

SWWC

**ALTERNATIVE
LEARNING CENTERS**

2025-26

Student Handbook

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INTRODUCTION

Welcome to the Southwest West Central Service Cooperative's (SWWC) Alternative Learning Centers (ALC)! The SWWC ALCs recognize the unique needs and life circumstances of learners who require an alternative to the traditional school setting. ALC staff offer programming in a safe, caring environment that focuses on meaningful learning experiences and encourage personal growth and self-directed, lifelong learning. We believe that competencies in academic, social and life skills are necessary for an individual to live and work as a responsible citizen. SWWC's ALCs are designed to provide a second-chance educational option for qualifying students enrolling in quality programming culminating in a high school diploma.

SWWC's ALCs are State of Minnesota approved programs, not GED programs. The ALCs provide eligible students with the opportunity to work toward high school graduation and earn a diploma from their home district.

The ALC 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.

Administration

Stephanie Strenge, Director of Alternative Programs

Liz Deen, Sr. Director of Teaching and Learning

PART I – INFORMATION

School Hours

The ALC Windom office is open Monday through Friday, 8am – 4:00pm. Please remember if you have any questions or concerns, call any of the ALC sites and set up an appointment to meet at the school.

The ALCs operate on an eight-period day Monday through Thursday. Friday provides an opportunity for intervention, independent study time, and open computer lab time to meet the various needs of students enrolled in the ALC programs. Student schedules will be individualized each semester to meet graduation and credit requirements set forth in each student's Continual Learning Plan (CLP). Our student school day runs from 8:30 am – 2:30 pm. All student work is done in school. No homework will be sent home with students, without prior approval from administration.

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.

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 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, 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 non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school 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 Alternative Programs.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Director of Alternative Programs. Participation in non-approved fundraising activities is a violation of SWWC policy.

Solicitations of students or employees by students for non-school-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 Alternative 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 ALC provides lunch for all students. A copy of the menu will be posted at each site at the beginning of the month. Lunch is to be eaten in designated areas only. Lunch times vary by site. 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 turn in their cell phone with ALC 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.

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.

Access SWWC's full [Policy 522-Title IX Sex Nondiscrimination Policy](#), Grievance Procedure and Process. (Appendix 3)

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.

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.

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. Non school-sponsored publications may not be distributed without prior approval.

Distribution of non-school 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 in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy ([SWWC Website Policy 505](#)).

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**" (*Policy 551 & 552*). A complete copy of SWWC's "Protection and Privacy of Pupil Records" policy may be obtained on the [SWWC webpage](#).

Bus Conduct

Transportation is not required for ALC's. Parents are responsible for contacting their school to determine if transportation will be provided. Riding a school bus is a privilege, not a right. ALC students being transported by a school bus/ van will follow the rules and regulations set by the bus drivers. Bus drivers have the authority to implement and enforce rules of behavior deemed appropriate to assure safety to and from school. Students with chronic behavior problems on the bus may lose the privilege of riding the bus. Students who miss the bus/ van must find their own transportation to school. Student behavior, as defined in this handbook, will be expected on the bus.

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. **At no time are students to record pictures or videos of students or adults without consent.** The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms, or dressing rooms.

TEXTING/VIDEO-RECORDING/PHOTOGRAPHING

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events. Using social media and/or electronic devices to display or create inappropriate messages or images that disrupt the school day may result in a suspension from school.

PART II — ACADEMICS

Program Eligibility

ALCs were established in 1987 by the Minnesota State Legislature as optional education programs available to eligible learners to assist them in succeeding in school, or to learners who wish to complete high school in a nontraditional setting designed to meet the individual needs of learners.

To become an eligible student of an SWWC ALC, students must be between ages 12 and 20, and meet at least one of the following qualifications:

- performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- is behind in satisfactorily completing coursework or obtaining credits for graduation;
- is pregnant or is a parent;
- has been assessed as chemically dependent;
- has been excluded or expelled according to sections [121A.40](#) to [121A.56](#);
- has been referred by a school district for enrollment in an eligible program or a program pursuant to section [124D.69](#);
- is a victim of physical or sexual abuse;
- has experienced mental health problems;
- has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- speaks English as a second language or is an English learner;
- has withdrawn from school or has been chronically truant; or
- 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. (b) A pupil otherwise qualifying under paragraph (a) who is at least 21 years of age and not yet 22 years of age, and is an English learner with an interrupted formal education according to section [124D.59, subdivision 2a](#), is eligible to participate in the graduation incentives program under section [124D.68](#) and in concurrent enrollment courses offered under section [124D.09, subdivision 10](#), and is funded in the same manner as other pupils under this section.

Enrollment/Registration

Home District Responsibility

- All agencies, schools, parents, or individuals (18 and over) must contact the ALC Social Worker or Site Administrator to refer a student.
- An intake meeting will be scheduled to determine eligibility and may include, parent or supportive adults, enrolling student, ALC Site Administrator or Designee, Home District Administration or Designee, and other support staff.
- The home district must provide an updated academic transcript including MCA scores and Home Language Survey.
- The home district must provide the Student Immunization Record.
- The home district must provide the current Individual Education Plan, including assessment information for students receiving special education services. If a student is on an IEP, an IEP meeting must be held prior to admission. This meeting may take place at the same time as the intake meeting.

Parent Responsibility:

- Upon registration, required health and emergency information form, release forms, other

intake packet forms, and student Continual Learning Plan must be returned with parent signature.

- Parents must supply updated student immunizations as necessary.

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 5* and returning it to the SWWC office.

CLASS OF 2025, 2026 & 2027	CLASS OF 2028
<ul style="list-style-type: none"> • Graduation Requirements per MDE <ul style="list-style-type: none"> • 4 credits - English • 3.5 credits - Social Studies • 3 credits - Math • 3 credits - Science • 1 credit - Fine Arts • 1 credit - Health • 1 credit - Physical Education • 7 credits - Electives (any department) 	<ul style="list-style-type: none"> • Graduation Requirements per MDE <ul style="list-style-type: none"> • 4 credits - English • 4 credits - Social Studies • 3 credits - Math • 3 credits - Science • 1 credit - Fine Arts • 1 credit - Health • 1 credit - Physical Education • 1 credit - Personal Finance • 7 credits - Electives (any department)
<ul style="list-style-type: none"> • Meet College and Career Readiness Standards. • Earn appropriate number of credits for your district 	<ul style="list-style-type: none"> • Meet College and Career Readiness Standards. • Earn appropriate number of credits for your district

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.

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.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

According to MN state statute, students must inform their high school of PSEO plans by May 30th each year. Additional PSEO information can be found by contacting your enrolling district.

PART III — RULES AND DISCIPLINE

Attendance Policy

Learning is dependent on regular school attendance. Students have the responsibility of regular, punctual attendance. Consistent school attendance is one means by which a student develops responsibility and self-discipline. **Student absence from school should be limited to those instances in which absence is genuinely unavoidable (work is not an excuse to miss school).** Parents have the responsibility of encouraging regular attendance and informing the ALC office by 8:15am in the event of a student's absence. To remain eligible for WBL, a student must be in good standing for attendance (80%).

ALC staff will make one attempt to contact a student's parent/guardian by JMC Alert if a student is absent. If the ALC is not provided with a valid excuse for the absence, the student will receive an unexcused absence for that day.

Tardy

Tardy is defined as a student who arrives after class begins. If a student knows they will be late for class, they are encouraged to call the school and let the office know. (This does not mean the tardy is excused.) After fifteen minutes, the tardy becomes an absence. There may be additional consequences for multiple tardies (including coming back late from lunch).

Excused Absences

Students who have a legitimate excuse for missing school can be excused by submitting appropriate verification. The following constitute valid excused absences allowed by the State of Minnesota:

- Illness verified by the parent, guardian, or physician. **Illness must be verified within the day the student is absent.** If absent more than three days within a quarter/ trimester, a doctor's note is required for the remainder of that term. If a doctor's note is not provided, the student will be considered unexcused. The doctor's note can be turned into the office upon the student's return. The note should state the time and date of visit, and when the student should return to school.
- Health appointments, verified by a note from the visited professional, stating the date and time of visit. Please schedule outside of the school day when possible.
- An extreme family emergency, at the discretion of ALC administration.
- Religious/cultural observance – written pre-approval three days prior.

- Appearance in court, verified with proper documentation.
- Agency/community support meeting, verified with proper documentation.
- Post high school visit – written pre-approval three days prior to date of absence.
- Family vacations or trips out of town must be authorized in advance to be considered excused at the discretion of ALC administration.

Unexcused Absences

Students who miss school without a valid excuse, or who leave school without authorization, will receive an unexcused absence. Work is not an excused absence. After three (3) unexcused absences, the student is considered a Continuing Truant as defined in Minnesota State Statute 102A.34.

Truancy - Students Under 18 Years Old

Unexcused absences for three school days will result in a Continuing Truant Notification (a letter will be sent to parents/guardian). After five unexcused absences, the student and parents may be required to meet with ALC administration. After seven unexcused absences, notification may be made to the appropriate county attorney to issue a citation for habitual truancy. Truancy includes unexcused absences that occur throughout the entire school year.

Attendance Incentive Program (9th - 12th graders only)

To be released from school on Fridays, students must have NO failing grades (F): All work needs to be turned in to teachers by end of day Thursday. Friday intervention days are **not optional**. Students who have work that is overdue or failing grades, will be required to be in school. An instant alert will be sent by end of day on Thursday. If students do not show up, they may lose the privilege of open lunch 2 days the following week. If a student needs to be absent, a parent must call in to provide a valid excuse. If you are provided transportation, it is up to the student/parent to inform the bus or van driver whether or not you need a ride.

All information about the attendance policy and reward program is subject to change at the discretion of the Site Administrator. For detailed information, see the **"Student Attendance"** policy 503.

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 514.

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. Policy 524.5

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 506.

Expectations for Student Behavior

ALC students are expected to treat others with respect. This standard of behavior applies to all individuals with whom students will have contact while attending classes, including other ALC students and staff, and SWWC ELC students and staff. This also includes being transported to and from school. Students are expected to demonstrate appropriate behavior in school, on the ALC grounds, and at all school activities.

The following points serve as guidelines to help ensure the ALCs can function to the best advantage for all students and staff:

- Be present for all scheduled classes.
- Arrive at classes on time.
- Come prepared for class.
- Bring all required materials to class, including paper, pencil, and pen.
- Be attentive to classroom activities.
- Make an effort to be successful.
- Show respect for teachers, staff, other students, and school property.
- Do not engage in activities which disturb the class and school environment.
- Follow the directives of teachers, staff, and school policy.
- Help keep the classroom, building, and grounds clean by not littering.
- Dress appropriately for school environment.

Disciplinary actions may include, but are not limited to, the following:

- Verbal warning from teacher
- Meeting with Administration
- Serving ISS or OSS
- Student/ Parent conference

INVESTIGATIONS

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

TENNESEN WARNING

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to

section [13.82, subdivision 7](#), to a law enforcement officer.

CHEATING & PLAGIARISM

Students who have been determined to have plagiarized or cheated on either their daily work or tests may be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/guardian of the violation as soon as possible. Teachers will also report the situation to an administrator.

Plagiarism is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student didn't actually write (often downloaded from the internet)
- Using smaller bits of information from the internet (cutting and pasting) without giving credit
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. It is the student's responsibility to be aware of plagiarism issues. The district has a practice of using the website www.turnitin.com or other similar websites to check for student originality. Students may be expected to submit their work to one of these sites for credit.

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. Symbolic expressions of intolerance including, but not limited to the Confederate flag, swastika, or gang representations are not allowed. Parents or guardians will be notified. Other consequences may be enforced in line with the [Student Dress and Appearance Policy 504](#).

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 413 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 506. Please see SWWC’s “**Hazing Prohibition**” policy 526.

Abusive Language and Verbal Assault

It is a violation of school policy to use abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student, including conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.

Discipline will be handled in accordance with SWWC Policy and Guidelines.

Abusive Language and Verbal Assault Discipline Policy

1. Profane, Abusive or Inappropriate Language
 - a. Use of profane, abusive, or inappropriate language will not be tolerated. Inappropriate language includes harassing, abusive, and disrespectful language.
 - b. Inappropriate language in casual conversation will result in a warning. Disciplinary action may be taken.
 - c. Profane or abusive language directed at a staff member may result in an automatic suspension and notification of parent/guardian.
 - d. Inappropriate language directed towards a classmate may result in disciplinary action or dismissal from the class for that hour.
2. Physical Assault/Property Damage/Fighting/Threats
 - a. Physical assault on a fellow student or staff member may result in an automatic suspension of up to five days. The police could be notified.
 - b. Any property damage may result in an automatic suspension of up to five days. The police could be notified.
 - c. Any verbal threat or harassing comment may result in an automatic suspension of up to five days. The police could be notified.

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 419, see www.swwc.org. Contact the Director of Alternative Programs 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; 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 501, contact the Director of Alternative Programs.

Behavior Interventions

ALC 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. ALC staff may use Positive Behavior Interventions and Supports.

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

Each ALC building is equipped to handle minor injuries requiring first aid. Assistance can be sought from the building’s administrative office or teachers. 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 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

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 ALC 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

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.

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 ALC office. Parents will need prior approval from staff to visit the ALC. Visitors are also asked to sign in and out.

APPENDICES

#1 Bullying and Cyber Bullying

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the ALC or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school property and/or with or without the use of SWWC resources.
- B. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- C. False accusations or reports of bullying against another student are prohibited.
- D. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion (warning, suspension, exclusion, expulsion, transfer, remediation). SWWC will act to investigate all complaints of bullying reported within three days of the report.
- E. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. Materially and substantially interferes with a student's educational opportunities, performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- F. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- G. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to an appropriate staff member. A person may report bullying anonymously.
- H. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, SWWC shall undertake an investigation.
- I. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the resident district and/or SWWC will take appropriate action. Such action may include,

but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

#2 Harassment and Violence Policy 413

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

A violation of this policy occurs when any student, teacher, administrator, or other employee of SWWC harasses a student, teacher, administrator, or other employee of SWWC or group of

students, teachers, administrators, or other employees of SWWC through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined by this policy. (For purposes of this policy, SWWC personnel includes board members, employees, agents, volunteers, contractors, or persons subject to the supervision and control of SWWC.)

A violation of this policy occurs when any student, teacher, administrator, or employee of SWWC inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other employee of SWWC or group of students, teachers, administrators, or other employees of SWWC based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

SWWC will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age,

marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other employee who is found to have violated this policy.

Definitions Assault

- an act done with intent to cause fear in another of immediate bodily harm or death;
- the intentional infliction of or attempt to inflict bodily harm upon another; or
- the threat to do bodily harm to another with present ability to carry out the threat.

Harassment

Physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, and may include, but is limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other SWWC personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

Sexual Violence

Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.

Sexual Violence may include, but is not limited to:

1. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex.
2. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

Violence

A physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

Harassment and Violence Disciplinary Actions

The disciplinary actions may include, but are not limited to the following:

1. Conference with Site Administration
2. ISS: length determined by Site Administration
3. OSS: length determined by Site Administration
4. Off the bus/ van: length determined by bus/ van driver and Site Administration
5. Police will be notified if deemed necessary by the Site Administration
6. Expulsion may be recommended to the students' home school district for further consideration

Reporting Procedures

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other employee of SWWC or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher,

administrator or other employee of SWWC or group of students, teachers, administrators, or other employees of SWWC should report the alleged acts immediately to an appropriate SWWC official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, SWWC may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited and discipline or appropriate action will be taken.

C. False accusations or reports of violence or harassment against another person are prohibited and discipline or appropriate action will be taken.

D. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with SWWC policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

#3 TITLE IX SEX NONDISCRIMINATION

SWWC does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. SWWC is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

SWWC prohibits sexual harassment that occurs within its education programs and activities. When SWWC has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

This policy applies to sexual harassment that occurs within the SWWC's education program and activities and that is committed by a SWWC employee, student or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of SWWC's education programs and activities.

This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the SWWC's education programs or activities. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.

SWWC's Title IX Coordinator(s)

Primary: Abby Polzine,

Director of Human Resources

Phone: 507-537-2243;

Email: 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
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.

The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020. Access our full Policy 522 – Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process.

#4 SWWC Internet Use Agreement

Electronic Information/Internet Use

SWWC's focus is to provide individual users with the understanding and skills needed to use electronic information resources in ways appropriate to their individual educational needs. Concerns about electronic information will be handled the same way as concerns about other educational resources and other SWWC policies also pertain to use of the electronic information system.

User Responsibilities

Privileges

The use of electronic information resources is a privilege not a right. Inappropriate use of these resources may result in loss of computer/network access, disciplinary action, and/or referral to legal authorities.

Acceptable Use

The use of the electronic information system must be in support of the educational mission, goals, and objectives of SWWC.

Prohibited Use

Users are prohibited from using SWWC's electronic information system for the following purposes:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit or receive obscene, abusive, or sexually *explicit material*.
- To violate any local, state, or federal statute.
- To violate copyright laws or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any district computer.
- To vandalize, damage, or disable the property of another person or organization. This includes, but is not limited to, uploading, downloading, or creation of computer viruses.

- Unauthorized commercial use for financial gain.
- To post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook”, “Twitter”, “Instagram”, etc.

Network Etiquette

Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

1. Be polite. Never send nor encourage others to send abusive messages. School rules regarding harassment apply to electronic communication.
2. Use appropriate language. Users must remember that they are a representative of the district and are on a non-private system. Users must never use vulgar or any other inappropriate language.
3. Use electronic mail appropriately. Email is not guaranteed to be private. Everyone on the system has access to mail. Messages relating to or in support of illegal activities will be reported to the authorities.
4. Do not reveal personal information. This includes a user’s home address, telephone number, password, or social security number. This also applies to others’ personal information or that of organizations.

Security

Users may not use another individual’s account, with or without permission, nor attempt to log on to the system as the system administrator. If a user identifies a security problem, the user shall notify ALC staff or the SWWC system administrator at once. The user shall not demonstrate the problem to other users.

Network storage areas shall be treated like school lockers. The system administrator 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 the district’s servers will be private.

Network Service

SWWC makes no warranties of any kind, whether express or implied, for the electronic information service it is providing. SWWC will not be responsible for any damages suffered while using the system. These damages may include, but are not limited to, the loss of data as a result of delays, non-deliveries, miss-deliveries, or system interruptions caused by the system or the user’s errors or omissions. Use of any information obtained via the electronic information system is at the user’s own risk. SWWC specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

Electronic Information Resources Agreement

The proper use of the electronic information system and the educational value to be gained from the proper Internet use is the joint responsibility of students, parents, and employees of SWWC.

This policy requires the permission of and supervision by SWWC’s designated professional staff before a student may use a school account or resource to access the internet.

The Electronic Information Resources Agreement form must be read and signed by the user and the parent or guardian. The signed form must be filed with the ALC office prior to a student gaining access.

Parent Responsibility

Parents will be notified that their students will be using SWWC resources/accounts to access email and the Internet, and the ALC will provide parents the option to request alternative activities not requiring email and Internet access. (Compelling State Interests: Health and Safety, Property Loss or Damage, and Legitimate Educational Purpose)

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.

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.