

# **Northome School Student Handbook**



**2024-2025**

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## Introduction

Welcome to the South Koochiching Rainy River School District and Northome School.

**The District's mission:** To prepare communities of tomorrow by promoting life-long learning, positive values, school pride, mutual respect, and individuality.

***This Student Handbook is comprised of four parts:***

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

***\*Topics within these categories are alphabetized***

**Policy Information:** All district policies can be found online on the school website. You may find them by typing in the following URL: [www.northome.k12.mn.us/page/2700](http://www.northome.k12.mn.us/page/2700)

**Purpose:** This handbook was written with the purpose of providing information and guidance to students and parents, both new and continuing. It covers such topics as curriculum, conduct, extracurricular activities, grades, discipline, and transportation. As additional communication is deemed necessary, it will be distributed by special bulletins and / or through the daily announcements. **It is your responsibility as a student and parent to become familiar with the Handbook's contents. Every situation cannot be covered, so if you are in doubt about something, please ask.**

A. Aims and Objectives:

- 1. School District #363 seeks to provide a wide-ranging curriculum which is conducive to educational growth and development.
- 2. School District #363 seeks to provide experiences in the social interaction and development of its students.
- 3. School District #363 seeks to provide for citizen development that will extend beyond the classroom.
- 4. School District #363 commits itself to helping individual students determine personal goals in keeping with his/her capabilities and move steadily towards those goals.
- 5. School District #363 feels that education should stress development in the skills of reading, writing, speaking, listening, computing, thinking and evaluating.
- 6. School District #363 will provide opportunities for development of physical and mental health and well-being.

B. **Interpretation of the Northome Student/Parent Handbook shall be subject to the discretion of the administration.**

## **PART I – INFORMATION**

### **Arrival and Dismissal Hours**

School building hours are **8:00AM-4:00PM**.

Students may be dropped off beginning at 8AM, and picked up at 3:15PM, in the school parking lot. The area in front of door #1 is reserved for bus pick up and drop off from 8:00AM-8:30AM and 3:00PM-3:15PM.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at: <http://www.northome.k12.mn.us/page/3083>

### **Complaints**

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

### **Coordinating extracurricular events**

It is the philosophy of the school that extracurricular events play an important role in the lives of the students. It is with this in mind that athletic, music, and speech activities coordinate their schedules so undue pressure is not brought upon a student as a result of conflicts.

#### **A. Scheduling of Events**

1. The principal/administrative assistant shall be responsible for scheduling events in the spring of the year as completely as possible for the ensuing year.
2. Events scheduled after that date will have to clear the master schedule which will be kept in the principal/administrative assistant's office. Official district, region, and state additions or corrections should take precedence over non-conference or locally scheduled events.
3. The original schedule will take priority over all late scheduled or postponed events-unless the postponed activities are of a district or region nature.
4. All junior high activities will take priority over any high school activity for the junior high school student who might be participating in high school sport activity.

#### **B. Procedures for Handling Conflicts in the Schedule**

Where conflicts seem unavoidable, every attempt should be made so a student need not be asked to make a choice nor be penalized because of a decision based on these regulations.

1. All performances take priority over a practice session or non-graded field trip.
2. A concert or speech meet will have priority over a "B" game or meet.
3. A "B" game or meet will have priority over a practice or rehearsal.
4. Any conflict should be brought to the attention of the principal/administrative assistant as soon as possible so the problem can be resolved. If a conflict cannot

be resolved to the complete satisfaction of the coaches or directors involved, then the decision of the principal/administrative assistant is final.

C. Scheduling School Trips or Tours:

School field trips or tours should be scheduled as far in advance as possible and should not conflict with previously scheduled school activities.

1. It is the responsibility of the coach or director to look for "open spots" in the schedule or find an area in the schedule where it least affects the school program.
2. The principal/administrative assistant shall have a master schedule developed that is available to the faculty for their use in planning activities.
3. Students are not to be penalized due to their missing practices, rehearsals or scheduled events because of participation in an approved trip or tour.
4. Students must remain academically eligible to participate in school competitions, school field trips or college/school visits that take place during the school day regardless of whether the funding is school sponsored or from fundraising. Any student on the academic ineligibility list must follow the same schedule of ineligibility and complete the same weekly reinstatement form as required for athletics. If the field trip is required for the class for a grade, the student must be given an alternate assignment if they are not able to attend due to academic ineligibility.
5. Grades 7-12 will not be allowed to take field trips during the final week of school. MSHSL activities are exempt.

## **E-Learning Day Plan**

### **Elementary Students**

- Students are expected to log in with their teachers and follow the designated schedule developed by their teachers
- Attendance will be taken by classroom teachers
- Elementary instruction will be a combination of live instruction (through Google Meet) and independent work (through Google Classroom or SeeSaw)

### **High School Students**

- All students are required to log in to Google Classroom/ Google Meets for every class, beginning with homeroom at 8:30am.
- Attendance will be taken every hour just as it is during a typical day
- Cameras are required to be turned on unless a student has permission from administration to have it off.
- Students are required to participate in both the live and independent instruction
- If students do not check in to each class, they will be marked unexcused and will be expected to make up the work within 2 school days

### **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 school district policy and this handbook.



## **Employee Directory**

Staff information may be found under the "Our Staff" tab on the district website. Please select the appropriate level to find your teacher.

## **Employment Background Checks [\*]**

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

## **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district 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 nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **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 expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, instruments and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school office.

## **Food in the Classrooms**

Snacks and water will be allowed in the common, and tiled areas, such as the 9-12 grade locker areas. Non-carbonated beverages stored in re-sealable bottles may also be allowed into teachers' classrooms, pending individual classroom rules. If students are not responsible for cleaning up their snacks and beverages, administration may suspend this privilege for any and/or all students as long as necessary. No food or drink will be allowed in the library or the computer labs.

## **Fundraising**

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

## **Gifts to Employees**

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

## **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

## **Holiday Celebrations and Parties**

See Policy 618

## **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 school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Library and Media Center**

The library/media center is open during the school day. Students may use the library/media center during the school day and before and after school only when a supervisor is present or with specific teacher approval. NO food or beverage may be consumed inside the library.

### **Lost and Found**

Any articles lost are to be reported to the office. Materials found should be turned in to the office. Students missing items should check with the office to see if they have been found. Each year reports are received that someone lost valuables from the locker room or elsewhere. It is the students' responsibility to see that no valuables are left unattended. Do not leave money in the lockers. If it is necessary to bring something to school that is valuable, check it with an instructor or in the office. The school will not be responsible for things taken from lockers that are not locked.

### **Lunch/ Breakfast**

Lunch and breakfast are to be eaten in designated areas only. Breakfast is served from 8AM to 8:25AM. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive one breakfast and one lunch at school or bring a prepared lunch from home. Students may choose to have seconds but the family will be responsible for this additional cost.

The school office will assign each student a personal identification number (PIN) that will be entered at breakfast and lunch.

Behavior in the Lunch Room: Students are asked to use good manners and judgment.

1. Students using improper lunchroom behavior may have their lunchroom privileges revoked for a period of time and may receive detention.
2. All food containers, trays, utensils received by a student must be "bussed" by the student.
3. Lunch is to be eaten in designated areas only, and all food should be consumed prior to leaving the lunch room.

### **Messages to Students**

School Office telephones are not for students' personal use. **If a student needs to make a phone call home for an immediate concern during the instructional day, they must have staff permission to do so, and must use the phone in the main office during passing or lunch times.** Students will not be called out of class to receive phone messages or **take phone calls from parents or guardians**, except in the event of an emergency. Personal cell phone use during the instructional day is prohibited, with the exception of use between classes and during lunch time.

The school will cooperate in taking messages and relaying the information on to the students but this must be done in a manner and at a time that will not interrupt classes.

### **Miscellaneous Information:**

- A. Student Insurance: The school does not provide insurance for students. Insurance coverage, especially for athletes, is a family responsibility, but student accident insurance from private companies may be available through the school.
- B. Senior Class Trip: The expenses are paid by the Senior class. If an overnight

trip is planned, it must be approved by the principal; Then Senior class must petition the school board by the April board meeting. The people involved normally include seniors, class advisors, and the bus driver. Senior class trips will be limited to one missed day of school and one overnight stay. Chaperones will be assigned by administration.

- The privilege of going on this trip is earned by Seniors during their high school years by participating in the various fund-raising activities of their class.
- The Senior Class trip is considered a privilege. Students who are at risk of failing a class necessary for graduation may not be allowed to go on the trip if the grade is not brought up to passing before the leave date.

C. Special Class Responsibilities:

1. SENIOR CLASS: Select class motto, flower, colors, and various graduation details. Select picture site. Plan senior class trip and seek school board approval.
2. JUNIOR CLASS: Responsible for planning prom. The major fundraising is concessions.
3. SOPHOMORE CLASS: **Traditionally, the #1 and #2 academically ranked students will usher.** ~~furnish two (one boy and one girl as voted by the senior class) to distribute programs and to serve as ushers at graduation.~~

### **Nondiscrimination [\*]**

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

### **Notice of Violent Behavior by Students [\*\*]**

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

### **Parent and Teacher Conferences**

Parent-teacher conferences will be held twice per year (fall and spring), as labeled on the board-approved school calendar. For more information, contact the building principal.

### **Parent Volunteers**

Volunteers are welcome in the schools and are encouraged to volunteer in classrooms. To volunteer in the school district, individuals should speak to the Principal or Superintendent. **A background check is required to be completed through the district office.** Please contact the classroom teacher, and receive prior permission before coming to school. When visiting the school, volunteers must sign in at the school office and get a visitors badge before entering a classroom. For more information, please contact the School Secretary.

## **Pledge of Allegiance [\*]**

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

## **Schedule**

### **Daily Class Schedule:**

Homeroom: 8:30-8:41

1<sup>st</sup> 8:46- 9:35

2<sup>nd</sup> 9:39-10:28

3<sup>rd</sup> 10:32- 11:21

### **Middle School Lunch 11:17-11:47**

4A(SrHi) 11:42- 12:14

4B (JrHi) 11:46- 12:35

### **High School Lunch 12:14-12:35**

5<sup>th</sup> 12:39- 1:28

6<sup>th</sup> 1:32- 2:21

7<sup>th</sup> 2:25- 3:15

### **Elementary Lunch**

11:40-12:10

### **Pre- School Lunch**

11:30-12:00

**\*\*\* Monday's schedule will vary due to the later start**

## **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district'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. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The South Koochiching Rainy River School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL

rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director.

### **School Closing Procedures**

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be sent out to all families via call, text and email through JMC Messenger. The notification will also be posted on social media.

Early Dismissal: Dismissing school because of a school emergency or severe weather problems will be done as the need arises. Because of transportation problems – this will be done only in the case of real necessity and families will be notified through the JMC messaging system.

### **School Dances, Parties, and Activities:**

- A. Statement of School Policy: It is not the responsibility of the school alone to provide entertainment for students outside of school hours. The School, however, will cooperate to help youth enjoy wholesome social activities with the limits of school personnel, facilities and finances.
- B. Scheduling School Sponsored Activities: Organizations wishing to schedule an activity must first clear it through their own group at a meeting with an advisor in attendance and then present the proposal to the principal/administrative assistant for approval.
  - 1. An activity permission slip for any proposed dance, party, trip or fund raising activity is available from the office. The information requested must be obtained before the event is presented to the office for approval. Approval should be sought at least two weeks prior to the beginning of the event.
  - 2. Activities should be planned as far in advance as possible so a school calendar can be developed, various activities coordinated, and arrangements completed.
  - 3. In planning an activity, provisions for change box and tickets must be made the day before the event is to take place.
- C. School Dances and Parties: Unless special regulations are announced, the following guidelines will apply to all dances and parties:
  - 1. All school functions such as dances, parties, etc. must be arranged through class advisors and under their direction and supervision. All scheduling and planning for dances or any club or class project shall be done through the principal/administrative assistant.
  - 2. All school dances and parties must be chaperoned by at least two staff and two sets of parents.
  - 3. No dances or parties will normally be allowed on a school night when there is school the following day.
  - 4. All parties and dances must end by 12:00 a.m. unless special prior approval has been obtained from the advisor and the principal/administrative assistant.
  - 5. A closed-door policy is in effect for all school dances and parties.

6. Attendance at all school dances and parties is restricted.
7. The sponsoring organization and the chaperones are responsible for the enforcement of school regulations such as proper behavior, and may cancel the activity at any time.
8. Elementary students in grades 5-6 are not allowed to attend dances unless the dance is designated for middle school and specifically states the grades to be included.
9. Students needing rides home after a dance are to make arrangements before the dance for their rides.

## **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 school district 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 the school district'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 school district property. At no time does the school district 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.

- **LOCKING LOCKERS IS THE STUDENT'S RESPONSIBILITY.**
- **IT IS STRONGLY RECOMMENDED THAT YOU DO NOT LEAVE MONEY, OR OTHER VALUABLE ITEMS IN YOUR LOCKER WITHOUT LOCKING THE LOCKER.**

## **Desks**

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

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

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

## **Vehicles on Campus [\*\*]**

A. Purpose: The purpose of this policy is to provide guidelines for the use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

B. General Statement of Policy: It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. All vehicles must have current insurance and current tabs. This policy applies to all students in the school district.

C. Student Parking of Motor Vehicles in School District Location: Students are permitted to park in a school district location as a matter of privilege, not right.

D. Driving Vehicles to School: Students will not be permitted to drive or be in motor vehicles during the school day, unless special permission is first obtained from the office. Drivers are asked to observe a 10 mph speed limit on the school grounds at all times. Drivers of motorcycles are to use blocks on their kickstands so they do not gouge into the pavement. Only licensed drivers may operate a motor vehicle to, from, or around the school. This includes snowmobiles and any other type of vehicle. Students who do not have a driver's license, but have obtained a license to operate another vehicle, such as a snowmobile, will only be allowed to drive it to school if they have written permission from their parents and have received prior approval from the school. The following rules apply to students driving snowmobiles:

1. Must wait until 3:30 pm to leave school grounds to keep traffic congestion at a minimum.
2. Must stay off all walking trails and highway.
3. Must be at least 14 years old.
4. Must wear proper safety gear including a helmet and appropriate attire for the weather.
5. Must use designated route on school grounds and designated parking area.
6. Must have written parent permission and a copy of the license on file at the school. Northome School will need to approve before you will be allowed to drive.

Any violations will result in a loss of driving privileges for the remainder of the school year. If there are too many violations from the student body, we may choose to no longer allow the driving of snowmobiles to school.

E. Use of Cars for School Activities: Students traveling by car to school-sponsored events during the school day or on activity trips must have either a teacher or a school-approved adult driving each car used.

1. The school has an obligation to provide approved transportation to the participants of school activities. When such transportation is provided, students are expected to use it.

## **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district 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 school district 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.

1. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures: It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspection, searches, and/or seizures as provided by this policy.

2. Seizure of Contraband: If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

3. Violations: A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's student discipline policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal official when appropriate.

4. Definitions and further information may be found in the school district policy manual.

### **Student Publications and Materials**

The school district'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 Nonschool-Sponsored Materials on School Premises [\*\*]**

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

#### **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the

supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- 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 an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

### **Student Records [\*]**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*).

### **Student Release Time**

Each Wednesday, time is allowed, by parent permission, for students to attend religious instruction at local churches for students in grades K - 6.

1. Written parent permission is required for a student to attend release time. Verbal permission will not be accepted.
2. Those students not going to release time stay in their regular classes.
3. When returning from release time, go directly to your class.

### **Student Surveys [\*]**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*).

### **Transfers, Drops, and Withdrawals**

1. Students transferring into School District #363 are not considered officially enrolled until transcripts from the previous school have been received.
2. Any student who wants to withdraw from Northome School for any reason must secure a clearance form for the office. All necessary school signatures must be obtained, and all obligations taken care of before clearance is official.

## Transportation of Public School Students

The Transportation Department has provided the following information to familiarize you with our District guidelines and procedures related to the bus routes and bus stops. Our primary goal is the safe transportation of students to and from school. It is also important that parents assume a scope of responsibility at the bus stop, including getting children to and from bus stops.

In establishing bus schedules, the objective is to arrange for buses to arrive at school no later than ten (10) minutes before the scheduled beginning of classes and have the students on the bus the least amount of time. All pertinent rules and regulations of the State of Minnesota and its agencies are followed in planning routes, determining stops, etc.

### 1) Transportation Procedures:

**A.** Minnesota State law has a significant impact on our operating procedures. These regulations include distance requirements that are intended to assure that buses operate in a safe manner and be easily seen by motorist. The two fundamental criteria used in determining bus routes and stops are safety and efficiency of scheduling.

### 2) Safety of Routes/Stops:

**A.** State laws related to school bus transportation must be met. Students are not scheduled to cross main roads to reach their bus stop. For safe pick-up and drop-off, students need to have a consistent established schedule for both AM and PM locations. Pick-up and drop-off locations may be different, but they need to be consistent and regular. For example, students with split families (2 households) can have one AM location and one PM location for each household. Students will be picked-up and dropped-off only at their designated stop unless they have a note from a parent or guardian. A daycare stop can be included in a student's regular schedule. Bus stops will be permanent whenever practical, allowing the public to become familiar with stop locations.

### 3) Efficiency of Routes:

**A.** Private driveways must be at least 20 feet wide and kept clear of snow, ice, vehicles and other obstructions that would prevent safe travel of school buses.

### 4) Transporting Instruments and other objects:

**A.** The school bus is not to be used for transporting freight, goods or merchandise other than which is carried on the laps of passengers. Music instruments have to be carried on the laps of the passengers. Perfumed items such as hair, body sprays (including pumps and /or aerosols), fingernail polish, etc. may be carried but not used inside the bus.

**B. THE FOLLOWING ITEMS ARE NOT PERMITTED ON THE SCHOOL BUSES:** Animals, insects, hazardous materials, knives, guns, flammable solutions, skateboards, skis, ski poles, fishing gear, hockey sticks, baseball bats, golf clubs, sleds, oversized school projects.

## 5) PARENT'S RESPONSIBILITY

**1. If a change is needed for a student's transportation procedure, parents are responsible to communicate these changes with the office prior to 1pm.**

**2.** Have students properly dressed and ready to board the bus when it arrives. It is strongly encouraged that students are ready to board the bus with a jacket, pants, closed toed shoes and/ or boots during the winter months. If your child is in need of winter clothing, please contact the front office or school nurse.

**3.** Recognize that it is a privilege not a right for your child to ride the bus.

4. Review the bus stop rules with your children.
5. Understand that your child will be picked-up and dropped-off only at their designated stop unless they have a note from a parent or guardian.

6) **TRANSPORTATION OF PUPILS**

Regular to and from School Transportation. It shall be the policy of Independent School District #363 to make available transportation services to all students given the following guidelines:

1. The Supervisor of Transportation or designee shall establish bus stops and shall administer such bus stops in the following manner:
  - A. All students in pre-school through 12 will be picked up and delivered at their driveways or designated bus stops.
  - B. The Supervisor of Transportation is hereby authorized to designate bus stops as group pickup and delivery points whenever reasonable and practical. Pupils in grades pre-school through 12 may be expected to walk a distance not to exceed three-tenths (3/10's) of a mile. Pupils on late activity bus routes may be expected to walk a distance not to exceed three-tenth's (3/10's) of a mile.
  - C. Bus stops may be designated on private property when serving an apartment complex or mobile home park.
  - D. Private driveways of less than three-tenth's (3/10's) of a mile will not be entered. Private driveways greater than three tenth's (3-10's) of a mile, shall only be entered after approval of the Supervisor of Transportation. E. Consideration for approval will be based upon distance, maintenance level of the driveway and adequacy of the bus turnaround area.

### **Extracurricular Transportation**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

### **Late Bus**

Only students participating in after school functions will be able to ride the late bus. Students who have stayed after to serve detention will NOT be allowed to ride the late bus. **LATE BUS SCHEDULE:** Students that wish to ride the Activity Bus must indicate their desire by "signing up" in the office by 12:30 each day. IF THE STUDENT DOES NOT "SIGN UP" AND INDICATE THE ROUTE AND REASON FOR STAYING AFTER, HE/SHE WILL NOT BE ALLOWED TO RIDE THAT NIGHT. IT IS THE STUDENT'S RESPONSIBILITY TO SIGN UP FOR THE ACTIVITY BUS. It is also the responsibility of the student to board the bus promptly so it may leave on schedule. The drivers are not responsible for "rounding up" students.

***[Note: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]***

### **Transportation Release of Responsibility**

A transportation release is optional and can be requested from the office. In the release; it states, "I hereby authorize my son/daughter to use an alternative transportation (instead of the provided shuttle) to and from athletic practices or home games. I understand that the ability of coaches and other school officials to properly supervise students is impaired when students are not under their direct control, and they cannot be held accountable during the time that a student athlete is using alternative transportation. Also, I agree that a coach has the right to refuse requests by players to leave their teams, if in the coaches' opinion, it serves the best interest of the individual or the program. Signing the alternative transportation policy is in effect for all athletic practices for the current school year unless otherwise stated.

### **Use of Building After Hours:**

All individuals or organizations using the building after normal school hours must complete a Building Use Form from the office and get administrative approval.

## **Video and Audio Recording**

### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district 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**

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

## PART II — ACADEMICS

**Academic Honor Roll:** After each nine (9) week grading period, the names of students eligible for either the "A" or "B" honor roll will be compiled and made public.

1. To be eligible for the "A" Academic Honor Roll a student must earn a 10 average.
  - a. Any grade lower than a "C-" will disqualify a student for the "A" Honor Roll.
2. To qualify for the "B" Academic Honor Roll a student must earn a 7 average.
  - a. Any grade lower than a "C-" will disqualify a student for the "B" Honor Roll.
3. Study hall grades will not be considered when computing honor roll averages.
4. For the purposes of computation, an "A+" counts 12 points, "A" is 11, "A-" is 10, "B+" is 9, "B" is 8, "B-" is 7, "C+" is 6, "C" is 5, "C-" is 4, "D-" is 3, "D" is 2, "D-" is 1. Points divided by credits equals grade point average or letter grade.
5. Honor rolls will be named for each quarter.

**Honor Student:** This recognition and honor will be awarded to any member of the Senior Class who has maintained a minimum accumulated grade point average of 8.0 on a 12.0 scale at the end of third quarter in grades 9 through 12.

**Valedictorian and Salutatorian Honors:** These honors are awarded to the two top students in the senior class. The awards are based on academic achievement at Northome High School and are determined by the following criteria:

1. Must have been a full-time student at the school from the beginning of the junior year.
2. All credits earned by a student in mainstream unmodified classes from grade 9 through the third quarter of his/her senior year will be used to determine a scholastic average. This scholastic average will be used to determine Valedictorian, Salutatorian, and Honor Student status.
3. In unusual circumstances Co-Valedictorians or Co-Salutatorians may be named.
4. To be named Valedictorian or Salutatorian at Northome School students must qualify for Honor Student status.

## Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the school counselor.

## Cheating, Plagiarism, and use of Artificial Intelligence

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 5*).

### **Responsible and Ethical Use of AI**

**Students must use AI tools responsibly and ethically.**

1. **Educational Purpose:** AI tools should be used solely for educational purposes to enhance learning and support classroom activities.
2. **Academic Integrity:** Students must not use AI tools to complete assignments dishonestly, including but not limited to plagiarism, cheating, or submitting AI-generated content as their own work.

3. **Transparency:** Students should always disclose when they have used AI tools in their work, including specifying the extent and nature of the AI assistance.
4. **Respect for Others:** The use of AI tools should not disrupt the classroom environment or infringe on the rights of others.

**Violations of this rule may result in disciplinary actions, including but not limited to loss of access to AI tools, reduced grades, or other consequences as deemed appropriate by the school administration.**

## **Class Rank/Academic Standing**

A. Class Standing - Sr. High: Class standing in the senior high is based on total credits earned, not the number of years with a group or class.

1. To be considered a sophomore, a student must have successfully completed a minimum of 6 credits.
2. To be considered a junior, a student must have successfully completed a minimum of 12 credits in grades 9 and 10.
3. To be considered a senior, a student must have successfully completed a minimum of 19 credits in grades 9, 10 and 11.

B. Class Standing - Jr. High: Students will be accepted into the 7th grade upon the recommendation of the appropriate officials of the previous grade or school. However, to advance in grade standing, students

must demonstrate the ability to do classroom work at the higher level.

1. Any junior high student receiving 3 or more failing grades for a semester's work shall repeat the grade the following year unless promoted with administration approval (the entire year of Grade 7 or Grade 8 Health is considered one semester of work).
2. In some instances, students eligible for promotion will be assigned to the higher grade but will be required to repeat a failing course from the previous grade.

## **College in the High School**

~~Students who participate in College in the High School classes must have a cumulative Grade Point Average of 8.0 in classes beginning with the 9th grade.~~ **Students must meet eligibility requirements set by the Online College in the High School (OCHS) program? GPA requirements vary based on the students grade level as well as other requirements for different subjects.**

## **Early Graduation**

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

## **End of year Clearance**

All students receive a clearance form at the end of the school year. All necessary signatures must be obtained and all obligations taken care of before clearance is official.

## **Extended School Year Opportunities**

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

## Field Trips

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

## Final Class Standing

A final GPA and class rank order will be determined after graduation using all the grades each student has compiled during grades 9-12, whether enrolled at Northome High School or the post-secondary enrollment options plan.

## Grades

Students' grades will be reported four times during the year. Report cards will be mailed home for high school students. Elementary students will have report cards sent home with them. Online grade reports may be reviewed at: <https://northome.onlinejmc.com/>

A. Grading System: A report of student progress will be made every nine or ten weeks. Letter grades (such as A, B, & C) will be given concerning the student's work with the exception of teacher's assistants, and school to work programs. which will be graded on a Pass/No Pass scale. The report card issued to a student at each grading period need not be returned to the school.

1. Different teachers, because of various subject requirements and procedures, may use different marking or grading procedures. Teachers have been asked to acquaint you with their grading procedures, via website and/or parent-teacher conferences and you should check with them if you have any questions.

2. Progress reports shall be sent home at the end of each 5th week of a nine-week grading period or at any time a student's work is not satisfactory. The purpose of these reports is to indicate a pupil's current grades.

3. If a student receives an unsatisfactory report, students and **parents are encouraged to contact the teacher** for a conference to help remedy the deficiency.

4. Student grades in 7-12 are posted and updated regularly on the Parent/Teacher Connection via the school website. Parents will be given a password from the office and are strongly encouraged to check that site often. Any questions about the grades should be directed to the teacher of that class.

## 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 South Koochiching Rainy River School District. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

A. Courses for Jr. High: Normally all classes offered for grades 7 and 8 will be required. Students will have a choice between band and/or choir. They must participate in one of the two for at least semester one of their 7th and 8th grade year to meet the state standards in the fine arts.

B. Graduation Requirements: Twenty-six credits are required to be earned in grades 9-12, to earn a high school diploma. Credits are earned on a semester basis. Upon the successful completion of any class that meets every day during a semester, a student earns one-half of a credit. This requirement may be waived and a student may earn one-fourth of a credit, if he/she successfully completes a quarter's work in a class and then withdraws from that class. This waiver can only be granted with the approval of the instructor involved and the principal/administrative assistant. The twenty-six credits needed for graduation shall be made up of required and elective courses approved by the State Department of Education and the Board of Trustees of the local district. A student must have satisfactorily completed:

1. 4 credits in English which meet the state Language Arts Standards.
2. 4 credits in Social Studies which meet the state Social Studies Standards and include US History, Geography, World History, Economics and American Government (or their approved equivalent).
3. 1 credit total of Physical Education and Health with a minimum of .5 credits in each.
4. 3 credits in Math in grades 9, 10, 11, or 12. One credit must be Geometry.
5. 3 credits in science, which meet the state Science Standards. One credit Physical Science, 1 credit Biology, and 1 credit of either Chemistry/ Physics, or equivalent meeting the Chemistry/Physics requirements.
6. 1 credit in the Arts (Music or visual arts are offered in the SKRR School District.)
7. .5 credit in Consumer Education. (Transitions). It can be waived if students elect to take a 4th credit in higher level math or 4th credit in higher level science.
8. The remainder of the 26 required credits are from the elective areas.
9. A student who forgoes all or part of his/her senior year and obtains a GED certificate shall not be eligible to take part in graduation ceremonies.
10. A student who is under the influence of alcohol, narcotics or any other controlled substance will not be allowed to take part in his/her graduation ceremony. The principal/administrative assistant and class advisor(s) shall have the final say as to whether or not a student has violated this requirement.
11. Only those members of the senior class who have successfully completed all requirements for graduation by 3:15 p.m. on graduation day will be allowed to participate in Northome High School's graduation ceremonies. Foreign exchange students must meet the same graduation requirements as all other students.
12. Seniors who are suspended or receive ISS during the last two weeks of school, may not be allowed to walk at graduation.
13. Early Graduation: Students may be considered for early graduation after completing the conditions provided in district policy.

## Home School Credits

To place students enrolling in District 363 at the proper curricular grade level and give credit for work, District 363 will consider achievement transferred and progress acknowledged on transcripts by consensus of the school counselor and principal. The assessment will typically involve a review of transcripts, interview of the student and review of supporting texts, or materials. The team may include a faculty member of the departments where credit is requested.

## Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

## Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

## Rules Governing Curriculum and Classes:

1. Students in grades 9, 10, 11 and 12 must carry a minimum of 6 in a 7-period day from the Northome High School or INFINITY schedules.
2. Students in grades 10-12 are eligible to serve as a teacher's assistant for credit. A teacher's assistant will be graded on a Pass/No Pass system. A student may only have one period of teacher's assistant each semester. Only one credit of teacher assistant may be applied toward graduation.
3. Dropping or adding a class:
  - a. Any class change in an adopted schedule will require the approval of the teachers involved, parent (if needed), student, and the principal/administrative assistant or counselor.
  - b. Any class change will be done by the end of the 3rd day of school at the start of 1st or 2nd semester.
  - c. A student who demonstrates continued unsatisfactory behavior or lack of academic preparation may be dropped from a class and he/she will receive an "F" for that class.
4. Incomplete: Any incomplete given at the end of any grading period must be made up within 2 weeks of the last day of the quarter or the grade will remain as the current grade. Student work must be submitted within 13 calendar days to give staff the 14th day to correct material and submit a grade.

- a. For the purposes of student eligibility, an “incomplete” counts as a failing grade, unless undue hardship is granted through the principal/administrative assistant’s office.
- b. An incomplete will be given only in the event of special circumstances.

## **School District Required and Elective Standards**

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the school counselor or IEP case manager.

## **Online Courses**

Students will be allowed to take INFINITY courses at Northome School, under the supervision of Northome Staff, during the school day as long as they have shown that they can be successful in an online atmosphere. INFINITY courses are for enrichment, schedule conflicts and credit recovery.

## **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent’s decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the ***School Counselor or Principal.***

## **Postsecondary Enrollment Options**

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the School Counselor.

Students involved in the Post-Secondary Enrollment Options Plan shall have their grades count in their class ranking as though these grades had been earned at Northome High School. If a student is enrolled in the post-secondary enrollment options, his/her grades through the second quarter of his/her senior year, if the school is on a quarter basis, shall be used. If the school is on a semester basis, grades through the first semester shall be used.

## **Parent Right to Know [\*]**

If a parent requests it, the school district 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, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district 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.

### **Textbooks**

The school will furnish textbooks free to all students. Students are responsible for them and will be charged a fee if a book is lost, damaged, or shows unusual wear or marks. Students should utilize book covers.

### **Student of the Month**

~~Students are eligible to receive each of the awards below once per year. Grades 7-9 will be considered members of the Junior High, while grades 10-12 will be Senior High.~~

- ~~1. **Exemplary Student of the Month:** For the honor of Exemplary Student of the Month, all of the staff are able to vote, including cooks, janitors, para-professionals, office staff, and administration. This nomination is based on courtesy, cooperation, dependability, and work habits, while at school or at school-related events. Students who demonstrate positive student behaviors and attitudes are nominated. It is similar to "Responsibility" except all of the staff have a vote in the decision. Students who receive a detention/suspension in that month will automatically be removed from consideration for that month.~~
- ~~2. **Academic Student of the Month:** For the honor of Academic Student of the Month, only staff who teach the students may nominate and vote. This nomination is strictly based upon the academic performance of the students.~~

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

### **Attendance [\*\*]**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

## **Bullying Prohibition [\*]**

The school district 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 school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

## **Buses – Conduct on School Buses and Consequences for Misbehavior [\*\*]**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

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

It is the judgment of school administration and school staff to determine how students are 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 school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district 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 device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Electronic devices may not be used during class time. Students are permitted to use their cell phones during breakfast, lunch and passing time only.

1. Cell phones and other electronic devices must be turned off or silenced and left in the classroom storage pocket or stored in their locker.
2. The phone must remain in the classroom storage pocket if a student leaves the classroom for any reason (other than leaving the school premises).
3. No cell phones, recording and/or video devices are allowed in the locker rooms or bathrooms at any time.
4. If any staff see this equipment at any time other than during student's assigned lunch, passing, or other teacher designated times, they will take it away and bring it to the office.
5. Headphones and earbuds must be placed in the classroom storage pockets with cell phones. Earbuds are only to be used during breakfast, passing time, and lunch unless special permission is given from the teacher.

### **Consequences:**

First offense, the student gets a verbal warning from the classroom teacher.

Second offense, the device will be taken by the teacher for the hour.

Third offense, the device will be brought to the office and the student may pick it up at the end of the day.

Fourth offense, the device will be brought to the office and parents will be notified to pick it up.

Repeated violations will lead to having the privilege of carrying a phone in school revoked for the school year and/or further disciplinary actions.

### **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 (*Appendix 5*).

## Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- ~~"Short shorts,"~~ Shorts and skirts must be below fingertip length. Shorts and/ or pants with rips, holes, or tears that do not fully cover the lower extremities (hips, legs, and thigh) will not be allowed. Revealing tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hoods may not be worn during school hours

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

## Standards of Conduct for Couples

Northome School feels that most forms of public displays of affection are inappropriate in a K-12 building. Holding hands will be the only form of body contact allowed. We will not tolerate activities such as, but not limited to, caressing, kissing, or leaning into each other at your lockers.

## 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. The school district 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 to 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 the school district's "Student Medication" policy. The school district will provide an instructional program in every

elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Harassment and Violence Prohibition [\*]**

The school district 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district 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 the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

### **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 the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

### **Internet and Wireless Device Implementation and Acceptable Use Procedure**

All school district students have conditional access to the school district'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 the school district's system is a privilege, not a right. Unacceptable use of the school district'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 school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy "[Internet and Wireless Device Implementation and Acceptable Use" Procedure](#)" is available on the school website.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

### **Parking on School District Property**

#### **Students**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the Principal



- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations 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. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

## **Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district 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 [\*\*]**

School district 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 school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the Principal if you have questions or wish to report violations.

***[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]***

## **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 school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; 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. The school district 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 building principal 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 school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the Principal.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

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

### **Asbestos Management Plan [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office and is available on the district's website.

### **Crisis Management**

The school district 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 the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Emergency Contact Information**

The District will use the JMC messenger system as our first method of contact.

### **Health Information**

#### **First Aid**

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

The district has installed automated external defibrillators (AEDs) in the office and cafeteria. 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 suspects that his/her child has a communicable or contagious disease, the parent should contact **Health Office staff 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 school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

## **Health Service**

The student health office is staffed by a **trained nurse**. Students who become sick at school should tell their teacher and report to the nurse's office. In the event of an emergency, students should report directly to the office. The nurse or school secretary will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. If unable to contact the school, a note excusing the absence should be presented to the school office the first day a student returns.

## **Immunizations**

All students must be properly immunized 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. The school district will maintain a file containing the immunization records for each student in attendance at the school district 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 Health Office.

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

The school district 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 school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

#### Student Medication: Non-Prescription

1. School personnel shall not provide Tylenol or other non-prescription medicine to students without written or verbal authorization of parent/guardian to the **Health Office**.
2. Students of legal age (18) may be given non-prescription medication at the request of the student and the discretion of the **Health Office staff**.
3. Office staff administering the medication must record it in the JMC Health Records tab.
4. **If a parent wishes for Health Office staff to provide their student(s) with specific non-prescription medication, the parent/guardian must provide the non-prescription medication along with the written or verbal** authorization to administer to the student. (Northome School will not administer extra strength Tylenol).

#### Student Medication: Prescription

1. All medications must be provided in the original container with the name of the medication and dosage information on the label.
2. Only FDA approved medications may be given.
3. The student must come to the office to receive the medication.
5. This medication will be kept in a locked drawer or cupboard.
6. Office staff administering the medication must record it **in the JMC Health Records tab**.

### **Pesticide Application Notice [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district'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, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Secretary.

### **Prohibited Items in School**

#### **A. Alcohol, Tobacco, Narcotics, Controlled Substances:**

1. Use or possession of alcoholic beverages shall not be permitted on school property or at school events or activities. Any student using or possessing

alcoholic beverages shall be changed with the violation and will receive Out of School Suspension.

2. Illegal use or possession of drugs or drug paraphernalia shall not be permitted on school property or at any school event or activity. Any student using or possessing an illegal drug or drug paraphernalia will be changed with the violation and will be suspended from school for up to ten (10) days and/or expelled from school for up to one (1) year.
3. Use or possession of tobacco will result in In School Suspension.
4. Repeat offenses will result in stronger penalties. Law enforcement will be notified in all cases.

B. Weapons, Explosives and Dangerous Objects

No student shall knowingly (herewith defined to include handling, transporting, or possession on the students person, in the student's locker) possess, handle, transport any object that can reasonably be considered a weapon:

1. On the school property at any time.
2. At any school activity or function. This rule applies to any firearm including guns and dangerous objects of any type, such as: BB guns, paintball guns, stun guns, pellet guns, any knife, tool with knife or razor blades, box cutters, explosives including firecrackers, look-alike weapons, electronic devices, laser pointers, mace, chains, etc. Also included are other devices that could be used or construed to be weapons carried for offensive or defensive purposes and capable of producing bodily harm or the fear of such.
3. The use, or threat of use, of any weapon will be the cause for immediate disciplinary and legal action. These items will be confiscated and in some instances, local authorities shall be notified. Refer to Policy #529 in the District Handbook for complete description of the Weapons/Firearms policy.

C. Cigarette Lighters: Cigarette lighters and matches in the possession of students will not be allowed on school property or at school activities. Lighters and matches will be confiscated and not returned to the student. Parents will be notified when these items are confiscated.

D. Profanity or Suggestive Comments or Actions: The use of profanity or suggestive comments addressed at another individual shall lead to a one day in school suspension. The following school violations will result in an incident report being filed with Koochiching County Sheriff's Department:

1. Fighting, assault, threats, or harassment
2. Use or possession of Alcohol, tobacco, or illegal drugs.
3. Weapons
4. Vandalism
5. Truancy
6. Inappropriate language or gestures directed at an employee of ISD #363
7. Any other matters deemed necessary by the administration on an as needed basis.

## **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.

## **Suicide Prevention Information**

### **Dial 988- Suicide and Crisis Hotline**

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

## **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the school office front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Volunteers must pre-arrange their time with the classroom teacher and follow the same procedure as a visitor.

### **Student Visitors**

Students will be permitted to visit school with Northome students by using the following procedures:

1. Visitor passes must be arranged at least one day in advance, during school hours.
2. Parent/guardian must request permission by phone or a note.
3. Passes will be issued for one day only with students of comparable grade level.
4. Passes will be issued only from the School Office.
5. No Passes will be issued during the first and last two weeks of school.
6. Visitors cannot use their host's lunch account. If the visitor is eating lunch, they must purchase a lunch ticket in the office at the beginning of the day.

## **Extracurricular Activities:**

The latest **Mustang Sports** information can be found at:

<https://sites.google.com/kelliher.k12.mn.us/mustang-sports>



**The Minnesota State High School League is organized for the following educational purposes:**

1. To provide promote, extend, manage and administer a program of activities for youth of the schools of the state on subsection, section and state levels in the fields of athletics, speech, music and dramatics on a competitive basis, as well as such other curricular and extracurricular activities as may from time to time be sponsored by the schools of Minnesota.
2. To establish uniform and equitable rules for youth in inter-school activities.
3. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.
4. To protect youth, member schools and their personnel from exploitation by special interest groups.
5. To provide mutual benefit and relief plans for the assistance of school students injured in athletic events or supervised school activities in meeting medical and hospital expenses incurred by reason of such injuries.
6. To serve the best interests of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a state-wide basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improved program.

**MISSION STATEMENT**

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools. Education and Leadership for a Lifetime

**BELIEFS**

We believe that . . .

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities

**PARENT ACTIVITY FORM INFORMATION:**

Parents/guardians of students in grades 6-12 whose children participate in activities must receive, read, and sign off on the appropriate forms for the activities they participate in from the list that follows, before your child is allowed to practice or participate in Mustang activities:

- 1.) MSHSL eligibility statement and health questionnaire (grades 7-12)
- 2.) MSHSL physical form (grades 6-12)
- 3.) Mustang Coop policies and rules consent form (grades 6-12)

**Students cannot practice or participate in activities until the forms are turned into the coach, advisor, or athletic director.**

### **SCHOOL ATHLETIC POLICIES AND RULES**

The following policies and rules are specific to the activities of the Mustang Co-op. We have high expectations of our students and our activities programs; thus the following policies and rules exceed the MSHSL policies.

#### **Academic & General Eligibility:**

To be eligible for contest or game participation in the following fine art or athletic activities; football, volleyball, girls basketball, boys basketball, baseball, softball, golf, track, band, choir, trap shooting, and knowledge bowl a student-athlete must receive a passing grade in all subjects during the last grading period or quarter and at mid-quarters (STUDENTS ARE STILL EXPECTED TO PRACTICE). This requirement may be waived for special education students with an IEP if it is determined that their effort is satisfactory and they are making academic progress. This determination will be made by the principal in consultation with parents and teachers, providing a request is made to do so by either the parents or the student. (Note- An incomplete is not considered a passing grade, making the student ineligible until the incomplete is made up.)

#### **Grade Ineligibility Policy:**

If a student has not received a passing grade in all classes during the last grading period or quarter they are ineligible to participate in contests or games for a period of two weeks from when the grades are due in the high school office. Grades will be due from teachers to the high school office on Thursday after the end of each quarter. The two week ineligibility period will run from the day after grades are due in the high school office (Friday) for a period of two weeks. At the end of that two week ineligibility period, a student will become eligible to participate in contests or games. The dates students will become eligible again each quarter are listed below. In addition, ANY student not passing all of their current classes at mid-quarter WILL BE INELIGIBLE to participate in contests or games until the student is passing ALL of their current classes. The ineligibility period will begin on Monday following the Friday mid-quarter dates below. Grades will be checked by each student by completing a grade eligibility sheet when they are passing all current class. These sheets must be signed by each teacher and have the SAME signed dates by all teachers. Once passing all of their current classes, have completed the grade eligibility sheet, and have it signed by the AD students will remain eligible until the end of the current grading period or quarter. A students 4<sup>th</sup> quarter grades determine eligibility for the 1<sup>st</sup> quarter of the next school year.

### **Ineligibility Grade Check Dates For The 2023 – 2024 School Year:**

1st Qtr: Regain quarter eligibility on Thursday, Sept 12 and mid-quarter grade check on Friday, Oct. 4

2nd Qtr: Regain quarter eligibility on Wednesday, Nov 27 and mid-quarter grade check on Friday, Dec. 13

3 rd Qtr: Regain quarter eligibility on Friday, Feb 14 and mid-quarter grade check on Friday, Feb. 28

4 th Qtr: Regain quarter eligibility on Wednesday, April 16 and mid-quarter grade check on Friday, April 25



**Team Travel:**

On trips representing the school, each student must bear in mind that his/her behavior reflects not only upon the student but also upon the school and community. Therefore, each student shall be accountable for any adverse publicity that he/she causes. All participants to any activity will travel to an away event with other participants and the sponsor or coach. All participants traveling to Northome or Kelliher for practices and/or home game must travel with school sponsored (bus) transportation and sponsor or coach unless his/her parent or guardian has completed the transportation release form. **Home from away games** - Athletes are expected to ride home with the team unless they are released to their parent/guardian with written permission on Mustang sign out sheet. (Any exceptions must be worked out with the principal and AD in advance)

**Attendance Requirements and Standards:**

Students must be present at least the last three class periods prior to an event in order to participate in practice or an event. (For activities requiring students to leave during the school day, students must be present the three (3) class periods prior to their leaving). Students must also be present at the beginning of the school day, the next calendar day AFTER an event, in order to participate in the next or following. For each of the three seasons (fall, winter, and spring), a participant will get one exemption to this rule. For example: If a game is held on a Tuesday and you miss school on Wednesday, you could still play in the next game. This is a one time per season exemption. Any additional absences the day after a game will need to be pre-excused by the athletic director (this includes any exceptions for students with disabilities who are on IEP's or 504 plans) or be accompanied by a signed doctor or dental slip. Athletes are expected to abide by all the school attendance and behavior guidelines. Student-athletes that are removed from class for ISS, or OSS (in-school or out-of-school suspension) are ineligible as follows: **ISS/MLC** - student is expected to practice, but is ineligible to participate in games or contests for the duration of the ISS/MLC; **OSS** - student is ineligible to practice or play for the duration of the OSS. **ISS/MLC, OSS, and Detention:** If a student athlete misses practice due to detention, then they need to refer to the team rules.

**General Conduct and Citizenship:**

The Mustang Coop expects students in activities to be good citizens about school and in the community. A student in activities is in the public eye. When in activities, the student holds a position of influence. It is the student's responsibility to set a good example for other students, and be a credit to the Mustangs. Students are also expected to exercise a high state of social maturity through self discipline. Suspensions from an activity may be imposed by the coach, advisor, principal or athletic director for acts of poor citizenship/conduct that are detrimental to the image of the Mustang Coop. Violation suspensions may be appealed to the superintendent of the Mustang Coop school the student attends.

**LETTERING REQUIREMENTS**

A letter or award is a symbol of accomplishment. Its value lies in its implication rather than in its monetary worth. The purpose of an award is to give recognition to participants who exemplify the highest standards and who have met the criteria for such an award. It is important that criteria be determined and published to remove any question about the requirements for receiving an award or letter. Each coach or advisor will determine the specific criteria for earning a letter in his/her activity pertaining to practices, participation, or scoring. Participants will be informed of the criteria prior to the beginning of the activity. The value of activities lies in the participation itself; the award and/ or letter being the symbol of accomplishment.

**RESPONSIBILITIES OF SPORTSMANSHIP: A GOAL FOR EVERYONE****The Player**

- 1.) Treats opponents with respect
- 2.) Plays hard, but plays within the rules
- 3.) Exercises self-control at all times, setting the example for others to follow
- 4.) Respects officials and accepts their decisions without gesture or argument
- 5.) Wins without boasting, loses without excuses, and never quits
- 6.) Always remembers that it is a privilege to represent the school and community

### **The Coach**

- 1.) Treats own players and opponents with respect
- 2.) Inspires in the athletes a love for the game and the desire to compete fairly
- 3.) Is the type of person he/she wants the athletes to be like
- 4.) Disciplines those on the team who display unsportsmanlike behavior
- 5.) Respects the judgment and interpretation of the rules by the officials
- 6.) Knows he/she is a teacher and understands the athletic arena is a classroom

### **The Official**

- 1.) Knows the rules and their interpretations
- 2.) Places welfare of the participants above all other considerations
- 3.) Treats players and coaches courteously and demands the same from them
- 4.) Works cooperatively with fellow officials, timers, and/or scorers for an efficient contest
- 5.) Is fair and firm in all decisions, never compensating for a previous mistake
- 6.) Maintains confidence, poise, and self-control from start to finish

### **The Spectator / Fan**

- 1.) Attempts to understand and be informed of the playing rules
- 2.) Appreciates a good play no matter who makes it
- 3.) Cooperates with and responds enthusiastically to cheerleaders
- 4.) Shows compassion for an injured player, applauds positive performances, never heckles, jeers, or distracts players, and avoids the use of profane, abusive, and obnoxious language and behavior
- 5.) Respects the judgment and strategy of the coach and does not criticize players and coaches for loss of a game
- 6.) Respects property of others and authority of those who administer the competition
- 7.) Censures those whose behavior is unbecoming

## **ATHLETIC OR ACTIVITY CONCERN HANDLING PROCEDURE**

An athletic concern and/or complaint procedures have been developed to handle complaints concerning the athletic program. Information on the procedure is found below:

### **INTRODUCTION:**

This procedure has been developed for the purpose of establishing and maintaining the lines of communications between the schools parents/guardians, students, and coaches and for the resolution of concerns related to the athletic programs. This procedure is a means by which concern(s)/problem(s) about the athletic program can be resolved.

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the athlete, parent/guardian, coach, and administrator. All participants will adhere to the guidelines as listed below.

Note: This process is not intended to provide a grievance of a rule(s) of the Minnesota State High School League (MSHSL).

## **Parent/Coaching Communication**

### **Parent/Coach Relationship**

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As parents, when your children become involved in our programs, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

### **Communication You Should Expect From Your Child's Coach**

- \* Philosophy of the coach
- \* Expectations the coach has for your child as well as all the players on the team
- \* Locations and times of all practices and contests
- \* Team requirements, special equipment, off season conditioning
- \* Procedure should your child be injured during participation
- \* Students actions that may result in the denial of your child's participation

### **Communication Coaches Expect From Parents**

- \* Concerns expressed directly to the coach
- \* Notification of any schedule conflicts well in advance
- \* Specific concern in regard to a coach's philosophy and/or expectations

When your children become involved in the programs at Kelliher High School they will experience some of the most challenging and rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way your child wishes. At these times, the expectation is that the student athlete, not the parent, will initiate a discussion with the coach about the concerns. Any concern a player has should be brought to the attention of the coach. We believe this approach is both the most likely way to a positive end, and a valuable learning experience for the Kelliher student. The coaches have been instructed to encourage this type of dialogue and to promptly set aside time for individual, private appointments when requested.

### **Appropriate Chain of Command**

1. Player
2. Head Coach
3. Athletic Director
4. Superintendent

### **Appropriate Concerns To Discuss With Coaches**

- \* The treatment of your child, mentally and physically
- \* Ways to help your child improve
- \* Concerns about your child's behavior

It is difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain concerns can be and should be discussed with your child's coach. Concerns, other than those already listed, must be left to the the player and coach.

### **Issues Not Appropriate to Discuss With Coaches**

- \* Playing time
- \* Team strategy
- \* Play calling
- \* Other students/athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution of the issue of concern.

### **The Procedure to Follow if You Have a Concern to Discuss With a Coach**

1. Student athlete talks with the coach about her/his concern. Most of the time the matter can be taken care of at this time. All coaches should have an open door policy for conferences with players. Player's need to have confidence that their concerns will be heard and addressed with respect and confidentiality in a timely manner. Coaches need to be sensitive towards players' concerns as related to the perception of negative repercussions from voicing concerns. Players need to voice concerns if they feel strongly about them, as high school athletics are all about the student athletes.
2. Parent(s) are to speak with the coach directly and discuss their concern (general comments, questions, and information sharing about those issues listed previously are encouraged at any time, as our coaches should have an open door policy toward this type of communication) However, discussion regarding concerns, should not be held during practice time or before/after a contest. A meeting will have to be scheduled at both party's convenience. A coach will not meet with groups of parent(s)
3. If the meeting with the coach does not provide a satisfactory resolution, a meeting with the player, parent(s), coach, and athletic director will be set up. All communications during that meeting will be documented in an attempt to make sure each parties concerns are accurately represented.
4. If the concerns are not resolved after completing the procedure above the player, parent(s), coach, and athletic director may request they all meet with the superintendents of the Mustang Coop, to discuss and clarify the unresolved concerns with the goal of addressing the concerns, so all parties feel their side has been adequately addressed.

