

Marshall Area Technical & Educational Center



305 S. Second St., Suite #1
Marshall, MN 56258

Phone: (507) 537-6210
FAX: (507) 537-7609



Principal
Assistant Principal

Art Teacher
Business Teacher
Certified Nursing Assistant Instructor
Guidance Counselor
Health/PE Teacher
Language Arts Teacher
Math Teachers

Welding Instructor
School Social Worker
Science Teacher
Social Studies Teacher
Special Education Teacher
Level III Special Education Teacher
Daycare Director

Paraprofessionals

Administrative Assistant
Student Services
Custodian
Nurses

Brian Jones
Michelle Noriega

Christine Tromblay
Christine Steinbach
MNWest & ABE Staff
Kristina Tauchen
Angela Anderson
Rachael Andersen
Alex Cleppe
Brenda Elton
MNWest Staff
Kathy Pearson
Kathy Richardson
Bryce Jeppesen
David Wingert
Nikki Axe-Bell
Carol Moore

Jeanette Bosveld
Nancy Felton

Leanna Ginocchio
Chanda Bossuyt
Jay Rogge
Deb Herrmann
Bonnie Parsons

Marshall Area Technical & Educational Center, MATEC, is an alternative high school that provides quality instruction to help students experience success in a changing world. Our school's mission is to provide unique learning opportunities with a core curriculum and the necessary interventions to enable students to meet grade level expectations. MATEC strives to meet students' educational goals while addressing their individual needs.

The school board has approved the policies and procedures cited in this handbook. Copies of the full policy governing each section are available through the district office.

Academic Progress

Periodic Reviews

Marshall Area Technical & Educational Center staff will review each student's progress in the areas of attendance, behavior, and academics. This allows us to maintain open communication regarding the needs of each student at the Center. If the staff concludes that a specific issue needs to be addressed, a phone call will be made and a conference scheduled as needed.

A two-week 'probationary' period will be given to the student to correct the cited concerns. If changes have not been made, the student will be asked to continue his/her education in another facility and leave the Marshall Area Technical & Educational Center.

Scheduling Changes

Changes to course schedules will be made ONLY if deemed necessary to meet the graduation requirements of individual students.

Behavioral or Attendance Contracts

As a result of behavior, attendance, or academic difficulties students and parents may conference with staff and write a contract, which specifies the changes, needed to succeed at MATEC.

Attendance

Marshall Area Technical & Educational Center has been set up to provide students with the opportunity to learn life-long skills that will lead to success in life. One such skill is attendance. Block 1 begins at 8:00. The day ends at 3:05. If you are sick and/or unable to attend for any reason, you will be responsible for calling MATEC **before 8:15 AM** and reporting the nature of the problem (537-6210). On all other days, students are expected to be in class ready to begin by 8:00 AM.

Whenever possible, appointments should be made so they do not conflict with the school schedule.

When students are able to anticipate an absence, they are expected to notify the school office before the absence occurs. Students with an anticipated absence will be asked to turn in all work/assignments due during the absence no later than the day they return to school. Work not turned in that day will receive the score of 0. Any test or quiz missed may be made up on a schedule worked out with the teacher.

Students with habitual absences or tardies may be put on individual attendance contracts and referred to Human Services for possible family conferences and interventions.

We take attendance daily at 8:00. Students arriving late must check in with staff at the front desk.

Any student arriving more than 15 minutes late will be marked absent for that class.

Minnesota Statute 120A.22 (compulsory attendance) states that students are required to attend school all day, every day unless they have a valid excuse.

When a student has three (3) absences at any time during the school year, a letter will be sent home, and a conference will be scheduled with the Assistant Principal. After five (5) absences, a letter will be sent home, and contact will be made with the parent/guardian. After seven (7) absences, a letter will be sent home, and a truancy petition will be filed with the county attorney's office or a parent meeting will be called.

Unexcused Absences

Key Points:

Students should be in school every scheduled day from 8:00 AM- 3:05 PM

- To be eligible to participate in any extracurricular activity offered by the school, students must be in school from 8:00 AM-3:05 PM on the day of the activity. Attendance on the final school day before a weekend or school vacation will be used to determine a student's eligibility to participate in an extracurricular activity during the weekend or vacation. Special circumstances will be reviewed by the assistant principal.
- Students are expected to attend every class; attendance records are maintained on a course-by-course basis.
- The parent/guardian must provide a reason for the absence.
- Grade penalties will be imposed for unexcused absences.
- All absences due to school-sponsored field trips or activities are considered exempt.
- When a student arrives to class without a pass and is tardy more than fifteen (15) minutes after class has begun, he/she is considered absent unexcused. The student should still go to class to receive credit for the work done in the portion of the class he/she attended.
- In extenuating circumstances, a student may appeal absence-related consequences to the Attendance Review Panel to resolve attendance issues.

Attendance Policy:

The NG (no grade) in a particular course indicates a student has not met the school's attendance expectations. Students are afforded the opportunity to

recover a grade of NG with the students' earned grade. The policy and procedure is listed below:

A student who exceeds five unexcused absences in a quarter, will receive an NG for a grade in that particular course. Two unexcused tardies equals one unexcused absence. As a result, the original grade earned (60% or higher) is replaced with an **“NG” or 59%.** **The comment of “Failure due to attendance” will be noted on the student’s report card. Grades earned below 59% will not be replaced with an NG but will be recorded according to the grade that the student has earned.**

Grade Earn Back:

A student who earns an NG in the first, second or third quarter can pass a quarter or semester course if he/she meets the attendance expectations in the following quarter. If the student meets the attendance expectations in the following quarter, his/her grade of NG **will be replaced** by the student's original grade earned.

If a student does not meet the attendance expectation in the next quarter, the grade of NG (59%) is not replaced by the earned grade but instead is used to calculate the student's final grade.

Quarter 4/ Graduating Seniors, etc:

A student who exceeds five unexcused absences in quarter 4 or his/her final quarter of attendance will receive an NG for a grade. In order to receive his/her original grade, a student will have to go through the appeal process.

Appeal Process for attendance:

Student must complete the written appeal form which can be obtained from the main office.

An appeal may be initiated by a written request from the student who has exceeded the limitations as defined in the MATEC Handbook. The appeal must include the extenuating circumstances which warrant such an appeal, and should be addressed to the student's Assistant Principal. This appeal must be initiated within five (5) school days of the student being notified of his/her failure to comply with the attendance policy.

In most instances, once the appeal form has been submitted to the student's Assistant Principal, he/she will meet with the Attendance Review Panel the following week.

The Attendance Review Panel will consider the following: information presented by the student, the overall student attendance record, and other relevant documentation (e.g. grades, progress reports).

The Attendance Review Panel shall meet with the student to review the appeal and render a decision. Said decisions shall be made within five (5) days. A copy of the decision shall be forwarded to the student and his/her parent/guardian.

The Attendance Review Panel is comprised of at least of one administrator and two faculty/staff members. When necessary, other parties may join the panel, i.e. school nurse, school counselor. The purpose of the Attendance Review Panel shall be to review appeals initiated by students and to render a timely decision according to the criteria provided. A majority vote of the members shall constitute the panel's decision. All decisions made by the Attendance Review Panel are final.

All matters discussed during the hearing are confidential.

When students present their appeal to the Attendance Review Panel, parents, guardians, liaisons, and/or support personnel are welcome to provide additional information for consideration and review.

Poor attendance or regular tardies may result in notification of parent, guardian and/or appropriate social service and probation agency, an attendance contract, or loss of your place at MATEC. The school is an opportunity for success. To benefit from it, you have to be here!

Detention

If a student has been assigned detention, it must be served before or after school with the staff member who assigned it.

Class Schedules

Regular Schedule

Block 1	8:00-9:22
Block 1A	8:00-8:41
Block 1B	8:41-9:22
Block 2	9:27-10:49
Block 2A	9:27-10:08
Block 2B	10:08-10:49
PD	10:54-11:46
Lunch	11:46-12:16
Block 3	12:16-1:38
Block 3A	12:16-12:57
Block 3B	12:57-1:38
Block 4	1:43-3:05
Block 4A	1:43-2:24
Block 4B	2:24-3:05

Two Hour Late Start

Block 1	10:00-11:06
Block 1A	10:00-10:33
Block 1B	10:33-11:06
Block 2	11:11-12:17
Block 2A	11:11-11:44
Block 2B	11:44-12:17
Lunch	12:17-12:48
Block 3	12:48-1:54
Block 3A	12:48-1:21
Block 3B	1:21-1:54
Block 4	1:59-3:05
Block 4A	1:59-2:32
Block 4B	2:32-3:05

Wednesday Schedule

Block 1	8:00-9:12
Block 1A	8:00-8:36
Block 1B	8:36-9:12
Block 2	9:17-10:29
Block 2A	9:17-9:53
Block 2B	9:53-10:29
Ramp-Up	10:34-11:21
Lunch	11:21-11:51
Block 3	11:51-1:03
Block 3A	11:51-12:27
Block 3B	12:27-1:03
Block 4	1:08-2:20
Block 4A	1:08-1:44
Block 4B	1:44-2:20

Two Hour Late Start Wednesday

Block 1	10:00-10:46
Block 1A	10:00-10:23
Block 1B	10:23-10:46
Block 2	10:51-11:37
Block 2A	10:51-11:14
Block 2B	11:14-11:37
Ramp-Up	11:42-12:12
Lunch	12:12-12:43
Block 3	12:43-1:29
Block 3A	12:43-1:06
Block 3B	1:06-1:29
Block 4	1:34-2:20
Block 4A	1:34-1:57
Block 4B	1:57-2:20

School Closing

The Marshall Area Technical & Educational Center will be closed on days with inclement weather. School closings will be the same as the Marshall Public Schools. Cancellations will be announced on WCCO radio and on local radio stations KARZ-107.5 FM, KMHL-1400 AM and KKCK-99.7 FM.

Visitors

Student visitors are not allowed during the school day. All scheduled visitors must check in at the office and obtain a visitor's pass

Center Climate

The Marshall Area Technical & Educational Center is a community of learners who are committed to caring and respecting one another. A problem solving approach will be used to resolve most conflicts at the Center. Since MATEC is an extension of Marshall Public Schools, issues with legal consequences will follow the policies established as part of the School Discipline code.

Dress Code

The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean and non-offensive. (Policy #504) Common courtesy means appropriate dress, including footwear, should be worn at all times. Students in violation of this policy will be asked to change into appropriate clothing. School consequences may also be applied. Examples of inappropriate dress include but are not limited to:

- Clothing advertising or representing substances illegal for juveniles.
- Clothing containing obscene, discriminatory, profane language or pictures, or that could be considered as sexually offensive to other people.
- Clothing containing or construed to be containing gang symbols or clothing worn in a manner to identify gang membership.
- Immodest clothing (i.e. bare midriffs, muscle tees, spaghetti straps, exposed undergarments) Shorts/skirts may not be shorter than the middle of the thigh. Shirts/tops must cover 3/4 of the shoulders.
- Coats/jackets must be removed upon entering the building and stored in the lockers during the school hours. Blankets may not be used during class.

Headgear (this includes anything worn on the head, excluding wearing of head gear for religious purposes) must be stored in your locker between the hours of 8:00 and 3:05. Any violations may be confiscated and stored in the office for 1 day at first offense, and an additional 5 days for any further violations.

School officials reserve the right to confiscate any inappropriate clothing item, send students home to change, or provide students with an appropriate choice of clothing.

Public Displays of Affection

This type of behavior is inappropriate in the school setting. Students should refrain from displaying physical signs of affection in the school and on school grounds. Displays of affection can be interpreted as sexual harassment.

Cheating

Cheating in any form (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments or projects) will result in the student receiving a grade of zero. Appropriate consequences will be assigned. Parent(s)/guardian(s) will be notified by the teacher.

Profanity

A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications, including those displayed on clothing.

Fighting

Fighting is an unacceptable method of solving a problem and the school will not tolerate it. Students involved in fighting may be subject to any or all, but not limited to, the following: parent conference, one to five days of suspension, possible expulsion, and reporting of the incident to the local police department.

Electronic Devices

Personal Electronic Devices are not allowed in classrooms or common areas except for before or after school or during lunch. All electronic devices will be collected at the beginning of each class. The school cannot be held accountable for the security of personal electronic equipment brought to school. Cell phones are not allowed to be on in any classroom area. If a cell phone is seen or heard by school staff, the student will be asked to turn the phone in. If the student refuses, he or she will be sent to the office.

Nuisance Articles

The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school, on the bus, and/or school sponsored activities. Included are, but not limited to, squirt guns, toys, spray bottles, fireworks, spray paint, pagers and phones in class, compact disc/cassette players, lasers, etc. Possessing such nuisance articles in school will result in confiscation of such articles, and possible disciplinary action.

School Property

Destruction or willful damage to school property will result in school consequences and possible referral to law enforcement. Examples of property crimes may include, but are not limited to: arson, theft, false fire alarm, bomb threat, possession and/or detonation of pyrotechnic devices, robbery, and extortion. Willful damage of school property involves the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district or to any individual within the school setting.

In School Suspension (ISS)

If a student is assigned ISS, the student will turn in all electronic devices and personal items to the front desk and sit in the assigned area. It is the student's responsibility to stay awake, remain in the assigned area, and complete all assigned work while serving ISS.

Out of School Suspension, Exclusion, or Expulsion

Out of school suspension may be assigned when there is a statutory violation. This means a school, local or state statute is broken by that action. Examples may include but are not limited to:

1. Use or possession of a controlled substance (i.e. tobacco, illegal drugs, alcohol, etc.)
2. Physical aggression, such as harassment, assault, theft, vandalism, etc.
3. Insubordination/disorderly conduct or defying authority. Law enforcement may be notified and charges may be filed.

When suspended out of school, students are *not eligible* to attend or participate in any school activities or be on any public school grounds.

Exclusions or expulsions are also disciplinary actions taken by the school board for violation of school policy.

This procedure is in accordance with district policy (#506) and the Minnesota State Statute 121A.40 through 121A.56 (Minnesota Fair Pupil Dismissal Act). The staff of the Marshall Area Technical & Educational Center is committed to making the learning environment a safe and welcoming place for all who work within it. It is our desire to help you be successful. It is your responsibility to take advantage of this opportunity!

Dismissal from a State Approved Alternative Program

One of the reasons a student is accepted into a SAAP is because both the students and the alternative-learning program feel that the program will assist the student in achieving academic success. If the student continues to have disciplinary, attendance issues, and/or fails to make educational progress as outlined in the student's continual learning plan MATEC will address these issues as follows:

- A continual learning year program plan will be developed with the participation of the student, parent or guardian, teacher, and staff. This plan will also include information informing the student that a consequence for not making academic progress may be termination from the program.
- Students with attendance and/or behavior problems will have contracts written to ensure that parents and students understand MATEC's expectations. If the student is unable to meet the obligations of the contract the student and the student's parents or guardian will be notified that termination will take place on a specific date and that the resident district is obligated to provide education service to the student. The resident district will receive a copy of the letter and will be notified in advance so that they can make arrangements to readmit the student into one of its programs.

Restorative Measures

Restorative measures will be used to help maintain a positive school environment to repair harm due to such behaviors as profanity, vandalism, insubordination, and other discipline violations.

Code of Conduct

Definition of a Code of Conduct

A Code of Conduct is a set of behavioral expectations, based on organizational or community principles and goals that are designed to guide and positively influence the choices, actions, and practices of persons who are members of that organization or community.

Purpose of the MPS Code of Conduct

The Marshall Public Schools Code of Conduct establishes behavioral expectations. The Code is designed to guide the choices, actions and practices of our diverse educational community, which includes students, staff, parents, and guests. The MPS Code of Conduct will help maintain a safe, quality learning environment, which will foster high achievement and excellence in our schools and community.

Honesty

Honesty is being truthful and worthy of others' trust.

To uphold this commitment, I choose to:

1. Keep my promises.
2. Be truthful to myself and others no matter what the consequences.
3. Never lie, cheat, or steal.
4. Be trustworthy, straightforward, and sincere.

Responsibility

Responsibility is doing the right thing, being prepared, giving your best effort, and taking ownership.

To uphold this commitment, I choose to:

1. Be in charge of my behavior and accept responsibility for it.
2. Do the right thing for myself, others, and my community.
3. Be prepared and on time for my school activities.
4. Give my best effort and ask for help when I need it.
5. Follow the rules and laws of my school and community.

Respect

Respect is to commit to treating others like you want to be treated. Everyone deserves respect, but my actions may affect the amount of respect I receive from others.

To uphold this commitment, I choose to:

1. Respect myself, others, and property.
2. Honor people's opinions and actions.
3. Listen to others and treat them well because they matter.

Fairness

Fairness is providing equal opportunities for everyone to contribute.

To uphold this commitment, I choose to:

1. Treat others fairly, including a fair opportunity to explain a disagreement.
2. Work to create an environment where all have equal opportunities.
3. Be open-minded toward differences.
4. Never disrupt learning opportunities.
5. Display appreciation and respect for all at sporting events, competitions, and performances.

We will work to understand the MPS Code of Conduct and guide, support, or intervene with others when necessary to support the Code.

District Policies

Nondiscrimination

Marshall Public Schools' policy is to ensure equal educational opportunities for all students. Marshall Public Schools does not discriminate on the basis of disability, sex, parental, family and marital status. (Policy # 102, 521, 522, 528)

Sexual Harassment

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq., and Minn. Stat. 363.01-14, the Minnesota Human Rights Act. It is the policy of MATEC to maintain a learning and working environment that is free from sexual harassment. The school prohibits any form of sexual harassment. It shall be a violation of this policy for any student or staff of Marshall Public Schools to harass another student or any employee through conduct or communication of a sexual nature as defined by the statute. (Policy #413, 515)

The school is required to investigate and report all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or staff who sexually harasses a student or employee of this school.

Bullying

Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may be considered bullying should report the alleged acts immediately to an administrator. (Policy #514)

Hazing

It is the policy of District 413 to maintain a safe learning environment for students and staff that is free from hazing.

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Hazing includes physical brutality, any activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts to the building principal. (Policy #526)

Tobacco, Alcohol and Drug Paraphernalia

Students, whether participating in activities or not, are not permitted to use or to possess tobacco, alcohol, or drugs at any time in the school building, on the school grounds or in a vehicle. This applies to the parking lot, school lavatories, and to all school-sponsored activities within the school building or grounds.

Violation of this rule constitutes a serious offense and will result in suspension or expulsion from school. If the violation occurs at a school-sponsored dance, the violator will be banned from all school dances, including the prom, as well as suspension/expulsion.

Any student involved in the selling of controlled substances on the school grounds or at school activities will be subjected to immediate expulsion.

Any student who is observed engaging in suspicious behavior may have their persons or possessions searched by school staff.

Tobacco products are not to be carried at any time in or about the school facilities. A violation of this policy will result in a meeting with the principal and a police referral to determine the appropriate action. (Policy #418)

Weapons Policy

The School Board of District 413 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. (Policy #501)

For the purpose of this policy: A *weapon means*: any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death. Also, any device or instrument that is used to threaten or cause bodily harm or death is considered a weapon.

Possession shall mean having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

Consequences may include confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, and a possible recommendation that the student be expelled from school.

Mace/Tear Gas /Pepper Mace Policy

Although mace/tear gas/pepper mace is considered a weapon under our current school policy, parents of a student may make special arrangements with the building principal if a student needs to carry any of them for defensive purposes outside of the school setting. Such arrangements shall be made in advance for the student to check the mace/tear gas/pepper mace in to the school office whenever he/she is in any school building or to surrender it to a school authority whenever he/she is on school property, i.e. a football game, baseball game, etc.

Notice Concerning Use of Pest Control Materials Procedures

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control measures;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Crisis Management

Each building in the district maintains a set of procedures for dealing with crisis situations. In the event of such occurrences (examples include: severe weather, fire, bomb threats, hazardous materials, intruders, or other situations affecting student safety) building staff will direct students, staff, and visitors where to move and what to do to ensure the safety of all. (Policy #806)

Indoor Air Quality

I.S.D. #413 now has in place a program to monitor and improve air quality at our school. The Marshall School District considers no objective more important than providing its employees, students, and visitors a healthy, safe environment.

As part of the program implementation, an Indoor Air Quality Coordinator has been appointed. An annual walk-through will be performed by the Coordinator to evaluate school facilities for obvious water intrusion, ventilation failures, structural problems, overall cleanliness, and the status of the O&M program. In that we have adopted the EPA's Tools for Schools, the guidelines contained therein will be used to evaluate all classrooms, ventilation systems, and building maintenance issues.

The District's response to parental concerns will be timely and direct. Parent's questions are always welcome. If a concern would arise, we ask the parent contact Warren Buchholz, Indoor Air Quality Coordinator. The Coordinator will be able to assist in evaluating the child's home or other out of school situation. Additional information is available to parents about school facility construction, maintenance, housekeeping practices, chemicals used, mold and HVAC related information, and other activities that may contribute to a child's symptoms.

ISD #413 accepts the responsibility of monitoring air quality and will/has conducted a survey of the mechanical ventilation rate of each occupied space in the District.

Marshall Public Schools are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will continue to follow EPA guidance to improve our indoor air quality by preventing as many problems as possible.

Annual Asbestos Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. I.S.D. #413 has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, I.S.D. #413 shall continue to maintain a safe and healthy environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, I.S.D. #413 has completed in AHERA 3-year re-inspection requirement every three years. I.S.D. #413 buildings, where asbestos-containing materials were found, are under repair, removal, and Operations and

Maintenance. Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected every three years after a management plan is in effect. This will be accomplished under contract by AirTech Environmental, Inc.

Short-term workers (outside contractors) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

I.S.D. #413 has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the district office, which will establish contact with our Account Manager under contract with AirTech Environmental, Inc. To reach AirTech Environmental, Inc. to discuss the management of our asbestos materials or with any questions, AirTech is available at 651-779-7475 (St. Paul) 507-337-2525 (Marshall)

Pledge of Allegiance

MATEC students may recite the Pledge of Allegiance one time per week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual's right to participate in the pledge. (Policy #531)

Prayer

Any student who requests time for prayer during the school day will be granted the following schedule:

	Dismissal from Class	Arrival in Class
Monday, Tuesday, Thursday, & Friday	1:32 PM	1:43 PM
Wednesday	12:57 PM	1:08 PM

Wellness

The Child Nutrition and WIC Reauthorization Act of 2004 requires schools to have a wellness policy that includes nutrition guidelines, goals for nutrition education, and physical activity to promote student wellness.

Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. Food and beverages that are consumed during the school day must be consistent with the current USDA Dietary Guidelines for Americans. Students may not bring energy drinks into the school building. Any open containers (fast food cups, coffee cups, pop/water containers, etc.) may be subject to search at any time.

Vending machines may contain waters that do not contain any caloric sweeteners and fruit-based drinks that contain at least 50% fruit juice and do not contain any caloric sweeteners. Some baked and low-calorie snacks may also be purchased from the vending machines. (Policy #533)

Extracurricular Activities

Students in the Marshall Area Technical & Educational Center may participate in the extracurricular programs offered by the Marshall Public Schools. If you are interested in information regarding a specific program, Center staff will assist you in connecting with the appropriate school coach and/or activity leader.

Participants in any school activity program will follow all guidelines established by the Minnesota State High School League. Activity programs provide an excellent opportunity for Marshall Area Technical & Educational Center students to learn about themselves. Ask Center staff to help you find an activity program that is of interest to you!

In addition to the activities available through the high school, students may participate in the Marshall Area Technical & Educational Center Student Council. Ask the MATEC staff about joining this organization.

Fire/Safety Drills

Fire and lock-down drills are conducted at regular intervals as required by law and are an important safety precaution. For fire drills it is essential that everyone obeys promptly and clears the building by the prescribed route as quickly as possible, moving at least 150 feet away from the building. The teacher in each classroom will give the students instructions. Lock-down drills will be conducted throughout the school year. Students and staff will move to selected areas in the building to rehearse safety procedures.

Internet Access and Use

The Marshall Area Technical & Educational Center has been equipped with some of the most technologically advanced equipment available in a learning environment. Your learning experience will be, in part, on the 21st century learning highway! To be able to use Center technology, you will need to follow the below guidelines:

- The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. The use of an Internet account must be in support of your educational research and consistent with the educational objectives of the Center. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use of project advertisement or political lobbying is also not allowed.
- The use of the Internet is a privilege not a right. Inappropriate use may result in the cancellation of those privileges.
- Students and staff must sign an Internet use agreement form before they are allowed to access school technology equipment.

Computer Vandalism Policy

Vandalism to the equipment and software will not be tolerated. The following policy applies to all students using equipment and programs.

Vandalism includes: Any alteration or removal of equipment (monitor, keyboard, mouse, cables, etc.), any alteration of software (programs and/or student files), and/or any alteration or removal of printers.

Discipline policy: 1st violation – warning and parents may be notified; 2nd violation - loss of computer privileges.

Lunch/Food

The school will have lunch catered by Taher Foods. *Lunch accounts can be established and maintained by contacting Taher at 537-7316.* If you choose, you may also bring your lunch from home.

Students who may be eligible for free and reduced priced meals can have their parents complete the application forms available in the school office. Students who were eligible at the end of the prior school year will be eligible to reapply through Sept. 30, 2017. This grace period will allow time to complete and return the new application form. If at any time, a family's financial situation or address changes during the school year, families must reapply for free and reduced meals. Applications are available from the office and are considered confidential information.

Parents are welcome to come to school to eat lunch with their students. Parents need to call school before 8:15 in the morning to order lunch. Students need to have achieved open campus privileges before they are also eligible to go out to lunch with their parents during the school day.

Other Services

School to Work:

The Marshall Area Technical & Educational Center will provide you with an opportunity to develop life-long academic, social, physical, and emotional skills that will help you achieve success in life. An important part of your experience in the Center will be to develop skills for the workplace. For students who are old enough, work experience will be a part of their educational program. This experience will be coordinated and supervised by MATEC Staff. Rules of the workplace will apply to those students at MATEC. MATEC rules will also apply in the workplace.

Counseling

Marshall Area Technical & Educational Center is directly connected with all of the social service agencies of the Southwest Health & Human Services agency and the Greater Minnesota Family Services. If you are in need of psychological, social, health, or probation services, MATEC staff will assist you in connecting to these special services.

ELL

English Language Learners is a program that instructs students of limited English proficiency in the four language skill areas of listening, speaking, reading and writing. A comprehensive program is available through Marshall High School.

Special Education

Prior to enrolling a special education student at MATEC, an IEP meeting must be held. During the IEP meeting the team will review a student's individual education plan to determine if the MATEC program is able to meet the student's IEP needs. A more comprehensive Special Education program is available through Marshall High School.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that protects individuals with disabilities from discrimination. In order to qualify for accommodations, a student must be recently diagnosed with a qualified disability that affects their ability to perform in school. Students would have to demonstrate that they were denied benefits of a program or activity and that they were discriminated against based on that disability

Check & Connect

Check & Connect is a comprehensive intervention designed to enhance student engagement at school and with learning for marginalized, disengaged students in grades K-12, through relationship building, problem solving and capacity building, and persistence. A goal of Check & Connect is to foster school completion with academic and social competence. It is comprised of four components-

1. A mentor who works with students and families for a minimum of two years;
2. Regular checks, utilizing data we already collect on students' school adjustment, behavior, and educational progress;
3. Timely interventions, driven by data, to reestablish and maintain the student's connection to school and learning and to enhance the student's social and academic competencies; and
4. Engagement with families.

Student Information

Student Records

Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Students and parents may request copies of their permanent records (transcripts) from the office staff. The office staff may need advance notice. Student records are generally kept in the school office. Health records are kept in the nurse's office. Special education IEP information is kept with the student cumulative files. Parents/guardians may review all information maintained in the cumulative file. Copies are available upon request. (Policy # 515)

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer

to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's educational records. Schools may charge for copies of records.
- Parents or eligible students have the right to request that a school correct the records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to request a hearing.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- School officials with a legitimate educational interest
- Other schools to which the student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organization conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Directory Information

Directory information is part of the student's educational record that may be disclosed to the public. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent/guardian(s). Directory information does include personally identifiable data that references religion, race, color, social position, or nationality.

Parents/guardians or students can restrict the release of any or all of the directory information by submitting a written request to the principal. Contact the school office for specific instructions for restricting the release of information. (Policy #515)

Graduation Policy

Classes offered at Marshall Area Technical & Educational Center will provide credits toward earning a diploma from Marshall Public Schools. The curriculum at MATEC is based upon Minnesota graduation standards. To graduate, students will be required to complete all standards as listed in Minnesota statute.

For students who come to MATEC as a transition before returning to Marshall High School (or school of residence), an individualized learning program can be developed in cooperation with your home school that will allow you to return to school with credit toward graduation.

Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Steps will be taken to ensure the data is protected in accordance with state data practices. Parents have the right to inspect any instrument used in the collection of information. (Policy #520)

Bus Transportation

District 413 has adopted a Pupil Transportation Safety Policy (#709) to improve the safety of student bus riders. This policy will also be addressed at school. If you have questions regarding this policy call our District's Transportation Safety Director (537-6924).

Parking Lot/Driving

All students driving to school are required to purchase a \$20 parking permit. Students who do not display the permit will receive a \$25 fine.

Students are to park their vehicles parallel between the lines in the parking spaces that are painted in white. Parking at an angle across two spaces as well as over the line dividing the row is prohibited.

All drivers will observe a 15 MPH speed limit.

Failure to comply with parking regulations will result in a \$25.00 fine. This fine will be payable to Marshall Area Technical & Educational Center.

Vehicles may be subject to search.

Diplomas will be withheld and participation in the graduation ceremony will be withheld until all parking fines have been paid (Policy #527).

I AGREE TO FOLLOW THIS SET OF GUIDELINES TO HELP PROVIDE A POSITIVE LEARNING ENVIRONMENT FOR MYSELF, MY CLASSMATES AND THE STAFF AT THE MARSHALL TECHNICAL & EDUCATIONAL CENTER.

1. I am allowed to leave the Marshall Area Technical & Educational Center when accompanied by staff or with staff permission. I will notify the front desk staff whenever I arrive late or leave early for any reason.
2. I understand that behaviors such as fighting, name calling, making racist or harassing remarks, unsafe driving and/or coming to school under the influence may result in my being asked to leave Marshall Area Technical & Educational Center and/ or a police report being filed.
3. I understand that if I fail to make educational progress as outlined in my continual learning plan in the areas of attendance, academic progress, or behavior, MATEC may proceed to notify my resident district and return me to that district to receive my educational services.

Health Services

<u>Marshall Public School Health Staff</u>			
Cindy Pfeiffer RN PHN LSN Cindy.Pfeiffer@marshall.k12.mn.us 8:30 AM - 3:00 PM	Park Side School Grades Pre-K - 2	507-537-6948 ext. 7008	507-537-6953 fax
Juanita Klukken RN PHN LSN Juanita.Klukken@marshall.k12.mn.us 11:30 AM - 3:30 PM	West Side School Grades 3-4	507-537-6962 ext. 3003	507-537-6966 fax
Lindsay Pelz RN PHN LSN Lindsay.Pelz@marshall.k12.mn.us 7:45 AM - 3:45 PM	Middle School Grades 5-8	507-537-6938 ext. 4073	507-537-6942 fax
Deb Herrmann MS RN PHN LSN Deb.Herrmann@marshall.k12.mn.us Bonnie Parsons RN Bonnie.Parsons@marshall.k12.mn.us 7:45 AM - 3:45 PM – HS On call for MATEC	High School and MATEC Grades 9-12	507-537-6920 ext. 1010	507-537-6933 fax

Please note that Licensed School Nurses or Health Staff are not in the building at all times - When the health staff are not in the building other staff such as building administrative assistants may/will be covering the health office. Please note times Health office staff and/or nurses are available.

The school health staff intends to use the requested health information listed below to provide for your child's health and safety needs while at school. You may refuse to supply the requested personal information. There will be no consequence for not providing the information. It may result in an incomplete health and safety plan for your child. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.

Allergy Awareness: To assist with the health and safety of all students, staff, and visitors in the Marshall Public School setting, we ask for you to be aware of the following items that can impact the health and safety of others. Your help and understanding is appreciated to keep all students, staff, and visitors safe and healthy at school.

- **We are a Peanut Aware school.** Due to the possibility of severe allergic reactions, we request you refrain from bringing, sharing, or distributing peanut items with others at school.
 - If a child wishes to bring a treat to share with the class, please let the teacher and building nurse know.
 - Tips for Peanut Aware Environment
 - *Be Aware – read labels, look for “may contain nuts” or “produced on shared equipment with nuts”
 - *Be safe – after exposure to peanuts wash hands and table/desk tops with soap and water (bar, liquid, or commercial soap) (not dish soap or alcohol based hand sanitizers – these will not remove the peanut protein)
 - *Alternate rewards from food to – pencils, stickers, extra minutes at recess, listening to music while doing class work
- **We are a Latex Aware school.** Due to the possibility of severe allergic reactions we request no latex items such as latex balloons be brought onto the school property or shared with others on school property.
- **We are a Fragrance sensitivity aware school.** Related to allergic reactions and sensitivities we ask that strong fragrances not be worn or shared in the school setting. These are known triggers that possibly cause severe asthma and/or respiratory reactions.

Immunizations: No Shots No School – If your child does not meet the criteria listed below they will not be allowed to attend school. If you have questions regarding necessary immunizations contact the school nurse or visit the website at www.marshall.k12.us/page/104

Minnesota Statutes, [Section 121A.15](#), requires all students enrolling in an elementary or secondary school to show evidence of immunization or a legal exemption for medical reasons or conscientiously held beliefs.

Minnesota law requires every student enrolled in school to be immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, Meningitis, and Varicella.

Exemptions to this law may be made by:

- A statement from a physician indicating that the immunization is contraindicated for medical reasons
- A laboratory confirmation of the presence of adequate immunity, or

- A notarized statement signed by the minor child's parent/guardian or by the emancipated person because of a conscientiously held belief.

Medications: (District policy #516) All medication at school must be stored in the nurse's office. The prescription must be in the original, labeled container and the following criteria met:

- 1) A health provider's written order.
- 2) A signed written permission from the parent/guardian to dispense medication.
- 3) Medication delivered by the parent or a signed note with the bottle indicating the number of pills sent. Controlled substances will be counted and discrepancies will be discussed with the parent.
- 4) At the end of the school year, parents should pick up all medications (over the counter and/or prescription) from the nurse.
- 5) If medications are not picked up by one week after school ends, they will be disposed of per procedure.

Children who have emergency medication (inhaler, insulin, epi-pen, etc.) needs may possess and use as prescribed in school, provided the following requirements are met:

- 1) Parent must provide an annual written authorization which is signed by provider.
- 2) The emergency medication must be properly labeled for the student.
- 3) The school nurse must annually assess student's knowledge and skill level to possess and use Emergency medications in the school setting.

Over the counter medications must be stored in the nurse's office and may only be dispensed by the school nurse.

- 1) These medications must be in the original container and accompanied by written authorization from the parent/guardian.
- 2) Any medications and medication permission forms transported to school should be left in the health office upon entering the building.
- 3) Over the counter preparations will only be administered to a student according to the label directions, unless written directions are received from a parent and/or provider.
- 4) For safety reasons, students should not be carrying or storing medications in their lockers, school bags, or pockets unless following the emergency medication process.

Distribution of prescription or over the counter medication by a student is illegal and will result in suspension and police referral.

Illness: If a student becomes ill in school, he/she should report to the school nurse (or office, if nurse is not available.) **Students should report to their class before coming to the health office,** if this occurs between classes. The

school nurse will call parents as needed and students are not to leave the building without permission or without signing out at the office. At the primary level (Pre K – 4) parents are required to come into the health office to pick up their child.

A student complaining of feeling ill or having a temperature of 100.0 degrees or greater will be sent home. Health needs will be assessed by the nurse, and if necessary, the parent/emergency contact will be notified.

If a student sees a medical provider, please bring verification of the visit and any diagnosis or instructions (discharge summary sheet) that were given at the appointment to the nurse.

Hospitalization/Surgery: If a student is hospitalized for any reason or if they have had surgery, the family should notify the nurse. At this time, necessary accommodations can be addressed for the health and safety of your child.

Field trips: Nurses do not attend or travel with students during a field trip. The medication needs of students on field trips/school sponsored activities during the school day will be met. Any student taking routine medication will have their medication administered by an adult, whom the nurse has delegated the responsibility for security of the medication and medication administration. If the parent is chaperoning the event – the child's parent could assume the responsibility during the event.

Lice: Lice is a public health nuisance not a communicable disease. When a case of head lice is suspected, a parent should be advised to check their children for lice and treat them if an infestation is found. Children with head lice infestations do not need to be dismissed from school.

Marshall Public Schools does not provide any type of health or accident insurance for injuries incurred by students at school. We encourage families to have accident coverage for their students. Low cost accident insurance is available for purchase through a private carrier.