



Area Learning Center

Student Handbook 2022-2023

201 Orchard Street South

Northfield, MN 55057

Main Office: 507.645.1201 (ALC Office)

Attendance Line: 612.695.2139 (call or text)

Fax: 507.645.1250

Director: Daryl Kehler dkehler@northfieldschools.org

www.northfieldschools.org

Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



VISION

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

BENCHMARKS

<p>1</p> <p>All children are ready for kindergarten.</p>	<p>2</p> <p>All students are connected to the community.</p>	<p>3</p> <p>All students are at grade level in reading and mathematics by the end of third and sixth grades.</p>
<p>4</p> <p>All students exhibit physical, social and emotional well-being.</p>	<p>5</p> <p>All students have a connection with a caring adult beyond their parents as they transition to middle school.</p>	<p>6</p> <p>All students have interests, goals and a vision for the future by the end of eighth grade.</p>
<p>7</p> <p>All students graduate from high school with a plan to reach their full potential.</p>	<p>8</p> <p>All employees report satisfaction in the workplace.</p>	<p>9</p> <p>All parents report satisfaction with their children's educational experience.</p>
<p>10</p> <p>The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	<p>11</p> <p>Community education provides relevant and accessible learning opportunities for all residents.</p>	<p>Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</p>

STRATEGIC COMMITMENTS



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

WELCOME TO THE AREA LEARNING CENTER

This handbook has been designed to be helpful in answering questions about the Area Learning Center's programs, policies, and procedures. This handbook is not an all-inclusive list of rules but rather an outline of expectations and procedures that assist in the operation of the school.

We welcome and encourage you to communicate with us at school. We look forward to working together with students and parents/guardians to give the students an opportunity to be successful in their education.

Our best wishes are for a productive positive school year.

2022-2023 AREA LEARNING CENTER STAFF/ADMINISTRATION

Visit this [link to the ALC directory](#) to contact staff.

Northfield Public Schools 2022-2023 School Calendar

Approved by the School Board
June 14, 2021
Revised February 14, 2022

July 2022							July	January 2023							January
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
					1	2	4	1	2	3	4	5	6	7	2
3	4	5	6	7	8	9	Independence Day	8	9	10	11	12	13	14	2
10	11	12	13	14	15	16		15	16	17	18	19	20	21	3
17	18	19	20	21	22	23		22	23	24	25	26	27	28	16
24	25	26	27	28	29	30		29	30	31					20
31															23-24
August 2022							August	February 2023							February
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	22	5	6	7	8	9	10	11	
7	8	9	10	11	12	13	New SpEd/Elem Inservice	12	13	14	15	16	17	18	
14	15	16	17	18	19	20	23-24	19	20	21	22	23	24	25	
21	22	23	24	25	26	27	New teacher Inservice	26	27	28					20
28	29	30	31				25-30								No School; Staff Development Day
							31								President's Day
							Family Conferences								
September 2022							September	March 2023							March
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
				1	2	3	1				1	2	3	4	
4	5	6	7	8	9	10	Family Conferences	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	2	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	Teacher Preparation Day	19	20	21	22	23	24	25	
25	26	27	28	29	30		5	26	27	28	29	30	31	24	
							Labor Day							End of Third Quarter	
							6							27-31	
							First Day of School							No School; Spring Break	
							Beginning of First Quarter								
October 2022							October	April 2023							April
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
						1								1	
2	3	4	5	6	7	8		2	3	4	5	6	7	8	3-4
9	10	11	12	13	14	15		9	10	11	12	13	14	15	No School; Teacher Preparation Day
16	17	18	19	20	21	22		16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	20-21	23	24	25	26	27	28	29	School Resumes;
30	31						No School, Fall Break (MEA)	30							Beginning of Fourth Quarter
November 2022							November	May 2023							May
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	3		1	2	3	4	5	6	
6	7	8	9	10	11	12	End of First Quarter	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	4	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	No School; Teacher Preparation Day	21	22	23	24	25	26	27	
27	28	29	30				7	28	29	30	31			29	
							No School; Teacher Preparation Day							No School, Memorial Day	
							8								
							Beginning of Second Quarter								
							23-25								
							No School, Thanksgiving Break								
December 2022							December	June 2023							June
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
				1	2	3						1	2	3	
4	5	6	7	8	9	10		4	5	6	7	8	9	10	9
11	12	13	14	15	16	17		11	12	13	14	15	16	17	Last Day of School (2-hr early dismissal)
18	19	20	21	22	23	24		18	19	20	21	22	23	24	End of fourth quarter
25	26	27	28	29	30	31	Dec 23-Jan 2	25	26	27	28	29	30	11	
							No School; Winter Break							Graduation	

School Cancellation Procedures:

On the second and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closures/>

- Holidays, No School
- Holidays
- No School
- Kickoff Family Conferences
- No School, Teacher Preparation or Staff Development Days

Student Days:

Term 1: 41 days
Term 2: 43 days
Term 3: 42 days
Term 4: 47 days
TOTAL: 173 days

Summary:

173 student contact days
14 non-student contact days
TOTAL: 187 contract days
84 days - first semester; 89 days - second semester

ALC CALENDAR 2022-2023

The ALC calendar coincides with the district calendar above, but please note these exceptions:

- There is no school Feb. 9 and Feb. 10, 2023

2022-2023 DAILY SCHEDULE

Monday, Tuesday, Thursday, Friday A Schedule	Monday, Tuesday, Thursday, Friday B Schedule
Block 1 8:10 - 8:53	
Block 2 8:58 - 10:23	Block 2 8:58 - 10:23
Block 3 10:28 - 11:53	Block 3 10:28 - 11:53
Lunch 11:53 - 12:23	Lunch 11:53 - 12:23
Block 4 12:23 - 1:05	Block 4 12:23 - 1:05
Block 5 1:10 - 1:53	Block 5 1:10 - 1:53
Block 6 1:58 - 2:40	Block 6 1:58 - 2:40
	Block 7 2:45 - 3:28
Wednesday late start schedule	In the event of a districtwide 2-hour late start the schedule will be as follows
Block 1 9:10 - 10:25	Block 1 10:10 - 10:42
Advisory 10:30 - 10:50	Block 2 10:47 - 11:34
Block 2 10:50 - 12:05	Block 3 11:39 - 12:25
Lunch 12:05 - 12:35	Lunch 12:25 - 12:55
Block 3 12:35 - 1:35	Block 4 12:55 - 1:26
Block 4 1:40 - 2:40	Block 5 1:31 - 2:03
	Block 6 2:08 - 2:40
	Block 7 2:45 - 3:32

GRADUATION REQUIREMENTS

Freshmen, sophomores, juniors and seniors must earn 23 credits. Sixteen credits must be earned in the following areas: English 4 credits, Social Studies 3.5 credits, Math 3 credits, Science 3 credits, Physical Education 1 credit, Art 1 credit and Health .5 credit. The remaining 7 credits can be earned in elective courses.

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE. 612.695.2139 (talk and text available)

Director's office to contact teachers 507.645.1201

Nurse's Office 504.645.1205

ELIGIBILITY

GRADUATION INCENTIVES PROGRAM (Minnesota Statute 124D.68)

Subd. 2. **Eligible pupils.** 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 is an English learner; 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 other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

REGISTRATION

Once a student meets the eligibility requirements, s/he must meet with the director for registration. The following will be completed: transcript or credit report, a Continual Learning Plan, and a discussion of the

Center's philosophy and policies. Parent/guardian permission is necessary for a student who is enrolled in high school and under eighteen years of age. A mandatory intake meeting must be held with the student, parent/guardian and director. A team meeting is required if a student is receiving Special Education services. The team must agree that the ALC will best meet the student's educational needs. Individuals involved should include but may not be limited to: principal and/or counselor, ALC director, case manager, regular education teachers, parents/guardians and student. Parents/guardians are encouraged to be present at the meeting.

TRIAL PERIOD

Students initially entering the Area Learning Center will be admitted for a 30-day trial period. If, during the 30 days, it is determined by Program staff that the Area Learning Center does not meet the educational needs of the student. A meeting can be scheduled at the end of the thirty (30) days to review continuance in the program.

CONTINUAL LEARNING PLAN REVIEW

Students may meet periodically with staff to review their Continual Learning Plan (i.e., grades earned, goals attained, changes in individual needs, etc.) A teacher will be assigned to each student when entering the ALC. The teacher will meet with the student throughout the year to discuss credit completion, attendance, and other concerns/issues. Parents/guardians may review the CLP at Parent/Teacher Conferences.

PROGRAMS AVAILABLE

Full-time days; Independent Study (night program and day program); Concurrent (part time ALC and part time regular High School or PSEO); Dual (Learners from any school who attend after 2:30pm)

Program	Overview	Days	Time
Seat Based Program	Provides a positive, safe and structured learning environment with modified block-scheduling	Monday - Friday	8:10am - 2:40pm or 8:58am-3:28pm
Independent Study	For students who are unable to attend regularly and are self motivated learners who can complete work with minimal direction.	Flexible schedule	Flexible schedule
Credit Recovery Program	For students who are in need of credit recovery and can complete coursework with minimal teacher direction. Completed through an online program.	1 session per quarter	Flexible schedule
Teen Parenting Program	Provides support, information and skill-building opportunities to expectant teens and teenage parents.	<i>To Be Determined</i>	<i>To Be Determined</i>
Dual Enrollment	Students are enrolled in the ALC and another school at the same time.	Varies	Varies

INDEPENDENT STUDY EXPECTATIONS

Independent Study is designed for students who are serious about making-up missed credits needed for high school graduation. The expectations set are designed to help support the student with achieving their goal(s).

INDEPENDENT CREDITS/POINTS

One semester credit (.50) is achieved by: 92 hours. (18 hours of classroom and 74 hours of homework). You will be graded on the quality of your work and the ability to work to your grade level. If the teacher assesses the work as unacceptable, it will be returned to you with notes for improvement. Points are awarded for “C” quality and above.

FREQUENTLY ASKED QUESTIONS – INDEPENDENT STUDY PROGRAM

What is Independent Study?

Independent Study is designed for students who are self-motivated and able to stay on task. You need to be able to work well on your own, both in class and at home. You will need the ability to conduct research, read, write papers, and complete assignments in a timely manner.

Licensed teachers will be available to guide your learning process, help you find resources, discuss topics related to your course work, and answer your questions as needed. However, the bulk of work will be done on your own.

What Independent Study Isn't

Independent Study is not a tutoring program. Teachers are available to assist you, but will not be teaching a class. It is not a place to hang out and visit with your friends. This program is for those students who are serious about learning.

How long will it take me to complete a credit?

The length of time it will take you to complete a credit will depend on the student's abilities and work habits.

* One quarter credit (.25) is equivalent to 46 hours: 9 hours classroom/37 hours homework.

* One semester credit (.50) is equivalent to 92 hours: 18 hours classroom/74 hours homework.

Do I have to attend class?

Attendance involves checking in with a teacher. This may occur in person or virtually.

How do I know the credits I need to work on?

Before starting Independent Study, you will need to meet with your high school guidance counselor and discuss the credits needed. Finding out the courses and credits you need will be your responsibility.

How and where do I turn in my homework?

Homework will be done online and the teacher will monitor your progress throughout the class.

ATTENDANCE INFORMATION

Attendance at school is a shared responsibility between the individual student, and his/her parents/guardians, and the school. State law stipulates that it is the parent's/guardian's responsibility to ensure that their son/daughter attends school. The parent/guardian provides a reason for absence or tardiness and the school determines whether a student's absence/tardiness is excused or unexcused.

Learning is enhanced by regular school attendance. Regular attendance assists in maximizing the educational benefits for each individual student.

ABSENCE PROCEDURE

If a student must be absent from class or arrive late to school, the student's parent/guardian must call the Attendance Line at 612.695.2139 (talk and text available) the day of the absence or earlier. If the student arrives after 8:10am and before 2:40pm, they should check in/out with the attendance office located in the computer lab. The attendance line is available 24 hours a day for your convenience. Absences must be excused within 24 hours or the absence may remain unexcused. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the next morning. Absences may no longer be excused after the day the student returns. Parents/Guardians are encouraged to apply for an online access number to view their student attendance. See website for more information on Family Access. All students who become ill during the school day are required to check out with the nurse's office prior to leaving the building. Check out must include contact between school officials and parents/guardians prior to leaving the building. Failure to properly check out will cause the student to be unexcused.

ANY STUDENT WHO LEAVES THE BUILDING FOR ANY REASON WITHOUT CHECKING OUT IS CONSIDERED UNEXCUSED. IF A STUDENT LEAVES THE SCHOOL AND RETURNS, THEY WILL BE SEARCHED AND/OR MAY BE SENT HOME. Checking out means contact between parent/guardian and the school official before the student leaves the building.

ABSENCES/EXCESSIVE TARDIES

Students who miss a class period 4 times in a grading period will be given NO CREDIT (NC) for that class. This is on a class by class basis. This may mean they will be moved into Independent Study to try and earn some credit, or they may be removed from the absented out class(s) for the rest of the grading period.

Four (4) tardies will be equivalent to one (1) class absence. This will also be on a class by class basis.

At 15 consecutive absences, a student is dropped and must re-enroll at the beginning of next grading period. A student may attend the credit recovery program/Independent Study, if they choose to do so.

GRADING PERIODS

Grading Period #1: SEPT. 6, 2022 - OCT. 4, 2022 (21 Days)

Grading Period #2: OCT. 5, 2022 - NOV. 3, 2022 (20 Days)

Grading Period #3: NOV. 8, 2022 - DEC. 9, 2022 (21 Days)

Grading Period #4: DEC. 12, 2022 - JAN. 20, 2023 (22 Days)

Grading Period #5: JAN. 25, 2023 - FEB. 24, 2023 (20 Days)

Grading Period #6: FEB. 27, 2023 - MARCH 24, 2023 (20 Days)

Grading Period #7: APRIL 5, 2023 - MAY 5, 2023 (23 Days)

Grading Period #8: MAY 8, 2023 - JUNE 9, 2023 (24 Days; 18 Days for Graduating Seniors)

ATTENDANCE AND CO-CURRICULAR ACTIVITIES

Students at the Area Learning Center are eligible to participate in all co-curricular activities offered at Northfield High School. However, ALC students must meet the same eligibility standards that Northfield High School students must meet in order to participate in an activity: In order to practice, rehearse, compete or perform in an NHS co-curricular activity, the student must be in attendance that day for a minimum of 3 consecutive hours. Pre-arranged excused absences (at least 24 hour advance) will be considered an exception to this policy.

ABSENCES THAT DON'T COUNT TOWARDS NCs

- School sponsored activities or events
- Medical/Therapy appointment that cannot be made outside of the school day (note required)
- College visits (limit 2)
- Death of immediate family member (Parent/Guardian, Grandparent, Sibling)
- Court dates (note required)
- Administrator discretion

Unexcused tardiness for more than fifteen minutes is considered an unexcused absence. Unexcused absences include, but are not limited to, oversleeping and car trouble.

WITHDRAWAL FROM SCHOOL

A student who wishes to withdraw from school who is under the age of 18 will be required to have a meeting with the Director and parents/guardian to review the student's educational options.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACCESSIBILITY

The main doors located on the west side of the building have been designated as our main entrance for handicapped accessibility. An elevator is available for use within the building. The ALC is located on the second level. Students are not allowed on the first level, unless approved by the Director.

BULLYING PROHIBITION

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form](#) is encouraged to assist in a prompt investigation.

CELL PHONES

Cell phones are not allowed to be used or seen during instructional time, and must be turned off. Cell phones are allowed during passing time and lunch.

Teachers may use participation points to deduct grades for cell phone use and other off task behavior. If a student continues to have issues with cell phone use, the parent/guardian and student will have a meeting with ALC staff to determine a plan of action. In case of an emergency and someone needs to reach the student at school, they can call 507.645.1201.

CHILD NUTRITION SERVICES

The mission of Child Nutrition Services is to provide quality nutritious meals that support the growth and development of our students to fuel their learning. Our cafeterias continue to meet challenging federal nutrition standards for school meals and snacks, ensuring that they are healthy, well balanced and include fresh, local foods. Information regarding payments and account balances, refunds, menus, meal prices, etc. can be found [here](#), or go to the [child nutrition website](#) for more information.

CLOSING OF SCHOOL

In the event of bad weather, school closing announcements will be made over KYMN AM-1080 radio, FOX 9, KARE 11, KSTP, WCCO, Northfield News and Skylert.

CONTACTING STUDENTS DURING THE DAY

Parents/Guardians are asked to refrain from calling students during school hours. Please confirm after school appointments before your student leaves home for the school day. ***Only urgent phone messages from family members will be delivered to students.*** No work related messages from employers will be delivered. No student-to-student messages will be delivered.

If it is absolutely necessary to contact students during the school day, please phone the office at 507.645.1201. Please do not call students on their cell phones during the school day.

COURSE INCOMPLETES

Students who receive an “Incomplete” grade at the end of quarters one, two or three must make up the work within 2 weeks *unless additional time has been granted by the teacher and Director*. Work not completed at the end of the fourth quarter will automatically receive an “F”.

COURSE STRUCTURE

Courses at Northfield ALC are one quarter in length. For the classes that are 43 minutes in length, they are worth .125 each grading period. For classes that are 85 minutes in length, they are worth .25 credit each grading period. A total of 1 credit per grading period, 8 credits per school year may be achieved.

DAYCARE

The ALC understands the difficulty for students to attend school regularly when child care is needed. In order to assist with this, the ALC staff will work with the student/family in trying to obtain child care (and financial assistance) whenever necessary.

EIGHTEEN-YEAR OLDS

Students who are 18 years of age or older must follow all school district policies and all school regulations, including the regulations that are outlined in the student handbook. Additionally, when a student turns 18 years of age, the following rules will apply:

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.
2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s)/guardian(s) of an adult student, provided that the parent(s)/guardian(s) continue to claim the adult student as a dependent for tax purposes. If an adult student is claimed as a dependent but the student does not want the district to share educational data with his or her parents/guardians, the student may submit a written request for the district to end all communications with the parent(s)/guardian(s). The district will evaluate such requests on a case-by-case basis to determine the appropriate course of action.
3. If the district grants an adult student’s written request to stop sharing educational data with the student’s parent(s)/guardian(s), and the student later changes his or her mind, the student will be required to submit a signed form authorizing the district to resume sharing educational data on the student with the parents/guardians.

e-LEARNING DAYS

Northfield Public Schools uses e-Learning days (formerly called flexible learning days) to mitigate the loss of instructional time when the weather forces school closures. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest [district e-Learning day guidelines](#) can be found online.

ELECTRONICS

Speakers (such as Bluetooth speakers) are not allowed in school or on field trips. This includes speakers that connect to phones, etc, but also includes using a phone’s speaker to broadcast music, videos, etc. Students should plan on using headphones instead of speakers of any kind.

FAMILY ACCESS

Parents/guardians are encouraged to apply for a family access number. This will allow parents/guardians to view

attendance, food service accounts, schedules and grades. *Go to the website at www.northfieldschools.org click on family access to request a pin number.*

GRADUATION/COMMENCEMENT

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the ALC commencement program and receive a diploma. Students who are two credits short of the total credits required may also participate in ALC commencement but will not receive a diploma until all graduation requirements are completed.

Students who have never attended the Northfield High School, are not eligible to walk with the High School graduation ceremony. Only students who have attended part of their senior year at the Northfield High School may take part in the Northfield High School graduation ceremony. Any student who is more than 1/2 credit short of the graduation requirement is not allowed to participate in the Northfield High School commencement.

HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools
201 Orchard Street South., Northfield, MN 55057

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org.

While not required, [individuals can make complaints using this form.](#)

LAW ENFORCEMENT AGENCIES

The director may involve the Northfield Police Department, a police liaison officer, or other appropriate law enforcement agency when a public law has been violated at school. The police may be alerted to theft, vandalism, drug distribution, or assault. Any altercation involving injury to a person will also be reported. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable for damages relating to vandalism or injury as permitted by statute.

The administration shall give law enforcement officers permission to interview students on issues outside of the school's jurisdiction (only when parents/guardians have granted permission), if the student is below the age of majority. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance. Where a local welfare agency or law enforcement agency asks to conduct an interview on school property in connection with an investigation into alleged child abuse, the district will allow the interview.

OPEN CAMPUS LUNCH

An open-campus lunch period is allowed to students who attend the ALC, in grades 9-12. If a student returns late from lunch, the attendance policies are in effect.

NURSE

The ALC does not have a nurse on site. Any and all medications that students take at school must be distributed and stored in the ALC's main office.

PARKING LOT / VEHICLE POLICY

Students are allowed to park in the designated "Student Parking" locations only. If insufficient space is available, students should park on the street but avoid the front of the building as this serves as a drop off area.

PERSONAL POSSESSIONS

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

POST-SECONDARY OPTIONS

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year." More information can be found on the MN Department of Education Website.

PROM

Area Learning Center 11th and 12th graders are eligible to attend the Northfield High School Prom. Any junior or senior student wishing to attend the prom with a person who is not a Northfield Student, must receive prior approval from the NHS principal. No one age 21 or older will be allowed to attend the prom.

REPORT CARDS

End of the year report cards will be mailed home after the end of the school year. If you would like additional updates, please call the ALC office and/or utilize the Family Access option.

REMOVAL FROM PROGRAM

If a student receives two out of school suspensions or at least four days of suspension, whichever happens first, the student will be removed from the ALC day program until the end of the grading period. If this happens in the final week of the grading period, the student may be removed for the following grading period as well.

STUDENT DRESS POLICY

Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS

Student use of technology and the Internet is governed by [district policy 524-2](#). See the [Student iPad Loan Agreement](#) for additional details about iPad implementation.

VISITOR POLICY

All visitors, upon entering the building, are to report first to the Main Office and sign in. After confirming your visit/appointment the office personnel will give you access to the building. Please report to the ALC office - #205 on the second floor.. Students wishing to bring friends or relatives from other schools must get permission in advance from the Director. Previous students are welcome to visit, but please schedule these after school so that there is minimal disruption to the school day.

VOLUNTEERS

Parents/Guardians and community members are always encouraged to apply as an employee or volunteer at their student's school and / or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires a school hiring authority to request a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents/Guardians and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools. This is subject to change depending on the public health situation.

WEBSITE

Area Learning Center website can be accessed at www.northfieldschools.org.

WELLNESS

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents/guardians.

Approved May 23, 2022

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- | | |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading | <input type="checkbox"/> MCA/MTAS Science |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

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