the computer network are responsible for their behavior. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.



As outlined in Board Policy and Procedures on Student Access to Networked Information Resources. (copies of which are available in school offices), the following are **not permitted**:

- \* Web based email accounts
- \* Internet Chat
- \* Music played from computer/Internet (except as part of assigned work)
- \* Sending or displaying offensive messages or pictures
- \* Using obscene language
- \* Harassing, insulting or attacking others
- \* Damaging computers, computer systems or computer networks
- \* Violating copyright laws
- \* Using another's password
- \* Trespassing in another's folders, work or files
- \* Intentionally wasting limited resources (paper or ink)
- \* Employing the network for commercial purposes

**Violations will result in a loss of access as well as other disciplinary or legal action.**

## **ITEMS NOT COVERED IN THIS HANDBOOK**

School officials will develop and implement additional policies that are necessary in operating the school. The principal will use discretion in dealing with issues not covered in the handbook and rely on school board policy and/or consultation with the Director of River Bend Education District.

# RIVER BEND AREA LEARNING CENTER HIGH SCHOOL COURSE DESCRIPTIONS

## ENGLISH/LANGUAGE ARTS

### **English 9A**

This required language fundamentals course will combine reading, writing, speaking and listening. A novel and some shorter works will be read. Literary analyses will be performed in written form and through classroom discussions. The students will also review and practice spelling, vocabulary, grammar and composition skills.

### **English 9B**

This required composition course combines writing mechanics and composition practice to help students achieve a better understanding of the English language and how to use it effectively. It will include a novel and literary analysis of the novel performed in written form and through classroom discussions.

### **English 10A**

Communication and presentation skills will be covered in this required class. Students will also learn and practice interpersonal communication skills to increase their competence in everyday social exchanges.

### **English 10B**

This course will cover selected writers of contemporary significance. The curriculum may include groups, individuals and movements, such as ethnic writers, modern poets, the Beat Generation, essayists and other elements of pop culture. Students will practice various forms of writing modeled in pop culture.

### **American Literature**

This course focuses on literature from Colonial times in America to the present. Students will learn to interpret and analyze literature through reading, writing, speaking and listening. Spelling, vocabulary, grammar and writing practice will be integrated into the curriculum. The class may also include a novel and a research-based project.

### **World Literature**

This course focuses on literature from the Anglo-Saxon Period in Britain to modern British literature. Students will learn to interpret and analyze literature through reading, writing, speaking and listening. Spelling, vocabulary, grammar and writing practice will be integrated into the curriculum. The class may also include a novel and a research-based project.

### **Journalism**

This elective emphasizes writing, critical thinking and technology skills. Types of writing include news, sports, feature, advertising & editorial. Students will gain skills in interviewing and listening. They will also read newspapers, magazines and other print & electronic publications.

**Creative Writing**

This elective focuses on techniques and practices in creative writing. Students will examine model writing and create their own original pieces in various genres, including poetry, short stories, essays and more. This class is perfect for students who like to “think outside the box.”

**Classic Theater**

This is a general film appreciation class. It will introduce you to the basics of film production. It will also expose you to a variety of films produced in the U. S. and other countries from the very beginnings of the medium in the 1890s, through the so-called "silent era" of the 1910s-20s and the "golden age" of Hollywood in the 1930s-50s, up to the present.

**Literature of Diversity**

Works are chosen to represent diverse ethnic, racial, and social groups in historical, political, and economic contexts for what they reflect and reveal about the evolving human experience and character. Young adult literature examines the background and development of works written for young people. Students are presented with criteria for assessing novels, poems, and essays of contemporary works.

**Writer’s Workshop**

This elective emphasizes the process of writing. Students begin with writing drafts of many different types of writing, creative and nonfiction, and proceed to take these from draft all the way to their own published book containing works of their choosing. This is a great class for those at any stage of writing who want to improve their writing skills.

**British Literature**

This course will cover the Anglo-Saxon times through the present. In this course students will focus on not only the literature at the time but the culture as well. Many different aspects of British culture will be explored throughout these time like art, architecture, and politics. Students will be asked to explore how these effect the literature of the given time period through reading, writing, speaking, and listening.

## **SOCIAL STUDIES**

### **American History A**

In this course students will study American History from pre-colonial times to reconstruction. Special emphasis is placed on cultural history as well as the following themes: American Revolution, Native American History, Migration, Slavery, Civil War, Reconstruction and Westward Expansion.

### **American History B**

In this course student will study American History from the Reconstruction period through present time. The major themes of this course include: the Progressive Era, Spanish-American War and Imperialism, Migration and Urbanization, the Depression, World War I and II, Civil Rights Movement, Vietnam War and the 1960's and events which occurred during the lives of the students.

### **World History A**

In this course students will study the time from pre-history to the 1500's. Some of the themes discussed are: origins of civilization, Chinese and Indian history and culture, ancient Egypt, ancient Rome and Greece, the ancient Hebrews, Islamic empires, Middle Ages, Renaissance and age of discovery.

### **World History B**

In this course students will study the time from the 1500's to the present. A recurring theme is growth of Europe, modernization, development of modern political ideologies, local and world conflicts and technology.

### **Human Geography**

In this course students will cover the major cultural groups, countries, nations and continents of the world. Focus is concentrated on land, cultures and people. An awareness and appreciation of global diversity is emphasized. An important part of the class is the development of map skills. Students are encouraged to learn and understand why and how various countries and people do things differently.

### **American Government**

Students study citizenship and the working of our system of government. Emphasis is placed on rights, responsibilities and privileges of citizenship, the development of the United States Constitution, the operating of the government, contemporary politics and current affairs.

### **Economics**

Economics is a course addressing four major topics: economic foundations, macro-economics, micro-economics and international economics. Students apply economic theories and principles to current economic issues and use their knowledge in hands-on programs such as Junior Achievement and/or the Stock Market Game.

## **MATHEMATICS**

### **Geometry A**

Patterns in shape develops student ability to visualize and describe two- and three-dimensional shapes, to represent them with drawings, to examine shape properties through both experimentation and careful reasoning, and to use those properties to solve problems. Topics include triangle inequality, congruence conditions for triangles, special quadrilaterals and quadrilateral linkages, Pythagorean Theorem, properties of polygons, tilings of the plane, properties of polyhedra, and the Platonic solids.

### **Geometry B**

Develops student understanding of vertex-edge graphs and ability to use these graphs to represent and solve problems involving paths, networks, and relationships among a finite number of elements, including finding efficient routes and avoiding conflicts. Topics include vertex-edge graphs, mathematical modeling, optimization, algorithmic problem solving, Euler circuits and paths, matrix representation of graphs, vertex coloring and chromatic number.

### **Algebra IIA**

Quadratic Functions develops student ability to recognize and represent quadratic relations between variables using data tables, graphs, and symbolic formulas, to solve problems involving quadratic functions, and to express quadratic polynomials in equivalent factored and expanded forms. Topics include quadratic functions and their graphs, applications to projectile motion and economic problems, expanding and factoring quadratic expressions, and solving quadratic equations by the quadratic formula and calculator approximation.

### **Algebra IIB**

Develops student ability to recognize and represent exponential growth and decay patterns, to express those patterns in symbolic forms, to solve problems that involve exponential change, and to use properties of exponents to write expressions in equivalent forms. Topics include exponential growth and decay functions, data modeling, growth and decay rates, half-life and doubling time, compound interest, and properties of exponents.

### **Probability and Statistics**

Develops student ability to make sense of real-world data through use of graphical displays, measures of center, and measures of variability. Topics include distributions of data and their shapes, as displayed in dot plots, histograms, and box plots; measures of center including mean and median, and their properties; measures of variability including interquartile range and standard deviation, and their properties; and percentiles and outliers. Also, develops student ability to solve probability problems by constructing sample spaces of equally likely outcomes and to approximate solutions for more complex problems by using simulation. Included topics are sample spaces, equally-likely outcomes, probability distributions, mutually exclusive events, Addition Rule, simulation, Law of Large Numbers, and geometric probability.

**Consumer Math**

Consumer Mathematics will give the students the opportunity to learn the math that is used on a daily basis, in daily life. A few examples of the type of math that will be covered are: counting by multiples, money management, fractions, time, measurement, basic algebra, and basic calculator skills.

**Personal Finance**

The course is designed to cover the important skills in personal finance that every person should have before leaving high school. Course content includes basic business decision making such as getting and keeping a job, employee pay and benefits, checking accounts, banking services, income tax, investments, insurance, credit, consumer protection, consumer decision making and an introduction to economics.

## **SCIENCE**

### **Science 9A**

In this course students will gain an understanding of the processes and interdependence of the earth's systems and its relationship to other objects in space. Topics encompassing geology, astronomy, oceanography and meteorology are explored.

### **Science 9B**

In this course students will study the basic ecology including terms and vocabulary. Students will learn the topics of food chains and webs, cycles of material through the ecosystem, various biomes and specific projects of the students' special interest areas.

### **Biology A**

Biology is the study of all living things and how they interact with their environment. This introductory course is designed for students who desire a general overview of biology including the survey of plants, animals, human beings, ecology and genetics.

### **Biology B**

Continuation of Biology A

### **Chemistry A & B**

This course presents the fundamental theories and concepts of chemistry in a manner that is meaningful to high school students. The course contributes to the student's abilities to think clearly and to express ideas orally and in writing with clarity and logic.

### **Physics A & B**

In this course, students will understand the knowledge of the basic principles of physics. Content of this course deals with the various forces and forms of energy in our environment. The fundamental principles underlying natural phenomena such as heat, light, magnetism, motion, sound, electricity and the application of these principles to everyday life are presented.

## **ART**

### **Visual Art I & II**

Students learn and practice elements and principles of art using a variety of creative tools, including paint, graphite (pencil), charcoal, clay, & oil pastels. They learn about styles and eras in art as well as influential artists. As an adjunct to this, they research processes for repurposing otherwise unusable items and create their own treasure to trash art. In Art II, students complete an artist research project.

### **Digital Art**

This course is an exploration of digital photography, digital image-editing and photographic techniques. Students will gain an understanding on what and how to use the different parts of a digital camera, Enhance their understanding of digital photography, processes & concepts, Learn to create interesting and strong compositions using the camera as your media, Apply these new understandings toward creating original, strong, interesting digital images and Expand their knowledge and vocabulary as it relates to photography. Students will also learn to use digital video camera and equipment and to edit using I-Movie. They will also learn the movie-making process.

### **Digital Photo Journalism**

This course teaches student to use technology to create news in various forms. These forms are the infographic, news video, photography, and a blog. Techniques include video and photo editing, digital layout and design, photo composition, news writing, blogging, and how to use apps appropriately in an online platform. The class requires students to be able to work independently and productively.

## **PHYSICAL EDUCATION/HEALTH**

### **Physical Education**

The course is directed toward developing and improving physical fitness knowledge and ability, knowledge of rules and interest in physical activities with individual and small group sports.

### **Health**

This course is designed to meet the general information and educational needs of the students in the areas of health issues and wellness. Subject matter includes health-related fitness, nutrition, disease prevention and control, body systems, first aid, stress management, self-concept and self-esteem, decision making, human sexuality, growth and development, peer relationships, substance use and abuse and responsible behavior.



## **ELECTIVE CLASSES**

### **FACS CLASSES**

#### **Interpersonal Relationships**

Students will gain a better understanding of their relationships with others. In this class, students will discuss personal and family relationships concerning friendship, dating, marriage and family life cycles. Students will enhance communication and decision-making skills that assist in their relationships. Family crises and balancing work and family issues are explored.

#### **Child Development**

Students examine physical, emotional, intellectual and social development states of a child. Additional studies/topics include theories of human development, discipline, nutrition, first aid and effects of the media on children. Information gained in this class can prepare students for career options and personal decisions. Leadership development is included.

#### **FACS**

Students will learn creative food preparation techniques through numerous projects designed to develop their ability to plan nutritious and eye-appealing meals. Emphasis will be placed on nutrition through portion control and lifestyle choices. Also included are consumer skills, career exploration and the use of technology in the kitchen.

#### **Family Living**

In this class students will have the opportunity to use the decision making skills as well as critical thinking about a wide variety of topics that will affect the student as an individual and as a family member. This class will not give students “answers” but will encourage students to pursue the decision making process.

#### **Food Challenge**

Explore nutrition, food preparation, and basic kitchen techniques. Work with a team of classmates to create tasty, nutritious dishes that we will share with our “celebrity” judges! Come with the willingness to create through hands-on cooking activities and taste all types of foods.

#### **Housing/Interior Design**

In this class the students will apply the informed decision making process to meeting the housing needs of people throughout the life cycle, including acquiring housing by renting or buying a home, home safety, home maintenance and becoming part of a community. The students will demonstrate the management of resources to provide not only basic housing, but also a comfortable aesthetic pleasing environment. Students create the environment for a home by the selection of color, fabric, furniture and accessories using the elements and principles of design. Utilizing current technology, students evaluate and draft floor plans that meet life-style needs. They study the influence of historical designs and current trends in various housing alternatives. Career opportunities and leadership development are included.

## **Textiles**

An introduction to textiles that provides a broad view of the development, production and utilization of fabrics and the impact they have on design and construction. The characteristics of different fibers, yarns, fabrics, and finishes are investigated. This course emphasizes hands on experiences in a variety of textiles.

## **CAREER/BUSINESS ED**

### **Intro to Business**

This course includes an introduction to entrepreneurship and the creation of a business. Course content helps students become aware of the values, decision-making abilities and leadership qualities necessary to become a successful entrepreneur. Students create a business plan for a new venture.

### **Essentials of Business**

This course will introduce students to some of the key areas of business to help students understand the roles businesses play in the economy and our life. Some of the topics covered will include major elements in the business environment, forms of business ownership, competition, management styles, marketing, and business technology.

### **Small Business/Entrepreneurship**

In this course students will learn some of the basics in starting their own businesses. We will work in small groups to bring ideas from conception to writing business plans for a fictitious business. Students will have opportunities to interview guest speakers from the area about their experience in starting a business throughout the course. This class will also partner with Junior Achievement and will be eligible to complete in one of their local competitions.

### **Computer Applications**

The course reinforces the touch method of keyboarding and offers students a thorough knowledge of word processing, spreadsheet, database and a presentation program (Microsoft Word, Excel & Power Point). Students use the above programs to produce personal and business-related documents. The course also incorporates desktop publishing using Quark software to create flyers, newsletters, brochures and reports.

### **Careers**

This class helps students plan for a career that fits. Students look at the factors involved in career decisions. Surveys, interest inventories and computerized career analysis are used to arrive at areas of interest. Students create resumes and refine interview and self-presentation skills. Students are introduced to career options through business visits, informational interviews and guest professionals.

### **Personal Family Resource Management**

In this course students will apply the informed decision making process to manage human and non-human resources. The student will understand the concepts of supply and demand, wants and needs. The students will understand sound buying principles (comparison shopping, unit pricing, price vs. quality) and demonstrate the use of current consumer information.

**Youth In Action**

In this class the students volunteer in groups at various non-profit organizations in the New Ulm area and plan a service project as a group. The students also become aware of the systems within a community that provide service and support to the community. The goals of this class are: foster the appreciation and the joy of volunteering, to provide service to the community, and to understand the role of community and the systems that help to make a healthy community.

**Project Based Learning**

In this course, students are allowed choice in topics while earning credit for content based on the individual's credit needs. Students will gain skills in researching, note-taking, the writing process, and creating a visual extension of the subject matter that best suits the individual's strengths and interests.

**MAAP STARS**

MAAP STARS is a broad based vocational student organization for students in secondary alternative programs in the United States. The vision of MAAP STARS is: "Achieving extraordinary life changing results for learners throughout the world". The goals of this class are to: allow students to independently choose several projects, complete them and be ready to present them to a team of community judges. This will allow students to prepare events for the State Spring Conference.

**Projects**

Students will learn to use hand and power tools to build useful projects. The class will include shop safety and safe tool use, as well as planning and estimating materials.

**Office Aide**

Office aides perform a variety of duties including delivering messages, making copies and collating, and other general office work. Prior approval of the Coordinator is required before a student will be enrolled as an aide.

# **RIVER BEND AREA LEARNING CENTER MIDDLE SCHOOL COURSE DESCRIPTIONS**

## **ENGLISH/LANGUAGES ARTS**

English 7

English 8

## **SOCIAL STUDIES**

Social Studies 7

American Journey – Survey of American History topics

Social Studies 8

World Studies

## **SCIENCE**

Science 7

Science 8

## **MATHEMATICS**

**Math 7**

### **Algebra IA**

This course is an introduction to algebra and functions. It would align with a traditional Algebra I course. Develops student ability to recognize and describe important patterns that relate quantitative variables, to use data tables, graphs, words, and symbols to represent the relationships, and to use reasoning and calculating tools to answer questions and solve problems. Topics include variables and functions, algebraic expressions and recurrence relations, coordinate graphs, data tables and spreadsheets, and equations and inequalities.

### **Algebra IB**

This course develops student ability to recognize and represent linear relationships between variables and to use tables, graphs, and algebraic expressions for linear functions to solve problems in situations that involve constant rate of change or slope. Topics include linear functions, slope of a line, rate of change, modeling linear data patterns, solving linear equations and inequalities, equivalent linear expressions.

## **PE/ HEALTH**

PE/Health 7

PE/Health 8

## **ELECTIVES**

Art