



# EDUCATIONAL LEARNING CENTERS

## **2024-25 Student Handbook**

For all students attending:

ELC – Cosmos

ELC – Marshall

ELC – Montevideo

ELC – New London

ELC – Pipestone

ELC – Windom

Jennifer Kimman, Director of Educational Learning Centers  
[Jennifer.Kimman@swwc.org](mailto:Jennifer.Kimman@swwc.org)

# TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>4</b>
Policy Information .....	4
Site Contact Information.....	4
<b>PART I – INFORMATION .....</b>	<b>5</b>
Arrival and Dismissal Hours.....	5
Calendar .....	5
Class Assignments .....	5
Complaints .....	5
E-Learning Day Plan .....	5
Eighteen-Year-Old Students.....	5
Employment Background Checks .....	6
Equal Access to School Facilities .....	6
Fees .....	6
Food in the Classrooms .....	6
Fundraising .....	7
Gifts to Employees.....	7
Graduation Ceremony.....	7
Interviews of Students by Outside Agencies .....	7
Lunch.....	7
Messages to Students.....	7
Nondiscrimination .....	8
Notice of Violent Behavior by Students.....	8
Parent and Teacher Conferences .....	8
Parent Volunteers.....	8
Pledge of Allegiance .....	9
Schedule.....	9
School Activities .....	9
School Closing Procedures .....	9
Searches.....	9
Lockers and Personal Possessions Within a Locker .....	9
Desks .....	10
Personal Possessions and Student’s Person .....	10
Vehicles on Campus .....	10
Patrols and Inspections.....	10
Search of the Interior of a Student’s Motor Vehicle .....	10
Student Publications and Materials .....	11
Distribution of Nonschool-Sponsored Materials on School Premises .....	11
School-Sponsored Media .....	11
Student Records.....	11
Transportation of Public School Students .....	12
Video and Audio Recording .....	12

School Buses .....	12
Places Other Than Buses.....	12
<b>PART II — ACADEMICS .....</b>	<b>13</b>
Alternative Educational Opportunities.....	13
Early Graduation.....	13
Extended School Year Opportunities.....	13
Field Trips .....	13
Grades.....	13
Graduation Requirements .....	13
Parent Right to Know .....	13
Transition .....	14
<b>PART III — RULES AND DISCIPLINE .....</b>	<b>15</b>
Attendance.....	15
Bullying Prohibition .....	15
Cell Phones and Other Electronic Communication Devices .....	15
Discipline .....	15
Dress and Appearance.....	15
Drug-Free School and Workplace .....	16
Harassment and Violence Prohibition.....	16
Hazing Prohibition.....	16
Internet Acceptable Use .....	16
Parking on SWWC Property - Visitors .....	17
Tobacco-Free Schools .....	17
Vandalism .....	17
Weapons Prohibition .....	18
Behavior Interventions .....	18
Restrictive Procedures .....	18
Seclusion .....	18
<b>PART IV — HEALTH AND SAFETY.....</b>	<b>20</b>
Accidents .....	20
Asbestos Management Plan.....	20
Crisis Management.....	20
Fire Drills, Lock Down Drills, and Tornado Drills.....	20
Emergency Contact Information.....	20
Health Information - First Aid .....	20
Communicable Diseases.....	20
Health Service .....	21
Immunizations .....	21
Medications at School During the School Day.....	22
Suicide Prevention Information .....	22
Pesticide Application Notice .....	22
Safety .....	22

Signing “In” and “Out” of Building .....	23
<b>APPENDICES .....</b>	<b>24</b>
SWWC Internet Use Agreement .....	24
Parent/Guardian Refusal for Student Participation in Statewide Testing .....	25

## **INTRODUCTION**

Welcome to the Southwest West Central Service Cooperative's (SWWC) Educational Learning Centers (ELC)!

Thank you for trusting SWWC to provide your student(s) with educational programming tailored to her/his individual needs.

SWWC supports and enhances the work of our members by providing programs and services to meet their needs.

The ELC Student Handbook is comprised of four parts:

- 1) Information
- 2) Academics
- 3) Rules and Discipline
- 4) Health and Safety

### **Policy Information**

A comprehensive list of SWWCs Board Policies can be found at [www.swwc.org](http://www.swwc.org).

### **Site Contact Information**

ELC – Cosmos  
320 N Saturn St, Suite A, Cosmos, MN 56228  
**P:** 320-877-7074; **F:** 320-877-9088

ELC – Marshall  
1510 Stadium Drive, Suite 1, Marshall, MN 56258  
**P:** 507-616-0473; **F:** 507-616-7644

ELC – Montevideo  
2419 Washington Ave, Montevideo, MN 56265  
**P:** 320-321-1484; **F:** 320-321-1486

ELC – New London  
17530 County Road 9 NE, New London, MN 53273  
**P:** 320-262-5477; **F:** 320-262-5479

ELC – Pipestone  
1314 N Hiawatha, Suite 100, Pipestone, MN 56164  
**P:** 507-825-5858; **F:** 507-825-4035

ELC – Windom  
1454 6th Avenue, PO Box 265, Windom, MN 56101  
**P:** 507-831-6935; **F:** 507-831-6939

## **PART I – INFORMATION**

### **Arrival and Dismissal Hours**

School building hours for each site are as follows:

ELC – Cosmos: 8:15am-2:45pm

ELC – Marshall: 8:15am-2:45pm

ELC – Montevideo: 8:15am-2:45pm

ELC – New London: 8:15am-2:45pm

ELC – Pipestone: 8:00am-2:30pm

ELC – Windom: 8:15am-2:45pm

Your child's resident district is responsible for providing transportation to and from the ELC your child is attending. If your child will be dropped off outside of typical school hours, he/she/they will need to report to the main office.

### **Calendar**

The school calendar is adopted annually by the SWWC Executive Director. A copy of the school calendar can be found in the Welcome Back Packet provided at the beginning of the school year and on the SWWC's website at [www.swwc.org](http://www.swwc.org).

### **Class Assignments**

Students are assigned to classrooms based on their educational and special education needs.

### **Complaints**

Students, parents/guardians, employees, or other persons may report concerns or complaints to SWWC. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the SWWC's response to the complaint.

### **E-Learning Day Plan**

E-Learning Days will be determined by the site administrator and communicated to parents at least an hour and a half prior to the scheduled start time.

### **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in SWWC policy and this handbook.

## **Employment Background Checks**

SWWC will seek criminal history background checks for all applicants who receive an offer of employment with SWWC. SWWC also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to SWWC, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. SWWC may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Equal Access to School Facilities**

SWWC has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. SWWC will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by SWWC.

## **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are not expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items.

Students may be charged for textbooks, workbooks, books, and technology that are lost or destroyed. SWWC may waive a required fee or deposit if the student and parent/guardian are unable to pay. Additionally, students may be charged for excessive damage caused by the student. For more information, contact the Director of Educational Learning Centers.

## **Food in the Classrooms**

Due to the nature of the programming at the Educational Learning Centers, parents are asked not to bring outside food into the Educational Learning Centers. Parents of students with special dietary needs can work with the Site Administrator to develop a feeding plan.

If your student wishes to bring snacks, we ask that they are prepackaged. All snacks will be kept in their locker or cubby area until the appropriate time. Please do NOT send pop, energy drinks, etc. those items will be kept in a student's locker or cubby area until the end of the day. Some transportation vehicles prohibit food/drinks as well.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Director of Educational Learning Centers. Participation in non-approved fundraising activities is a violation of SWWC policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the resident district and Educational Learning Center Administration.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or SWWC officials, employees, and/or agents, except as provided by law and/or school policy.

## **Lunch**

Each ELC provides lunches for all students. A copy of the menu will be emailed to you at the beginning of the month. Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

## **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Students must check their cell phone with ELC personnel before classes begin. Cell phones may be picked up after school. Headphones and other electronic devices will not be allowed in the classroom without prior approval. If these items are brought to school, they will be turned into the office or the classroom teacher. If the student does not turn in the item, the administrator may choose an appropriate disciplinary action. Students who earn cell phone or electronic device privileges through the Positive Behavior Intervention Systems (PBIS) program will be exempt, as outlined in the PBIS program.



## **Nondiscrimination**

The SWWC is committed to inclusive education and providing an equal educational opportunity for all students. The SWWC does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the individuals listed below as the organization's human rights officer to handle inquiries regarding nondiscrimination.

### **SWWC's Title IX Coordinator(s)**

**Primary:** Abby Polzine, Director of Human Resources

Phone: 507-537-2243

Email: [Abby.Polzine@swwc.org](mailto:Abby.Polzine@swwc.org)

Address: 1420 E College Drive, Marshall, MN 56258

**Alternate:** Cliff Carmody, Executive Director

Phone: 507-537-2251

Email: [Cliff.Carmody@swwc.org](mailto:Cliff.Carmody@swwc.org)

Address: 1420 E College Drive, Marshall, MN 56258

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Access SWWC's full [Policy 522-Title IX Sex Nondiscrimination Policy](#), Grievance Procedure and Process

### **Notice of Violent Behavior by Students**

SWWC will give notice to teachers and other appropriate SWWC staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Parent and Teacher Conferences**

The ELCs do not hold traditional parent teacher conferences; however, ELC staff meet with Individualized Education Program (IEP) teams, minimally, once a year. Most often, IEP teams, in part or in whole, meet more frequently throughout the year to discuss student progress, or lack thereof. For more information, contact the site administrator.

### **Parent Volunteers**

Due to the nature of the educational programming at the Educational Learning Centers, parents are not allowed to volunteer in the building during instructional hours. Any volunteer work needs to be coordinated with the Site Administrator.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America, at a minimum weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **Schedule**

A schedule is needed to ensure smooth operation of the school. The daily school schedule is often building specific and within the Site Administrator's authority to determine.

## **School Activities**

SWWC provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is SWWC's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline.

## **School Closing Procedures**

School may be canceled when the site administrator believes severe weather or other circumstances threaten the safety of students and employees. The site administrator will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over JMC and in some cases local radio and TV stations.

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by SWWC policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with SWWC's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

## **Lockers and Personal Possessions Within a Locker**

Under Minnesota law, school lockers are SWWC property. At no time does SWWC relinquish its exclusive control of lockers provided for students' convenience. School

officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials 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 officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Desks**

School desks are SWWC property. At no time does SWWC relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### **Vehicles on Campus**

Program students are **not** permitted to drive to school unless special permission is granted, by the Executive Director, for the student to drive to school. Students must return home from school in the designated (per IEP) transportation. In the event special permission is granted, students are to park in designated areas. Vehicles parked in non-designated areas will be subject to towing at the owner's expense.

### **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other SWWC locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Search of the Interior of a Student's Motor Vehicle**

The interior of a student's motor vehicle, including the glove and trunk compartments, in a SWWC location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

## **Student Publications and Materials**

SWWC's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

## **Distribution of Nonschool-Sponsored Materials on School Premises**

SWWC recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to SWWC regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

## **School-Sponsored Media**

SWWC may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 activities. Student media advisers shall supervise student writers to ensure compliance with the law and SWWC policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school sponsored media or school-sponsored activity is prohibited when the material:

- 1) is obscene to minors
- 2) is defamatory
- 3) is profane, harassing, threatening, or intimidating
- 4) constitutes an unwarranted invasion of privacy
- 5) violates federal or state law
- 6) causes a materials and substantial disruption of school activities
- 7) is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031
  - Advertises or promotes any product or service not permitted for minors by law
  - Expresses or advocates sexual, racial, or religious harassment or violence or prejudice
  - Is distributed or displayed in violation of time, place, and manner regulations

Expression in school-sponsored media or school-sponsored activity is subject to SWWC editorial control over the style and content when SWWC's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

## **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution

of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see “Student Records” (*Appendix 3*). A complete copy of SWWC’s “Protection and Privacy of Pupil Records” policy may be obtained on the [SWWC webpage](#).

### **Transportation of Public School Students**

It is the responsibility of the district where the student resides to arrange for and provide transportation to and from the program, at the expense of the district. Students attending one of the ELCs are not to drive to school. Special permission needs to be received for the student to drive to school. Students must return home from school in the designated (per IEP) transportation. No student will be allowed to change the transportation plan.

Students are required to abide by all the behavioral expectations and regulations while waiting for transportation, being transported, and exiting the vehicle. School transportation stops and school transportation vehicles are considered an extension of school grounds. The health and safety of students and the driver is a priority. The resident district is responsible for discipline issues that may arise during transportation.

Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances.

### **Video and Audio Recording**

#### **School Buses**

All school buses used by SWWC may be equipped for the placement and operation of a video camera. SWWC will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. SWWC may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students’ misconduct on the bus.

#### **Places Other Than Buses**

SWWC buildings and grounds may be equipped with video cameras. Video surveillance may occur in any SWWC building or on any SWWC property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the Director of Educational Learning Centers.

## **PART II — ACADEMICS**

### **Alternative Educational Opportunities**

Some students may be at risk of not continuing or completing their educational programs. SWWC provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. ELC staff will work with the IEP team, including the resident district, in these situations. Students and parents/guardians with questions about these programs should contact the Director of Educational Learning Centers.

### **Early Graduation**

Students may be considered for early graduation after meeting the conditions provided in SWWC policy.

### **Extended School Year Opportunities**

SWWC provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the IEP case manager.

### **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

### **Grades**

Students' grades will be reported quarterly during the year. Report cards will be sent to parents/guardians or eligible students for review.

### **Graduation Requirements**

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from the resident district. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in third grade. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 2* and returning it to the SWWC office.

### **Parent Right to Know**

If a parent requests it, SWWC will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. whether the student is provided services by paraprofessionals and, if so, their qualifications

In addition, SWWC will provide parents with information as to the level of achievement of their child in each of the state academic assessments. SWWC will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **Transition**

Transition is initiated when the student is making sufficient progress toward academic and social goals as determined in the student's Individualized Education Plan (IEP). The transition usually begins with the student attending his/her residential school for part of the school day while also continuing in the alternative setting. The student begins a full day at the resident school as soon as possible. The transition period generally is gradual to best fit the student's needs.

## **PART III — RULES AND DISCIPLINE**

### **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. Student absence from school should be limited to those instances in which absence is genuinely unavoidable. Parents have the responsibility of encouraging regular attendance and informing the ELC office by 8:15am in the event of a student's absence. For detailed information, see the "[Student Attendance](#)" policy.

### **Bullying Prohibition**

SWWC is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on SWWC property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see SWWC's "[Bullying Prohibition](#)" policy.

### **Cell Phones and Other Electronic Communication Devices**

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by SWWC policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If SWWC has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, SWWC may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of SWWC policies may be subject to disciplinary action pursuant to SWWC's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by SWWC and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by SWWC will be returned in accordance with school building procedures.

### **Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "[Student Discipline](#)" policy.

### **Dress and Appearance**

When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make



modifications. Parents or guardians will be notified. Other consequences may be enforced in line with the [Student Discipline](#) Policy.

### **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. SWWC will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with SWWC's "Student Medication and Telehealth" policy. SWWC will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Harassment and Violence Prohibition**

SWWC strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. SWWC prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on SWWC's "[Harassment and Violence Prohibition](#)" policy is included in this handbook.

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to SWWC's "Student Discipline" policy. Please see SWWC's "[Hazing Prohibition](#)" policy.

### **Internet Acceptable Use**

All SWWC students have conditional access to the SWWC's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of SWWC's system is a privilege, not a right. Unacceptable use of the SWWC's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate SWWC policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of SWWC's "[Internet, Technology, and Cell Phone Acceptable Use](#)" policy is available at each building.

Within 30 days of the start of each school year, SWWC must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data

SWWC must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of SWWC's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the SWWC's computer system. All students who wish to use the SWWC's computer system must sign the Internet Use Agreement form **yearly**.

### **Parking on SWWC Property - Visitors**

Visitors are permitted to park in designated SWWC visitor parking areas. Unattended vehicles left in other locations on SWWC property may be towed at the owner's expense.

### **Tobacco-Free Schools**

#### **Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

SWWC students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to SWWC discipline. For detailed information on SWWC's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see [www.swwc.org](http://www.swwc.org). Contact the Director of Educational Learning Centers if you have questions or wish to report violations.

### **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in SWWC policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. SWWC does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The site administrator shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to SWWC discretion on a case-by-case basis. For a copy of the “[School Weapons](#)” policy, contact the Director of Educational Learning Centers.

## **Behavior Interventions**

ELC staff are trained in the use of an approved crisis prevention technique. Every attempt is made to de-escalate student behavior through redirecting, one-one-one conferencing, calming techniques, etc. ELC staff may use Positive Behavior Interventions and Supports.

## **Restrictive Procedures**

Restrictive Procedures means the use of physical holding or seclusion in an emergency.

Restrictive Procedures may only be used when included as part of a pupil’s IEP or in an emergency situation.

Physical holding is a restrictive procedure that is physical intervention intended to hold the child immobile or limit a child’s movement and where body contact is the only source of physical restraint. A physical hold is NOT:

- physical contact that helps a child respond to complete a task
- assisting a child without restricting movement
- needing to administer an authorized health-related service or procedure
- needing to physically escort a child when child does not resist, or the child’s resistance is minimal

## **Seclusion**

Seclusion is used only if specified in the student’s IEP and in an emergency situation. It means confining a child alone in a room from which egress is barred. Removing a child from an activity to a location where the child cannot participate in or observe the activity

is NOT classified as seclusion. Seclusion will not be used for students enrolled in any pre-k through third grade program.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the Site Administrator. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the Site Administrator or other District Leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Plan**

SWWC has developed an asbestos management plan. A copy of this plan can be found at each site, as needed.

### **Crisis Management**

SWWC has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in SWWC. SWWC has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. SWWC will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

#### **Fire Drills, Lock Down Drills, and Tornado Drills**

Pursuant to Minnesota statutes, SWWC shall conduct five fire drills, five lock down drills, and one tornado drill during the school year.

### **Emergency Contact Information**

Emergency Contact Forms are provided to parents annually. It is the responsibility of the parent/guardian to update the school on changes to the emergency contact information.

### **Health Information - First Aid**

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) near the nurse’s office. Tampering with any AED is prohibited and may result in discipline.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian

suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or SWWC employees. SWWC will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Health Service**

The student health office is staffed by a trained professional. SWWC employs LPNs or Health Paraprofessionals, under the direction and supervision of the Regional School Nurse.

If a student becomes ill at school, the student's temperature will be taken, and he/she may rest in a quiet area. If the student continues to feel ill, the parent/guardian will be called and asked to come and pick up their child.

General guidelines are listed below but exceptions can occur when there are attendance concerns or special health conditions. A child should not come to school (and will be sent home from school) if they have:

- A fever of 100 degrees for more in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- A skin rash that may be disease related
- Open/draining skin sores that cannot be covered
- Inflamed or draining eyes or ears until seen by a health care provider
- Severe, persistent, uncontrollable cough

When your child is ill, please call the ELC daily to report the illness. If we call because your child is ill, please make arrangements for your child to be picked up within the hour.

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. SWWC will maintain a file containing the immunization records for each student in attendance at SWWC for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the Regional School Nurse.

## **Medications at School During the School Day**

SWWC acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist 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 left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to SWWC policy and procedures, medications administered as noted in a written agreement between SWWC and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. SWWC is to be notified of any change in administration of a student's prescription medication.

## **Suicide Prevention Information**

Contact the 988 Suicide and Crisis Lifeline if you are experiencing mental health-related distress or are worried about a loved one who may need crisis support.

- Call or text 988
- Chat at [988lifeline.org](https://988lifeline.org)

Connect with a trained crisis counselor. 988 is confidential, free, and available 24/7/365.

Visit the 988 Suicide and Crisis Lifeline for more information at [988lifeline.org](https://988lifeline.org).

You can access SWWC's [Suicide Prevention Policy](#) for further information.

## **Pesticide Application Notice**

SWWC may plan to apply pesticide(s) on school property. To the extent SWWC applies certain pesticides, SWWC will provide a notice by September 15 as to SWWC's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the site administrator.

## **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

### **Signing “In” and “Out” of Building**

When students arrive late or leave the building during the school day for any reason, they must sign “in” or sign “out” in the ELC office. Parents will need prior approval from staff to visit the ELC. Visitors are also asked to sign in and out.



## APPENDICES

### SWWC Internet Use Agreement

#### STUDENT

I have read and do understand SWWC policies relating to safety and acceptable use of the school's technology systems and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read SWWC policies relating to safety and acceptable use of the school's technology systems and the Internet. I understand that this access is designed for educational purposes. SWWC has taken precautions to eliminate controversial material. However, I also recognize it is impossible for SWWC to restrict access to all controversial materials and I will not hold SWWC or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**Parent/Guardian Refusal for Student Participation in Statewide Testing**

