

Northland Community Schools  
Independent School District 118

2024-20254

**Parent/Student/Family Handbook**

*Northland Community Schools*



ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

## Table of Contents

<b>Notice Of Copyright</b> .....	<b>5</b>
<b>Introduction</b> .....	<b>6</b>
<b>PART I – GENERAL INFORMATION</b> .....	<b>7</b>
<b>Arrival and Dismissal Hours</b> .....	<b>7</b>
<b>Calendar</b> .....	<b>7</b>
<b>Class Assignments</b> .....	<b>8</b>
<b>Complaints</b> .....	<b>8</b>
<b>Conferences</b> .....	<b>8</b>
<b>Digital Tools</b> .....	<b>8</b>
<b>Eighteen-Year-Old Students</b> .....	<b>8</b>
<b>Employment Background Checks [*]</b> .....	<b>8</b>
<b>Equal Access to School Facilities</b> .....	<b>9</b>
<b>Fees [*]</b> .....	<b>9</b>
<b>Food in the Classrooms</b> .....	<b>9</b>
<b>Fundraising</b> .....	<b>9</b>
<b>Gifts to Employees</b> .....	<b>10</b>
<b>Graduation Ceremony</b> .....	<b>10</b>
<b>Interviews of Students by Outside Agencies</b> .....	<b>10</b>
<b>Library and Media Center</b> .....	<b>10</b>
<b>Lunch</b> .....	<b>10</b>
Closed Campus .....	<b>11</b>
<b>Messages to Students</b> .....	<b>11</b>
<b>Nondiscrimination [*]</b> .....	<b>11</b>
<b>Notice of Violent Behavior by Students [**]</b> .....	<b>11</b>
<b>Pledge of Allegiance [*]</b> .....	<b>11</b>
<b>Registration</b> .....	<b>12</b>
<b>School Activities</b> .....	<b>12</b>
Fan Code of Conduct .....	<b>12</b>
<b>School Closing Procedures</b> .....	<b>13</b>
<b>School Supplies</b> .....	<b>13</b>
<b>Searches</b> .....	<b>14</b>
Lockers and Personal Possessions Within a Locker [*] .....	<b>14</b>
Desks .....	<b>14</b>
Personal Possessions and Student’s Person .....	<b>14</b>
Vehicles on Campus [**] .....	<b>14</b>

[\*] Notice required by statute

[\*\*] Notice required by policy

<b>Student Publications and Materials</b> .....	<b>15</b>
Distribution of Nonschool-Sponsored Materials on School Premises [*] .....	15
School-Sponsored Student Publications .....	15
<b>Student Records [*]</b> .....	<b>15</b>
<b>Student Surveys [*]</b> .....	<b>16</b>
<b>Transportation of Public School Students</b> .....	<b>16</b>
Extracurricular Transportation.....	16
<b>Video and Audio Recording</b> .....	<b>16</b>
School Buses .....	16
Places Other Than Buses.....	16
<b>Visitors to School District Buildings and Sites</b> .....	<b>16</b>
Procedures .....	17
<b>PART II – ACADEMICS</b> .....	<b>17</b>
<b>GENERAL</b> .....	<b>17</b>
Cheating and Plagiarism.....	17
Extended School Year Opportunities .....	17
Field Trips.....	17
Grades.....	18
Homework .....	18
Parent Right to Know [*].....	18
Promotion and Retention .....	18
<b>ELEMENTARY</b> .....	<b>18</b>
Partner's In Education (PIE) .....	18
Recess .....	19
<b>HIGH SCHOOL</b> .....	<b>19</b>
Bell Schedule.....	19
First 15 Minutes .....	19
College in the Schools - CIS .....	19
Early Graduation .....	20
Graduation Requirements [*] .....	20
Honor Roll .....	22
Honors Graduation Program.....	22
Lockers/Locks.....	23
Online Credits .....	23
Procedure for Changing Classes.....	23
Reports.....	23
Seventh and Eighth Grade Requirements.....	23
Transfer Students.....	24
<b>PART III – RULES AND DISCIPLINE</b> .....	<b>24</b>
<b>Attendance - District Policy 503[**]</b> .....	<b>24</b>
Student Responsibilities.....	24
Procedures .....	25
Reporting Truancy.....	25
Compulsory School Attendance Procedure .....	25
<b>Bullying Prohibition [*]</b> .....	<b>26</b>
<b>Buses – Conduct on School Buses and Consequences for Misbehavior [**]</b> .....	<b>26</b>

[\*] Notice required by statute

[\*\*] Notice required by policy

Eagle Pride Bus Basics .....26

**Cell Phones and Other Electronic Communication Devices .....27**

    Consequences of Violating Cell Phone Policy .....27

    Searching of Cell Phones.....28

**Discipline [\*] .....28**

    Positive Behavioral Interventions and Supports (PBIS).....28

    Special Situations .....29

**Student Support Process.....29**

**Dress and Appearance.....31**

**Drug-Free School and Workplace.....32**

**Harassment and Violence Prohibition [\*] .....32**

**Hazing Prohibition [\*].....33**

**Internet Acceptable Use and Safety.....33**

**Parking on School District Property .....34**

    Students .....34

    Visitors .....34

**Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [\*\*].....34**

**Vandalism .....34**

**Weapons Prohibition.....35**

**PART IV — HEALTH AND SAFETY .....35**

**Accidents .....35**

**Asbestos Management Plan [\*] .....35**

**Crisis Management.....35**

    STANDARDS RESPONSE PROTOCOL .....35

**Health Information.....36**

    First Aid .....36

    Communicable Diseases .....36

    Conjunctivitis (Pink Eye).....37

    Head Lice.....37

    Health Emergency.....37

    Health Service .....37

    Immunizations .....37

    Medications at School During the School Day .....38

    Special Health Circumstances .....38

**Appendix .....39**

**Appendix A Annual Integrated Pest Management Pesticide Notification [\*] .....39**

**Appendix B AHERA Annual Asbestos Notification.....39**

**Appendix C Indoor Air Quality Annual Notification .....40**

**Appendix D Lead-in-Water Annual Notification.....40**

[\*] Notice required by statute  
[\*\*] Notice required by policy

<b>Appendix E</b>	<b>Matrix.....</b>	<b>41</b>
<b>Appendix F</b>	<b>Major Discipline Guidelines .....</b>	<b>43</b>
<b>Appendix G</b>	<b>Children’s Online Privacy Protection Act.....</b>	<b>45</b>
<b>Appendix H</b>	<b>Parent-Student-School Technology Compact .....</b>	<b>46</b>
<b>Appendix I</b>	<b>Student Pledge for Device Use.....</b>	<b>47</b>
	Northland Community School District Student Pledge for Device Use.....	47
<b>Appendix J</b>	<b>Handbook Review Form .....</b>	<b>50</b>

**All Board Policies are available on the district website and through the district office.**

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## Introduction

Welcome to the Northland Community Schools. This handbook is prepared to provide information and direction to Northland Community Schools' students. It is intended as a guide to ensure that living and learning in our school community is more worthwhile and memorable.

### **Mission Statement**

The mission of Northland Community Schools is to educate and inspire all learners to reach their full potential.

### **Vision Statement**

Through unified family, community, and school relationships, Northland Community Schools will, by providing a rigorous, relevant, and engaging curriculum, ensure that all students have the opportunity to acquire the necessary skills to achieve their potential, become productive community members, and value life-long learning.

**School Mascot:** Eagle

### **Eagle Pride Expectations**

#### **Eagle Pride, School Wide**

Be Responsible  
Be Respectful  
Be Productive  
Be Safe

### **Policy Information**

All Board Policies are available on the district website and through the district office.

### **Addresses, Phone Numbers, Administrators**

Northland Community School Office 316 Main Street East

Remer, MN 56672

Hours: 7:00 am - 4:30 pm

Telephone: 218-566-2351

Fax: 218-566-2053

[www.isd1118.k12.mn.us](http://www.isd1118.k12.mn.us)

Interim Superintendent/High School Principal: Mary Yakibchuk, [myakibchuk@isd1118.org](mailto:myakibchuk@isd1118.org)

Elementary Principal: Janessa Green [jgreen@isd1118.org](mailto:jgreen@isd1118.org)

# PART I – GENERAL INFORMATION

## ARRIVAL AND DISMISSAL HOURS

### Arrival

The student day starts at 8:25 a.m. Students are not allowed in the building before 8:10 a.m. unless they are participating in an extra-curricular activity or supervised by an identified adult.

### Dismissal

HS students are dismissed at 3:06 p.m. and elementary students are dismissed at 3:10 p.m. Students are not allowed in the building after 3:15 p.m. unless they are participating in an extra-curricular activity or supervised by an identified adult.

## CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found here and on the school district’s website at [www.isd118.k12.mn.us](http://www.isd118.k12.mn.us).

### Northland Community Schools 2024-2025 School Calendar (Student/Staff Days)

*Board Approved: 2/21/24*

26 - New Staff Orientation  
27-29 - PLDs  
28 - Open House (4-6pm)

**August**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(0/3)

**September**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

(20/19/20)

2 - Labor Day  
3 - HS - 1st Day of School  
3 - PIE Conferences Prek-6  
4 - Elem - 1st Day of School

7 - PLD - No School  
17-18 MEA - No School

**October**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(20/21)

**November**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(18/19)

1 - End of 1st Quarter  
4 - PLD - No School  
12 - PM Conferences - Sugar Point (4:30-7pm)  
14 - PM Conferences - NCS (4-7pm)  
28-29 - Thanksgiving Break

4 - HS Band Concert @ 7:00  
9 - PLD - No school  
19 - Elem Christmas Program @ 6:30  
23-31 - Winter Break - No School

**December**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(14/15)

**January**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(19/20)

1-3 - Winter Break - No School  
20 - MLK Day/Teacher PLD - No School

17 - President's Day - No School  
\*17 - Potential make-up day due to inclement weather  
28 - PLD - No School

**February**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(18/19)

**March**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(19/21)

6 - PM Conferences - NCS (4-7pm)  
7 - Conferences - No School (8am-3pm)  
24 - PLD - No School

3 - Last Day of School  
4 - PLD

**April**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

(18/19)

**May**

M	T	W	T	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(21/21)

7 - HS Band Concert @ 7:00  
21 - Athletic Banquet @ 6:00  
26 - Memorial Day - No School  
30 - Graduation @ 7:00

**June 2/3**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20

(2/3)

3 - Last Day of School  
4 - PLD

Student Days: Qtr 1: 41/40, Qtr 2: 41, Qtr 3: 41, Qtr 4: 46

\*Teacher Days: 45, 43, 44, 49

169/168, 181 (4 evening events) = 183

- First / Last Day of School
- Holiday / No School
- End of Quarter
- Professional Learning Day (PLD)/No School
- Evening Conferences
- Conference Day/No School for students
- School Board Meetings
- Graduation
- Potential make up days due to inclement weather

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **CLASS ASSIGNMENTS**

Classroom assignments are within the school district's discretion. If there are special circumstances that you would like us to be aware of when considering classroom assignments, please contact the school by the end of April. Please keep in mind, we take into consideration many factors when determining these classroom assignments, we may not be able to honor all requests. We hope you can all trust that we have each and every one of your children's best interests in mind and will make the class assignments to reflect that.

## **COMPLAINTS**

Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. However, persons are encouraged to follow the chain of command, starting with the teacher or coach regarding student concerns.

## **CONFERENCES**

Conferences are held twice per year **as stated on the school calendars**. For more information, contact the building principal.

## **DIGITAL TOOLS**

Northland Community Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted on our website at ~~[www.isd118.k12.n.us](http://www.isd118.k12.n.us)~~ and [www.isd118.k12.n.us](http://www.isd118.k12.n.us) and it includes an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year.

Please reach out to Lori Sizenbach, District Tech, at (218) 566-2351 ext. 32085 for additional questions regarding specific digital tools used in classrooms.

## **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.

## **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

[\*] Notice required by statute

[\*\*] Notice required by policy



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 noncurricular-related meetings during noninstructional 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 ~~nonparticipatory~~nonparticipator capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by 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):

- 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.

Students will be charged for textbooks, workbooks, 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.

## **FOOD IN THE CLASSROOMS**

Eating and/or drinking beverages in the classroom is forbidden except for preapproved activities, including (but not limited to):

- Water in closeable containers
- Kindergarten and 1<sup>st</sup> Grade Breakfast
- Elementary snack
- Preapproved events organized by classroom teacher

Eating and/or drinking is prohibited near school devices.

## **FUNDRAISING**

[\*] Notice required by statute

[\*\*] Notice required by policy

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

## **GIFTS TO EMPLOYEES**

The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

## **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.

## **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 various periods throughout the day. Students may use the library/media center during the school day and before and after school only when a supervisor is present and with permission and pass from their classroom teacher.

## **LUNCH**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Our school offers healthy meals each day. Starting school year 2023-24, we ~~are joining~~joined Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Also known as Free & Reduced Application, it's more than just a free lunch! The program provides financial assistance for many other things, including sports/activities, instruments, technology, reduced class sizes, student support services, field trips and more.

The Educational Benefits Form helps not just your family, but kids across the district in many ways. Just one form ensures continued funding to support ALL kids in our schools.

[\*] Notice required by statute

[\*\*] Notice required by policy

We are pleased to offer our High School students the privilege of charging a la carte items to their family account if funds are available in their accounts. We ask that you deposit some money into your child's lunch account and keep a balance in the account. You can deposit money into the lunch account in one of these ways: through the parent portal, by dropping off cash or a check at school, or by sending your deposit with your child in a sealed envelope that is clearly marked "Lunch Account for" and your child's name.

Northland Community Schools Food Service Program uses the offer-versus-serve provision of the National School Lunch Program for high school students. This provision allows students to refuse or take smaller portions of one or two of the five required food items in the lunch if they do not intend to consume them. This is designed to reduce food waste and food cost without jeopardizing the nutritional integrity of the lunches served.

### *CLOSED CAMPUS*

Northland Community Schools is a closed campus; therefore, Northland High School has a closed lunch period. This means students must remain in the building during their lunch period. Students are not permitted to leave for lunch, unless they are a senior in their 2<sup>nd</sup> semester with signed parent/guardian permission.

### **MESSAGES TO STUDENTS**

Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Please arrange for non-emergency communication with your child(ren) during non-instructional times, such as before and after school and during lunch.

### **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, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated **Elementary Principal, Janessa Green, 218-566-2351x32051** 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.

### **PLEDGE OF ALLEGIANCE [\*]**

Students will recite the Pledge of Allegiance to the flag of the United States of America daily during morning announcements. Any person who does not wish to participate in reciting the Pledge of Allegiance for any

[\*] Notice required by statute

[\*\*] Notice required by policy

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.

## **REGISTRATION**

To register a student, pick up a registration packet from the school office or call the school office at (218) 566-2351 to have a packet mailed to you. Forms can also be found on the district website: [www.isd118.k12.mn.us](http://www.isd118.k12.mn.us) > Resources>Parent> Forms and Registration Paperwork. Return the completed packet to the school secretary.

Every child entering kindergarten must show evidence that he/she attended an Early Childhood Screening. If your kindergarten child has not attended an Early Childhood Screening prior to entering school, please contact the school office or Early Childhood Coordinator. A copy of the student's birth certificate and immunization record must be presented at registration for kindergarten. No student in Minnesota may enter school without proper immunizations.

## **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 represent responsibly 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.

Northland Community Schools 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 Activities Director, Janessa Green.

## ***FAN CODE OF CONDUCT***

Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials, fans and parents. As a fan/spectator (student or adult) of Northland High School, we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

## **RESPECT THE RIVALRY -- RESPECT THE GAME**

**Northland High School encourages:**

[\*] Notice required by statute

[\*\*] Notice required by policy

- Enthusiastic support of your team
- Good Sportsmanship
- Family Friendly Atmosphere
- Commitment to Safety
- Welcoming Attitude to all Fans and Visitors

**Unacceptable Behaviors:**

- Disruptive, unruly or intoxicated behavior
- Foul or abusive language or obscene gestures
- Rudeness to fellow fans or NHS personnel
- No one, other than the coaches and teams, is allowed on the field/court at any time
- Use of alcohol or tobacco at NHS athletic events
- Intoxicated or disruptive fans

Fans who display unacceptable behaviors will be subject to sanctions, including refusal of admittance, removal, and arrest.

**SCHOOL CLOSING PROCEDURES**

School may be cancelled 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.

If school is going to start late, close early, or close due to inclement weather, notification will be made through the following information outlets:

- Instant Message via phone, email and text
- Posted on the district website: [www.isd118.k2.mn.us](http://www.isd118.k2.mn.us)
- Posted on the Facebook page for Northland Community Schools
- Posted on the following Radio Stations & TV Stations and their websites:

**Radio**

KOZY 1320 AM/KMFY 96.9 FM  
Midwest Communications – WBTX 93.9 FM,  
WNM 650 AM< USA 99.9 FM, WMFG 106.3  
FM, WMFG 1240 AM  
Brainerd – WJJY 106.7 FM, KTCF 101.5 FM

**TV**

WCCO – 4  
KSTP – 5  
KMSP – 9  
KARE – 11 WDIO KBJ

**SCHOOL SUPPLIES**

Some general school supplies (notebooks, pencils, erasers, folders) **MAY** be available for students to purchase in school. Parents should make sure their students have the necessary writing instruments and paper.

A list of school supplies needed is available on the district website at: [www.isd118.k12.mn.us](http://www.isd118.k12.mn.us). Click on Schools>Northland Elementary School>School Supply List

[\*] Notice required by statute

[\*\*] Notice required by policy

## 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.

### *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 [\*\*]*

#### *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.

[\*] Notice required by statute

[\*\*] Notice required by policy

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

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, 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 withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

## **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. ~~Nonschool~~Non-school-sponsored publications may not be distributed without prior approval.

### *DISTRIBUTION OF ~~NONSCHOOL~~NON-SCHOOL-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~~non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

**The complete District Policy #505 – Distribution of ~~Nonschool~~Non-school-Sponsored Materials on School Premises by Students and Employees can be found in the Policy Manual on the district website.**

### *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.

[\*] Notice required by statute

[\*\*] Notice required by policy

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.

**The complete District Policy #515 – Protection and Privacy of Pupil Records can be found in the Policy Manual on the district website.**

## **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" Policy 520.

**The complete District Policy #520– Student Surveys can be found in the Policy Manual on the district website.**

## **TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

### *EXTRACURRICULAR TRANSPORTATION*

All extracurricular transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

## **VIDEO AND AUDIO RECORDING**

### *SCHOOL BUSES*

All school buses used by the school district shall 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.

[\*] Notice required by statute

[\*\*] Notice required by policy



### ***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 will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

### **VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

Northland Community Schools encourage interest on the part of the families and community members in school programs and student activities. The school welcomes visits to the school building and school property by families and community members provided the visits are consistent with the health, education, and safety of the students and employees, and are conducted within the procedures and requirements by the school district.

### ***PROCEDURES***

Visitors entering Northland Community Schools must report directly to the Office. All visitors must:

- Sign, date, provide location, and record time they have entered the building
- Receive and wear the visitor identification badge
- Prior to leaving the building the visitor must return the visitor identification badge and record the time they are leaving the building.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School administrators are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds.

Visitors to the school are not allowed to interview nor interrogate students at school unless they have written permission from the student's parent/guardian and consent from an administrator.

Visitors who are not employees of ISD 118 shall not be permitted to meet with employees and/or students during the work/school day, except as permitted by the building Principal/principal or designee.

## **PART II – ACADEMICS**

### **GENERAL**

#### ***CHEATING AND PLAGIARISM***

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 506.

[\*] Notice required by statute

[\*\*] Notice required by policy

### *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 building principal.

### *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.

- If a field trip is going to happen during school hours and is not related to the school's curricular offerings, parental permission is required.
- Field trips related to the curricular offerings do not need parental permission. Teachers will inform parents when transportation is needed for a field trip.

### *GRADES*

Students' grades will Quarter and Semester Report Cards or Progress Reports during the year. All high school students will receive Midterm Reports. PreK will receive TSGold reports in the fall and spring. Report cards will be mailed home for review.

### *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.

### *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.

[\*] Notice required by statute

[\*\*] Notice required by policy

## 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.

## ELEMENTARY (PRESCHOOL-5)

### PARTNER'S IN EDUCATION (PIE)

We at Northland Community Schools believe that the responsibility for learning rests within a partnership of parent, student, and teacher.

To facilitate this partnership, we have implemented a program called Partners in Education (PIE). On the first day of the school year (elementary school is not in session), individual teachers and families meet to plan the year for their children. We hope families take advantage of this unique opportunity to share important information about their child directly with their child's teacher. Families are asked what they want their child to gain in the upcoming school year and what is special about their child. Families and teachers then write an Individual Learning Plan (ILP), write student goals and sign a compact. Individual Learning Plans/Compacts are required for each child in grades K-56. Families will be contacted to schedule their PIE Conference.

### RECESS

All students, grades PreschoolK-56 go outside for recess each day unless there is inclement weather. Please dress your child appropriately for the weather. Students will not go outside if the windchill or temperatures are below zero degrees Fahrenheit.

#### *Dressing for the Weather*

As the weather becomes colder or wetter, students are expected to arrive at school dressed for the weather conditions. Please dress your child appropriately for the weather. Students will not go outside if the windchill or temperatures are below zero degrees Fahrenheit.

## HIGH SCHOOL

Junior High is 6<sup>th</sup>-8<sup>th</sup> grade students.

Senior High is 9<sup>th</sup>-12<sup>th</sup> grade students.

## BELL SCHEDULE

### MONDAY-TUESDAY-WEDNESDAY-THURSDAY-FRIDAY

0 Hour	7:30--8:20	50 Minutes
Period 1	8:25--9:16	51 Minutes

[\*] Notice required by statute

[\*\*] Notice required by policy

Period 2	9:20--10:10	50 Minutes
Period 3	10:14--11:04	50 Minutes
Period 4A	11:09--11:59	50 Minutes
(7-9 lunch)	11:04--11:30	24 Minutes
Period 4B	11:34--12:24	50 Minutes
(10-12 lunch)	11:59--12:24	24 Minutes
Period 5	12:28--1:18	50 Minutes
Period 6	1:22--2:12	50 Minutes
Period 7	2:16--3:06	50 Minutes

(Period 1 has an additional minute to allow for announcements and the Pledge of Allegiance.)

### *FIRST 15 MINUTES*

~~Students are not allowed passes out of class during the first 15 minutes of each class period. If a student is tardy to class, they are not allowed to leave during class. In cases of emergencies, please call the office to have those students escorted.~~

### *COLLEGE IN THE SCHOOLS - CIS*

Northland Community Schools has partnered with Central Lakes College with the College in the Schools program.

Qualified students, seniors with a 2.5 or better overall GPA and juniors with a 3.0 or better overall GPA, have the opportunity to earn college credit at Northland High School with Northland High School teachers.

Students interested in the CIS program need to complete the following steps:

1. Complete the CIS application and return it to the Guidance Counselor.
2. Make an appointment to take the ACCUPLACER test either at Central Lake College or Northland High School.

Currently there are 30 college credits overall to students within the CIS program.

### *EARLY GRADUATION*

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

### *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 Northland High School. ~~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 the Appendix and returning it to the school district office.~~

[\*] Notice required by statute

[\*\*] Notice required by policy

### Course Credits Required

To receive a diploma, students must successfully complete at least 24 credits and comply with the following high school level course requirements. Under the seven-period day, students must pass at least 6 credits per year to be considered "on track" for graduation.

~~16.517~~ required credits

~~6.57~~ elective credits (at least 1 in visual arts or performing arts, 1/2 in health, 1/2 in physical education, 1/2 in careers/AVID)

**234** credits total

*Note: Under the 7-period system, semester grades are issued independently of each other. Therefore, it is possible to pass one semester of a year-long class but fail the other. In cases where a student fails one semester of a required year-long class, he/she will be scheduled to repeat only the semester he/she failed (unless there is a teacher/parent recommendation.)*

High School Level Courses Required for Graduation			
Subject Area	Credits	Explanation	Courses Offered
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.	<ul style="list-style-type: none"> <li>• English 9 (1 credit)</li> <li>• English 10 (1 credit)</li> <li>• <del>English 11 (1 credit)</del> College Comp I and/or College Comp II may fulfill English 11 and/or English 12 requirement</li> <li>• <del>English 12 (1 credit)</del> College Comp I and/or College Comp II may fulfill English 11 and/or English 12 requirement</li> <li>• <u>English Electives (1 credit each)</u></li> <li>• <u>English 11 (1 credit)</u></li> <li>• <u>English 12 (1 credit)</u></li> <li>• <u>Comp I (1 credit)</u></li> <li>• <u>Comp II (1 credit)</u></li> <li>• <u>English 11/12 Equivalent Elective (1 credit)</u></li> <li>• <del>_____</del></li> <li>• <del>_____</del></li> </ul>
Mathematics	<del>34</del>	<p><u>Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics</u></p> <p><u>A computer science credit may fulfill a mathematics credit requirement if the</u></p>	<ul style="list-style-type: none"> <li>• Intermediate Algebra <del>or Algebra III</del> or College Algebra (1 credit)</li> <li>• Geometry (1 credit)</li> <li>• <del>Algebra II (1 credit)</del></li> <li>• <del>Math Elective (1 credit)</del></li> </ul>

[\*] Notice required by statute

[\*\*] Notice required by policy

		<u>credit meets state academic standards in mathematics</u> Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.	
Science	3	<u>Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12</u> Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.	<ul style="list-style-type: none"> <li>● <u>Physical Science 9</u> (1 credit)</li> <li>● <u>Chemistry 10</u> (1 credit)</li> <li>● <u>Biology 11</u> (1 credit)</li> <li>● <u>Science Elective</u> (1 credit)</li> </ul>
Social Studies	3.55	<u>Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies</u> Must include at	<ul style="list-style-type: none"> <li>● <u>Social 9</u> (US History 9; (1 credit)</li> <li>● <u>Social 10</u> (Geography/Global Studies 10; (1 credit)</li> <li>● <u>Social 11</u> (World History, 1-credit) <u>Economics 11</u> (1/2 credit)</li> <li>● —</li> <li>● <u>Social 12</u> (US Government 12; (1 credit)</li> <li>● <u>Economics</u> (1/2 credit)</li> <li>● <u>Personal Finance</u> (1/2 credit)</li> </ul>

[\*] Notice required by statute

[\*\*] Notice required by policy

		least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.	
Arts	1	<u>One credit in the arts sufficient to satisfy all of the academic standards in the arts</u> Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.	<ul style="list-style-type: none"> <li>• <u>Visual Arts or Performing arts (1 credit)</u></li> </ul>
<u>Other Required Courses</u>	<u>1.5</u>	<p>Northland requires the following courses</p> <p>Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.</p>	<ul style="list-style-type: none"> <li>• <u>AVID/Careers (1/2 credit)</u></li> <li>• <u>Personal Finance (1/2 credit)</u></li> <li>• <u>Health (1/2 credit)</u></li> </ul>
<u>Required Elective</u>	<u>0.5</u>	<p>Northland requires an elective from the following category(s)</p> <p><u>Credit sufficient to satisfy the state standards in physical education</u></p>	<ul style="list-style-type: none"> <li>• <u>Physical Education (1/2 credit)</u></li> </ul>
<u>Other Elective Courses</u>	<u>6.57</u>	<p>A minimum of 6.5 elective credits to include the following required electives: at least 1 in visual arts or performing arts, 1/2 in health, 1/2 in physical education, 1/2 in careers/AVID</p>	<ul style="list-style-type: none"> <li>• <u>Visual Arts or Performing Arts</u></li> <li>• <u>Band</u></li> <li>• <u>Physical Education</u></li> <li>• <u>Industrial Tech</u></li> <li>• <u>Native Cultural Arts</u></li> <li>• <u>Ojibwe</u></li> <li>• <u>Life/Adult Skills</u></li> </ul>

—————*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

[\*] Notice required by statute

[\*\*] Notice required by policy

Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

**The complete District Policy #613 – Graduation Requirements can be found in the Policy Manual on the school website.**

### *School District Required and Elective Standards*

*What are our elective standards?*

~~All students must satisfactorily complete the following school district required and elective standards:-~~

~~Health (K-12);~~

~~School District Standards, Career and Technical Education (K-12); and~~

~~School District Standards, World Languages (K-12).~~

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 Guidance Counselor.

### *Credit Load Rules*

Northland High School students are not to attempt more than 5.5 credits in any single academic semester or 11 in any single academic year. A typical NHS student carries a full load consisting of 3.5 credits per semester, or seven credits per year. Students who are behind in credits may utilize supplemental learning opportunities (i.e credit recovery and/or Infinity Online classes, and/or PLATO). NHS will continue to accept summer school credits from other districts.

A senior not on track for graduation is allowed to return to high school until he/she reaches the age of 21. Alternatives for such students who do NOT wish to return to NHS for an additional senior year or years include an ALC (Area Learning Center), GED and online learning programs. Any exceptions will require written administrative approval.

### *Academic Assistance*

Teachers are available in the morning from 7:30 am to 8:15 am when not required to attend meetings. Student arranges with teachers. Teachers may work with students during noon (lunch) time on an as-needed basis.

More intensive academic/behavior intervention may be made available on an as-needed basis and as determined by the student's educational team.

### *HONOR ROLL*

The Principal's List recognizes those students who achieve a 3.5 or higher GPA. The Honor Roll recognizes those with a GPA of 3.0 to 3.49.

[\*] Notice required by statute

[\*\*] Notice required by policy



GRADING SYSTEM AND REPORT CARDS

Our classes range from one (1) term (9 weeks) up to four (4) terms (entire school year). No credit is given until the class is completed.

The method of calculating grade point averages (GPAs) for students will be based on the following system:

A = 4.00

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = 0.67

F = 0.00

\*\*Extenuating circumstances may allow a P (a passing grade). The Pass/No Pass system does not affect GPA.

Weighted Grades

The Northland Community Schools Board of Education has adopted a **Weighted Grade Point System** at the High School. The courses to be included and the values assigned to the grades earned in these courses are as follows:

A = 4.50

A- = 4.17

B+ = 3.83

B = 3.50

B- = 3.17

C+ = 2.83

C = 2.50

C- = 1.67

D+ = 1.83

D = 1.50

D- = 1.17

F = 0.00

Courses to be weighted:

- College in the High School Courses

[\*] Notice required by statute

[\*\*] Notice required by policy

- PSEO Courses

All Northland High School students enrolled for 50% or more of the time may be ranked.

*Modified Grading System*

Students with a modified curriculum may be graded using a Modified Grading System. The values assigned to the grades earned in courses under a **Modified Grading System** are as follows:

A = 3.50

A- = 3.17

B+ = 2.83

B = 2.50

B- = 2.17

C+ = 1.83

C = 1.50

C- = 1.17

D+ = 0.83

D = 0.50

D- = 0.17

F = 0.00

The values assigned to the grades earned in courses under a Modified Grading System in **Significantly Modified Classes or Substituted Classes** are as follows:

A = 3.0

A- = 2.67

B+ = 2.33

B = 2.00

B- = 1.67

C+ = 1.33

C = 1.00

C- = 0.67

D+ = 0.33

D = 0.00

D- = 0.00

F = 0.00

**Note:** Students who are graded on a **Pass/No Pass System** may not be graded on this Modified System as annotated on the Individualized Education Program (IEP) plan.

*HONORS GRADUATION PROGRAM*

[\*] Notice required by statute

[\*\*] Notice required by policy

~~High-Honors recipients-graduates~~ are selected ~~solely on class ranking (GPA)~~based on their GPA at the end of ~~semester onethird quarter~~ of their senior year. Eligibility for ~~High-Honors~~ requires a minimum cumulative GPA of 3.34 (A average).

~~High Honors candidates are required to have earned 28 high school credits within ISD 118. However, up to 12 credits could be earned through a PSEO program. PSEO courses must be defined by the college as equally or more rigorous than that of similar mainstream courses provided at ISD 118.~~

~~Credits attained through an ALC, ALP, Home School, or have been transferred into ISD 118 from another public or private school in grades 9-12 will not be considered for the High Honors Program.~~

~~High-Honors students-graduates~~ will be recognized ~~alphabetically~~ at graduation ceremonies with the wearing of gold codes and recognition in the program. ~~Students whose class ranking places them 1-2 will receive written recognition indicating their class rank in the graduation program as well as a verbal recognition during the graduation ceremonies.~~

### *LOCKERS/LOCKS*

All students will be assigned a school locker and a lock. Students will not share lockers or locks. Lockers must be locked during class periods and after school. You may not use your own lock without the principal's permission. Any non-school locks will be cut off and discarded. Do not give out your combination.

### *ONLINE CREDITS*

Northland Community Schools shall grant credit for completing the requirements for a Minnesota Department of Education approved online learning course or program. See Guidance Counselor for additional information. ~~Northland Community Schools will only allow those credits obtained through online courses taken through the Infinity Program. Only these online credits will be used to determine class rank, eligibility for Valedictorian/Salutatorian, and/or High Honors programs.~~

### *PROCEDURE FOR CHANGING CLASSES*

Students are given adequate time to select the courses or their choice. All efforts are made to assign the courses requested.

Under no circumstances can a class be dropped or changed without consultation and approval of the Counselor and educational team affected by the change. All such changes must be initiated in the Counseling Office. It is school policy that a course dropped in the first week will in no way appear posted on the student's permanent record. If a course is dropped during the third week or later, an "F" grade will be posted on the student's permanent record for that course.

### *REPORTS*

All students will receive a ~~Status-Midterm Progress~~ Report informing them and their parents of the class work progress at the mid-term of each quarter.

### *SIXTH, SEVENTH, AND EIGHTH GRADE REQUIREMENTS*

[\*] Notice required by statute

[\*\*] Notice required by policy

The ~~seventh and eighth grade~~ Junior High curriculum consists of the following classes:

- ~~PE (1 year, 1 credit)~~
- ~~Music (1 year, 1 credit)~~
- Social Studies (1 year, 1 credit)
- Math (1 year, 1 credit)
- Science (1 year, 1 credit)
- ~~English (1 year, 1 credit)~~
- ~~Math Comprehension/Study Skills~~
- ~~Reading Comprehension/Study Skills~~

#### *Rotation Courses:*

- Industrial Tech (1 quarter, 1/4 credit)
- ~~Art (1 quarter, 1/4 credit)~~
- Health (1 quarter, 1/4 credit)
- PE (1 quarter, 1/4 credit)

#### *Electives:*

- Band (1 semester, ½ credit)
- ~~Choir~~ Native American Home Economics (1 semester, ½ credit)
- Introduction to Ojibwe (1 year, 1 credit)
- Introduction to Carpentry (1 semester, ½ credit)
- Animation (1 semester, ½ credit)
- Cartooning (1 semester, ½ credit)
- Community Service (1 semester, ½ credit)

#### *Retention:*

~~Students who fail to meet the junior high requirements may be evaluated for retention based on data compiled from, but not limited to:~~

- ~~Performance in Jr. High coursework~~
- ~~Attendance~~
- ~~MCA II test scores~~

~~Special consideration will be given for circumstances beyond the student's control such as illness, death in the family, divorce, etc.~~

### *TRANSFER STUDENTS*

Students transferring into ISD 118 after the first student contact day of their 11th grade year will not be eligible for Valedictorian/Salutatorian ~~or High Honors recognition~~. Students who transfer during their 9-10 grade year or prior to the 1st student contact day of their 11th grand year will be eligible for Valedictorian/Salutatorian or High Honors recognition.

[\*] Notice required by statute

[\*\*] Notice required by policy

## PART III – RULES AND DISCIPLINE

### ATTENDANCE - DISTRICT POLICY 503[\*\*]

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. Regular and prompt attendance is a positive habit and should be cultivated as such. Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance.

#### STUDENT RESPONSIBILITIES

1. Attend each class and arrive to class on time and prepared.
2. Make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher(s).
3. If you become ill during the day, or if you must leave school for any reason, you must receive permission from the office. If you leave school for any reason without notifying the office prior to leaving, your absence will be regarded as unexcused. Any unexcused absence is considered truancy.

#### PROCEDURES

If an absence occurs that is not school related, follow these procedures:

1. Notify the attendance office by phone each day your child is absent from school by 10:00 am. Attendance office phone number is 218-566-2351. Please include your child's name, grade, and reason for absence.
  - a. **If a parent/guardian does not call or a signed note is not presented to the attendance office within two (2) school days after the student's return to school, the absence will remain permanently unexcused.**
  - b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. **Excused absences will be limited to three (3) days per quarter. Additional days beyond three (3) requires approval by building administrator or designee.**

#### REPORTING TRUANCY

Minnesota law requires schools to inform parents/guardians of absences report truancy as follows:

##### *First Step*

After three days if the child is in elementary school; or three or more class periods in three days if the child is in middle school, high school, or area learning center, the school will begin an intervention process. School personnel will send a letter to the parent or guardian.

##### *Second Step*

After five or more days if the child is in elementary school; five or more class periods if the child is in middle school, high school or area learning center; school personnel will send a letter to the parent or

[\*] Notice required by statute

[\*\*] Notice required by policy

guardian explaining the consequences if the unexcused absences continue. The parent/guardian and student will be invited to participate in an intervention plan.

### *Third Step*

After seven or more days if the child is in elementary school; seven or more class periods if the child is in middle school, high school or area learning center; school personnel will send a letter to families to notify them that the student has met or exceeded 7 days of unexcused absences and is classified as habitual truant. County, Tribal, and appropriate Social Services will be notified and provided documentation.

## **COMPULSORY SCHOOL ATTENDANCE PROCEDURE**

### *Step One*

After 3 unexcused absences school personnel will send a letter to families detailing the truancy status.

### *Step Two*

After 7 or more unexcused absences the Principal will send a certified letter to families to notify them that the student has met or exceeded 7 days of unexcused absences and is classified as habitual truant. County, Tribal, or appropriate Social Service will be notified and provided documentation.

**The complete District Policy #503 – Student Attendance can be found in the Policy Manual on the district website.**

## **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.

**The complete District Policy #514 - Bullying Prohibition can be found in the Policy Manual on the school website.**

## **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.

[\*] Notice required by statute

[\*\*] Notice required by policy

All students are expected to follow:

*EAGLE PRIDE BUS BASICS*

**Seat on the Seat  
Back on the Back  
Feet Toward the Floor  
No Eating or Drinking  
Kind & Quiet Voices  
Check Floor & Seat for Belongings**

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.

**The complete District Policy #709 -Student Transportation Safety can be found in the Policy Manual on the school website.**

**CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES**

[\*] Notice required by statute  
[\*\*] Notice required by policy

All students, PreK-12 are prohibited from using cell phones and other electronic communication devices during the instructional day and will place all electronic devices in their school locker each day prior to the start of the day.

- **Students will not have their cell phones, headphones or earbuds out during instructional time.** This includes students in the office, hallways, and restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell.
- Cell phone use will not be permitted in locker rooms or restrooms.
- Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.

### *CONSEQUENCES OF VIOLATING CELL PHONE POLICY*

Students who use an electronic communication 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 communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

- First offense (minor) – the phone is taken away until the end of the day
- Second offense (major) – the phone is taken away and must be picked up by the parent/guardian
- Third offense and any further infractions (major) – may result in additional disciplinary actions

### *SEARCHING OF CELL PHONES*

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 communication 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.

**The complete District Policy #524.1 - Student Cell Phones can be found in the Policy Manual on the school website.**

### **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. Students will have the discipline policy explained to them during the first full week of each school year.

### *POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)*

[\*] Notice required by statute

[\*\*] Notice required by policy



The goal of PBIS (Positive Behavioral Interventions and Supports) is to increase academic achievement and foster the social development of all students. It is a school-wide framework for helping all students achieve important social and learning goals. Rather than focusing on the response or consequences when misbehavior occurs, this approach introduces and models behavior expectations, and then recognizes students when the positive social behaviors occur.

The purpose of PBIS is to establish a school climate in which appropriate behavior is the norm.

Expectations for behavior are clearly posted throughout the building, school grounds, buses, and for all school related activities. A common language has been developed for everyone including students, administration, teachers, support staff, bus drivers, paraprofessionals, and guests. A system has been established to recognize students for their positive behavior, academics, and attendance on a weekly, quarterly, and semester basis. The following four behavior expectations have been established for all areas of Northland Community Schools:

**EAGLE PRIDE, SCHOOL WIDE**

**Be Responsible**

**Be Respectful**

**Be Productive**

**Be Safe**

Independent School District 118 asks for parental support in this endeavor. Talk with your children about these important school wide expectations. Please, contact staff or administration with any questions or comments you may have. Thank you for helping us build Eagle Pride, School Wide.

**Major Discipline Referrals and Eagle Pride Matrixes are located in the Appendix.**

*SPECIAL SITUATIONS*

The disciplinary action described herein will be applied equally to all students.

- Students who do not show a change in behavior when dealt with according to the consequences established by the school shall be subject to progressive interventions to meet the student's needs.
- Students in Special Education shall be subject to all of the parts of the discipline policy unless a special plan is written in their Individual Education Plan (IEP). That plan shall then become the guideline for their behavior and shall specify consequences for misbehavior. This plan will be monitored for appropriateness. If needed, a team meeting may be held to review and potentially modify the student's needs and supports offered.

*STUDENT SUPPORT PROCESS*

First, staff strives to build relationships with your students and work to prevent situations where he/she could escalate. When students trust that their teacher cares about them, they will be more likely to want to work with their teacher to solve a problem.

If behaviors disrupt the learning of others and cannot be solved by the classroom teacher's attempts, additional adults outside of the classroom may offer assistance.

[\*] Notice required by statute

[\*\*] Notice required by policy

Determine whether it is a **minor** or **major** behavior based off of the Major Discipline Guidelines.

### **MINORS - Follow Classroom Management Procedures Below**

**RESPONSE 1:** Verbal or visual reminder of expectation or redirection

**RESPONSE 2:** In Classroom “TAKE A BREAK” – This must be proactively taught on the first day of school and throughout the year.

- THIS IS NOT A PUNISHMENT! This is an opportunity for the student to practice pre-taught coping strategies in order to regulate their brain so that they are prepared to return to learning.
- Your tone of voice will tell the student whether this is a punishment or opportunity. Let it be an opportunity.
- Have a tool kit in the “Take a Break” space with fidgets, books, and visuals to guide students through independent self regulation.
- Quickly, neutrally, calmly and directly tell the student to “take a break”
  - The first break is student directed in which they can return to the group when they feel they are ready
  - The second break is teacher directed – the student stays in the break area until the teacher goes over and respectfully processes what happened and what the student’s plan is and then invites them back

**RESPONSE 3:** BUDDY ROOM - Must be proactively taught

- Have previously established partnerships with other teachers in your area that can act as buddy rooms.
- Send a student to the Buddy Room with the Buddy Room pass.
  - Expected time to spend in Buddy Room (no longer than 10-15 minutes)
- This is another opportunity for the student to regulate, take a break, and make a plan
- Buddy Room teacher or Para
  - Check in with the student before they go back to class.
- If student refuses to go to Buddy Room, the classroom teacher calls Support Room

**RESPONSE 4:** Support Room

- Reporting staff will call Support Room Staff to advise that a student is coming with details about behavior. (Never send a student without talking to the support room staff first.)
- Send the student to the support room (If a student refuses to leave the room, call back to the support room so they can help assist or find someone to help assist.)
- The support staff will process the issue and develop a restorative plan with the student as needed. Students and support room staff will fill out the minor processing form. Support Room Staff will place a pink copy in the teacher's box by the end of the day for their records.
- **When determined by Support Room Staff**, the student will return to class after support staff notifies the classroom teacher.
- **Teachers are strongly encouraged to inform parents/guardians of the minor and restorative plan.**
- Teachers will communicate with parents/guardians during a conference a summary of student’s access to additional support.

[\*] Notice required by statute

[\*\*] Notice required by policy

- If a pattern of minor behaviors occur (3 minors in a day or in a week) equals a Major Discipline (follow procedures below).

### **MAJORS - Follow Procedures Below:**

- Reporting staff will call the Support Room. The Support Staff will take the needed steps to minimize immediate behaviors, notify the Administration and/or take needed steps to minimize immediate behaviors.
- Support Room staff will fill out the Teacher/Staff portion of the Major form.
- The Administrator/Office will be notified there is a student with a Major. If the student is in control of their behavior and it is not an emergency, the student will be sent back to class and administration will process the Major with them as soon as possible. If the student is not able to go back to class they will stay in the support room until an administrator can process the Major with them.
- The administrator determines consequence and/or intervention as defined in the policy.
- Administrator completes bottom section Major.
- Administrator contacts parents/guardians about the incident and consequences.
- The completed copy of the Major form will go to the office for entry into Campus, a copy will be filed in the support room, a copy will be mailed home, and a copy will be put in the referring teacher's mailbox. Please keep these forms in a confidential location.

### **RETURNING TO CLASS**

- The student may return to class after a conference with the appropriate administrator, teacher, and/or parent(s)/guardian(s).
- At the time of this conference, a plan of action will be established.

**The complete District Policy #506 - Student Discipline can be found in the Policy Manual on the school website.**

### **DRESS AND APPEARANCE**

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

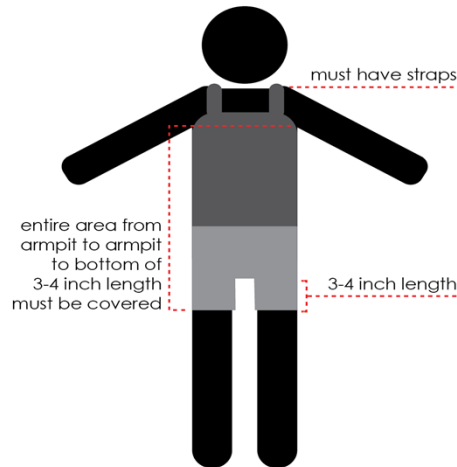
Appropriate clothing includes, but is not limited to, the following:

- 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:

- [\*] Notice required by statute
- [\*\*] Notice required by policy

- Clothing must cover skin and undergarments from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
- Apparel promoting products or activities that are illegal for use by minors.
- Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or headcoverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

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.

**The complete District Policy #504 - Student Dress and Appearance can be found in the Policy Manual on the school website.**

## **DRUG-FREE SCHOOL AND WORKPLACE**

[\*] Notice required by statute  
[\*\*] Notice required by policy

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 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.

**The complete District Policy #418 - Drug-Free Workplace/Drug-Free School can be found in the Policy Manual on the school website.**

## **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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). The school district prohibits any form of harassment or violence on the basis of Protected Class. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

**The complete District Policy #413 – Harassment and Violence can be found in the Policy Manual on the school website.**

## **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.

**The complete District Policy #526 – Hazing Prohibition can be found in the Policy Manual on the school website.**

## **INTERNET ACCEPTABLE USE AND SAFETY**

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

[\*] Notice required by statute

[\*\*] Notice required by policy

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.

**The complete District Policy #524 – Internet Acceptable Use and Safety can be found in the Policy Manual on the school website.**

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

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

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

Students will receive a copy of 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.

**Children's Online Privacy Protection Act (COPPA) Privacy Notice & Authorization and Parent-Student-School Technology Compact are located in the Appendix.**

## **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, not a right;
- Parking is permitted in designated areas only;
- 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 administration;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school

[\*] Notice required by statute

[\*\*] Notice required by policy

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 will seize the item and may turn it over to legal officials for ultimate disposition 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.

### *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.

**The complete District Policy #419 – Tobacco-Free Environment; Possession And Use Of Tobacco, Tobacco-Related Devices, And Electronic Delivery Devices; Vaping Awareness And Prevention Instruction can be found in the Policy Manual on the school website.**

### **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; numchucks; 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.

[\*] Notice required by statute

[\*\*] Notice required by policy

The complete District Policy #501 – School Weapons can be found in the Policy Manual on the school website.

## PART IV — HEALTH AND SAFETY

### ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the nurse’s 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 is available on the district’s website.

### CRISIS MANAGEMENT

The school district has developed a “Crisis Management” policy. 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, tornado drills, shelter drills, and evacuation procedures.

### STANDARDS RESPONSE PROTOCOL

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. SRP incorporates a specific vocabulary but also allows for great flexibility. The premise is simple – these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive.” Execution of the action is performed by active participants.



**Hold** is followed by the Directive: “**In Your Room or Area**” and is the protocol used when hallways need to be kept clear of occupants.



**Secure** is followed by the Directive: “**Get Inside. Lock Outside Doors**” and is the protocol used to safeguard people within the building.

[\*] Notice required by statute

[\*\*] Notice required by policy





**Lockdown** is followed by “**Locks, Lights, Out of Sight**” and is the protocol used to secure individual rooms and keep occupants quiet and in place.



**Evacuate** and may be followed by a location and is used to move people from one location to a different location in or out of the building.



**Shelter** State the **Hazard and Safety Strategy** for group and self-protection.

## HEALTH INFORMATION

### *FIRST AID*

The nurse’s office is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the 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) throughout the building. Tampering with any AED is prohibited and may result in discipline.

### *COMMUNICABLE DISEASES*

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or 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.

### *CONJUNCTIVITIS (PINK EYE)*

Conjunctivitis, commonly known as pink eye, is an inflammation of the thin transparent layer of tissue that lines the inner surface of the eyelid and covers the white part of the eye. This leads to redness and soreness of the eye, often caused by viruses or allergies. Other causes of conjunctivitis include bacterial infections and irritation from chemicals. Students do not need to be excluded from school unless the student has a fever or is not healthy enough to participate in routine activities. Antibiotics or a note from a health care provider are

[\*] Notice required by statute

[\*\*] Notice required by policy

not required. The American Academy of Pediatrics recommends considering conjunctivitis like the common cold- both diseases are easily spread among children and both resolve without treatment.

### *HEAD LICE*

Northland Community Schools has a live head lice procedure. ~~this means that if~~ your child is found with live head lice, families will be notified, and the child will be sent home. Your child will need to be treated before they return to school, and he/she will be checked upon return to school.

### *HEALTH EMERGENCY*

Please make sure that the school has your current home phone number, your work number (both parents if they work), and the number of a friend or relative you will permit to take charge of your child if he/she is sick or injured. Depending on the severity of the illness or accident, medical services may be contacted prior to contacting families. Your child will be sent to the nearest medical services by Ambulance.

### *HEALTH SERVICE*

The student health office is staffed by a health paraprofessional under the direction of a licensed school nurse.

High School students who become ill during the school day should report to the school office. Elementary students should report to their teacher. If it becomes necessary for the student to go home, the parents/guardian will be contacted through the school office. Students will not be allowed to go home until the parents have been contacted.

- Students too ill to return to class will be sent home. Parents/guardians will be called and have the responsibility to transport the student home.
- Students who present with any communicable illness or conditions such as vomiting, diarrhea, or fever greater than 100 degrees will be sent home.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

### *IMMUNIZATIONS*

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. For a copy of the immunization schedule or to obtain an exemption form or information, contact the nurse's 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.

[\*] Notice required by statute

[\*\*] Notice required by policy

### *Prescription Medication*

- You must provide the school with written authorization and a statement from a licensed physician when requesting that medication be administered during the school hours.
- *Administration of Prescription Medications Forms* are available in the offices and on the school's website.
- A new form needs to be filled out once per year, or when a prescription is changed.
- Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy and be brought to school by the parent/guardian and left with the office secretary.
- 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.

### *Non-Prescription Medications*

- Non-prescription medications must come in the original container.
- Students in grades 9-12 may possess and use non-prescription pain relief if authorized yearly by the student's parent or guardian. The forms are available in the offices and on the school's website.

### *SPECIAL HEALTH CIRCUMSTANCES*

Students who are under a doctor's care and need to be excused from an activity and/or classes need to present a written excuse signed by a licensed physician.

[\*] Notice required by statute

[\*\*] Notice required by policy

## Appendix

### Appendix A Annual Integrated Pest Management Pesticide Notification [\*]

Northland Community Schools uses licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore, we must prevent their presence and control them as necessary. The district or outside contractors may also apply herbicides on district properties, as deemed necessary. The long-term health effects on children from the application of such pesticides may not be fully understood. All pest control materials are chosen and applied according to labeling directions per Federal law.

To limit the potential pesticide exposure, the district follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label. An estimated schedule of pesticide applications is available for review or copying at the district office.

To be notified about pesticide applications or the management plan, please contact Jared Johnson with Northland Community Schools at (218) 566-2351 ext. 32037.

### Appendix B AHERA Annual Asbestos Notification

During the past school year and continuing into the 2024~~2~~-2025~~3~~ school year the following asbestos management plan activities have been or are currently being completed, pursuant to the Environmental Protection Agency 40 CFR Part 763- "Asbestos Containing Materials in Schools; Final Rule and Notice."

#### ACTIVITIES SCHEDULED FOR 2024~~2~~-25~~3~~

- Periodic surveillance of building materials
- Training of District Personnel

Northland Community Schools has contracted through the Institute for Environmental Assessment (IEA) to provide Environmental, Health and Safety consulting services, including being involved in the above listed activities.

The complete updated Asbestos management plan can be found in the maintenance office.

Any questions concerning this notice, or an explanation of our Asbestos Management Plan can be directed to Jared Johnson, with Northland Community Schools at (PH218) 566-2351ext. 32037.

[\*] Notice required by statute

[\*\*] Notice required by policy

## **Appendix C Indoor Air Quality Annual Notification**

Northland Community Schools has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in the district to address indoor air quality issues. IEA, the District's health and safety consultant completes annual IAQ assessments within the school to ensure proper air quality.

Any questions concerning this notice or an explanation of our IAQ Management Plan can be directed to Jared Johnson with Northland Community Schools at (218) 566-2351 ext. 32037.

## **Appendix D Lead-in-Water Annual Notification**

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. Northland Community Schools conducts Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

For more information on ST##P1 lead reduction program and testing results, please contact Jared Johnson with Northland Community Schools at (218) 566-2351 ext. 32037.

[\*] Notice required by statute

[\*\*] Notice required by policy

## Appendix E Matrix



## Eagle Pride School Wide

	Arrival/Dismissal	Breakfast/Lunch	Classroom	Hallways/Stairs	Bathroom/ Locker Room	Playground
<b>Respect</b>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Be on time</li> <li>Remove hat and hood when entering building</li> </ul>	<ul style="list-style-type: none"> <li>Use table manners</li> <li>Kind, quiet voices</li> <li>Listen to cafeteria staff</li> <li>Eat at tables or counters only</li> <li>Food is to be eaten in commons</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom routines and procedures</li> <li>Be an active listener</li> <li>Respect all students' right to learn</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Respect yours, others', and school's property</li> <li>Use kind, quiet voices</li> <li>Use appropriate verbal and body language</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Keep area clean and neat</li> <li>Honor privacy and maintain personal space</li> <li>Use kind, quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Include others in activities</li> <li>Wait your turn</li> <li>Use the playground equipment appropriately</li> <li>Listen to all adult supervisor directions</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Stay in designated area</li> <li>Clear hallways of personal things</li> <li>Arrive promptly to class/bus</li> </ul>	<ul style="list-style-type: none"> <li>Scrape trays using utensils</li> <li>Return trays and utensils to wash area</li> <li>Wipe tables/counters</li> <li>Push in chairs and stools</li> <li>Use soft seating appropriately (sit on seats, feet on floor, no food)</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to learn</li> <li>Bring all necessary materials for each class</li> <li>Follow technology policy</li> <li>Advocate for your learning</li> </ul>	<ul style="list-style-type: none"> <li>Shut lockers quietly</li> <li>Lock lockers with assigned lock</li> <li>Stay with your class when directed</li> <li>Use planner/pass when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Quietly walk to and from these areas</li> <li>Use toilet, sink, hand dryer, and showers appropriately</li> <li>Shut off water</li> <li>Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>Wear weather appropriate clothes</li> <li>Be aware of surroundings</li> <li>Use equipment for intended purpose</li> </ul>
<b>Productive</b>	<ul style="list-style-type: none"> <li>Be where you are supposed to be</li> <li>Bring all necessary materials you need for class/home</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely</li> <li>Eat your food</li> <li>Donate packaged or whole fruit to mini cooler</li> </ul>	<ul style="list-style-type: none"> <li>Work cooperatively</li> <li>Try your best</li> <li>Work on/turn in assignments on time</li> <li>Actively participate in classroom work</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to assigned/directed location</li> <li>Be aware of time</li> <li>Use time appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use time appropriately</li> <li>Use facility appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Line up when your grade is called</li> <li>Have fun, be kind</li> <li>Return equipment to bin after using</li> <li>Pick up your belongings</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>Walk on the right side of the hallways/stairs</li> <li>Wear appropriate clothing for the weather</li> <li>Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>Follow lunch line procedures</li> <li>Enter and exit in a safe and orderly manner</li> <li>Use stairs or ramps when entering/exiting stage</li> <li>Report any hazards/spills</li> <li>Use microwave appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Respect yours and others' personal space</li> <li>Use materials appropriately</li> <li>Sit on chairs/stools appropriately</li> <li>Be peaceful problem solvers</li> </ul>	<ul style="list-style-type: none"> <li>Keep to the right</li> <li>Be aware of surroundings</li> <li>Keep hands, feet, and objects to self</li> <li>Always walk</li> <li>Keep hallways and stairwells clean and clear</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Leave area when finished</li> <li>Follow technology policy</li> <li>Report problems/hazards to a staff member</li> <li>Secure and lock belongings in locker room</li> </ul>	<ul style="list-style-type: none"> <li>Report problems and injuries to adult supervisors</li> <li>Stay in designated play areas</li> <li>Be peaceful problem solvers</li> </ul>

[\*] Notice req  
 [\*\*] Notice req



## Eagle Pride School Wide

	<b>Bus</b>	<b>Office</b>	<b>Library</b>	<b>Support Room</b>	<b>Gym/Weight Room</b>	<b>Commons (Before/After School)</b>
<b>Respect</b>	<ul style="list-style-type: none"> <li>Kind, quiet voices</li> <li>Maintain personal space</li> <li>Listen to all adult bus driver directions</li> </ul>	<ul style="list-style-type: none"> <li>Enter quietly</li> <li>Use kind, quiet voices</li> <li>Use appropriate verbal and body language</li> <li>Wait your turn</li> <li>Stay in front of the office counter</li> </ul>	<ul style="list-style-type: none"> <li>Use kind, quiet voices</li> <li>Use all areas appropriately</li> <li>Take care of the books and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Enter the room quietly and appropriately</li> <li>Use kind, quiet voices</li> <li>Use appropriate verbal and body language</li> </ul>	<ul style="list-style-type: none"> <li>Use kind and appropriate language</li> <li>Maintain personal space based on activity</li> <li>Clean up after yourself</li> <li>Follow Weight Room Policy</li> </ul>	<ul style="list-style-type: none"> <li>Remain in designated zone</li> <li>Use kind, quiet language</li> <li>Use appropriate verbal and body language</li> <li>Listen to all adult supervisor directions</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Arrive promptly to bus</li> <li>Go directly to your assigned seat</li> <li>Keep area clean and clear</li> <li>Check floor &amp; seat for belongings</li> </ul>	<ul style="list-style-type: none"> <li>Have a pass during class</li> <li>State your business</li> </ul>	<ul style="list-style-type: none"> <li>Return books to appropriate location</li> <li>Use appropriate check-in/out scanning procedures</li> <li>Return your books, materials, equipment on time</li> <li>Charge computers</li> <li>Ask permission to use resource rooms</li> </ul>	<ul style="list-style-type: none"> <li>Focus on YOUR situation</li> <li>Be honest about your situation</li> <li>Remain patient while waiting to process with Support Room Staff</li> <li>Follow technology Policy</li> <li>No technology unless given other direction from Support Room Staff</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly and return</li> <li>Wear appropriate clothing and gym shoes</li> <li>Use good sportsmanship</li> <li>Food and drinks only permitted during specific events and activities</li> <li>Follow Weight Room Policy</li> </ul>	<ul style="list-style-type: none"> <li>Hold yourself accountable for your actions</li> <li>Be honest about behaviors and conduct</li> <li>Keep your surroundings clean</li> <li>Utilize resources (weight room, technology, teachers, etc.) appropriately</li> </ul>
<b>Productive</b>	<ul style="list-style-type: none"> <li>Follow all bus basics</li> </ul>	<ul style="list-style-type: none"> <li>Ask the secretary for what you need</li> <li>Get your requests and forms early</li> <li>Take care of business and return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Use time appropriately</li> <li>Use internet according to policy</li> </ul>	<ul style="list-style-type: none"> <li>Focus on YOUR task</li> <li>Speak only with Support Room Staff unless given other direction</li> <li>Complete appropriate form(s) with Support Room Staff</li> <li>Actively follow through with your plan of action</li> </ul>	<ul style="list-style-type: none"> <li>Actively participate in assigned activity</li> <li>Be on time and prepared</li> <li>End activity with enough time to clean up and get to next class</li> <li>Follow Weight Room Policy</li> </ul>	<ul style="list-style-type: none"> <li>Work quietly on schoolwork if needed</li> <li>Actively work toward specific task when directed</li> <li>Help others with schoolwork or tasks when needed</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>Stay seated</li> <li>Walk on and off the bus</li> <li>No eating or drinking</li> <li>Keep aisles clear</li> <li>Stay clear of danger zones</li> </ul>	<ul style="list-style-type: none"> <li>Keep doorway clear</li> <li>Open door safely</li> <li>Sit appropriately on bench/chairs while waiting</li> <li>Follow technology policy</li> </ul>	<ul style="list-style-type: none"> <li>Stay in area</li> <li>Maintain personal space</li> <li>Sit properly on chairs/stools</li> </ul>	<ul style="list-style-type: none"> <li>Find and remain in the space you are assigned and use seating appropriately</li> <li>Use all materials appropriately</li> <li>Respect your space as well as the space of others</li> <li>Remain in Support Room until given permission Support Room Staff to leave</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of your surroundings</li> <li>Use bleachers for sitting when bleachers are out</li> <li>Report any problems or hazards to an adult supervisor</li> <li>Use equipment only for intended purposes and when needed</li> <li>Follow Weight Room Policy</li> </ul>	<ul style="list-style-type: none"> <li>Follow all Eagle Pride Expectations</li> <li>Utilize all areas appropriately</li> <li>Respect the boundaries and spaces of others</li> <li>Maintain personal space</li> <li>Report any problems or hazards to an adult supervisor</li> </ul>

[\*] Notice r  
 [\*\*] Notice r

## Appendix F Major Discipline Guidelines

### Major Discipline Guidelines (High School)

Infraction	Definition	Grade	Consequence	
			Minimum	Maximum
Academic Dishonesty	Intentional behavior including, but not limited to, plagiarism, copying another's work, cheating, or altering records. Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	6-12	Loss of credit	5 Day OSS, Loss of Credit
Alcohol/Drugs	The possession or use of intoxicating alcoholic beverages, chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation.	6-12	5 Day OSS	Expulsion
Arson	Intentional destruction of, or damage to, property by means of fire or explosives.	6-12	10 Day OSS	Expulsion
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person	6-12	5 Day OSS	Expulsion
Bomb Threat	Threat to harm students, staff, or school property by use of a bomb.	6-12	10 Day OSS, Police referral	Expulsion
Bullying	The repeated delivery of direct or technology-based messages or acts that involve intimidation, imbalance of power, teasing, taunting, threats, or name calling.	6-12	1 Day ISS	Expulsion
Harassment (Cyber)	The delivery of technology-based messages or acts that involve intimidation, teasing, taunting, threats, or name calling.	6-12	1 Day ISS	Expulsion
Harassment (Racial)	Race discrimination involves treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.	6-12	3 Day OSS	Expulsion
Harassment (Physical)	The persistent or repeated annoying or tormenting of another person in a physical manner	6-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Harassment (Sexual)	The unwelcome conduct of sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	6-12	3 Day OSS	Expulsion
Harassment (Verbal)	The persistent or repeated annoying or tormenting of another person in a verbal manner	6-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Controlled Substances (prescription)	Possession of medication that is prescribed to the student, but the possession is against school policy.	6-12	Conference, parent notification	Expulsion
Defiance/ Disrespect	Treating any staff member or any others with contempt or rudeness. Intentionally resisting or disregarding authority and/or excessive arguing with refusal to redirect.	6-12	Lunch Detention	Long Term Suspension (More Than 10 Days)
Disruption/Disorderly/ Insubordination	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	6-12	Lunch Detention	Long Term Suspension
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	6-12	Conference / Parent Contact / Change of clothes	3 Day OSS
Endangerment	Recklessly creating a risk of injury or imminent injury to another.	6-12	5 Day OSS	Expulsion
Excessive vulgar language/swearing	The use of profanity or any derogatory language stated publicly.	6-12	Lunch Detention	10 Day OSS
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	6-12	5 Day OSS	Expulsion
Gang Activity	Student uses gesture, dress, and/or speech to display affiliation with a gang.	6-12	1 Day OSS	Expulsion
Hazing	Committing an act against a student, or coercing a student into committing an act, that endangers the mental or physical health or safety of that student, in order for the student to be initiated into or affiliated with a student organization.	6-12	3 Day OSS	Expulsion
Skippping Class and/or Tardies	Failure to be at a designated location at a specified time.	6-12	Lunch Detention and/or ISS	3 Day ISS
Illegal Drugs	Possession, use, solicitation, or distribution of a controlled substance.	6-12	5 Day OSS	Expulsion
Over-the-Counter Medications against School Policy	A student found in possession of an over the counter medication, unless the student has complied with the school district's policy for such medication.	6-12	1 Day OSS	Expulsion
Leaving school grounds without permission	Leaving school grounds or being outside of the school building during regular school hours without permission.	6-12	1 Day ISS	5 Day OSS
Physical Contact (Minor Aggressive Act)	The behavior of rough boisterous play, minor confrontations, pushing and/or shoving.	6-12	1 Day ISS	Long Term Suspension
Pyrotechnics	Possession or use of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, gasoline, lighter fluid, firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, blackpowder, or any other explosive compound.	6-12	3 Day OSS	Expulsion
Robbery	Taking or attempting to take anything of value or personal property that is owned by another person or organization, by force or threat of force or violence.	6-12	ISS and Restitution	10 Day OSS/Restitution
Sexual Misconduct (Inappropriate Display of Affection)	Violating school policies of kissing, hugging, fondling, or touching in public.	6-12	Lunch Detention	Long Term Suspension
Technology	The misuse of school or personal electronic devices, computer system, web pages, and networks for the intended educational use or other violations of school policy. Cell phone violations to follow school policy.	6-12	Conference, Loss of Privilege	10 Day OSS/Restitution
Theft	Taking the property of another person or school without permission, with the intent of not returning it. No force is involved.	6-12	ISS and Restitution	10 Day OSS/Restitution
Threat/Intimidation	When a person indicates by word or physical action, the intent to cause physical injury or serious damage to a person or their property.	6-12	Mediation (relationship repair with offended party) and/or Lunch/Recess Detention	Expulsion
Tobacco	The possession or use of smoking tobacco, smokeless tobacco, vapes and all delivery devices on school property, at school-sponsored events and on school-sponsored transportation.	6-12	1 Day ISS and completion of educational training	3 Day OSS and involve law enforcement
Vandalism	Willful destruction or defacement of school property or personal property.	6-12	3 Day OSS and Restitution	Expulsion/Restitution
Verbal Abuse	Using abusive, threatening, profane or obscene language either oral or written (including Social Media) by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps	6-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Weapons	Being in the possession of a thing designed or used for inflicting bodily harm or physical damage.	6-12	5 Day OSS	Expulsion

\*\*\*Any majors are also held to the consequences and code of conduct set forth by the Minnesota State High School League for students participating in extra-curricular activities that fall under this league.

\*\*\*All consequences fall under the discretion of administration.

\*\*\*All consequences fall under the discretion of administration.

\*\*\*All consequences fall under the discretion of administration.



### Major Discipline Guidelines (Elementary School)

Infraction	Definition	Grade	Consequence	
			Minimum	Maximum
Academic Dishonesty	Intentional behavior including, but not limited to, plagiarism, copying another's work, cheating, or altering records. Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	K-3	Mediation	3 Day ISS, Loss of Credit
		4-6	Parent notification	5 Day OSS, Loss of Credit
Alcohol/Drugs	The possession or use of intoxicating alcoholic beverages, chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation.	K-3	1 Day ISS	5 Day ISS
		4-6	3 Day OSS	Expulsion
Arson	Intentional destruction of, or damage to, property by means of fire or explosives.	K-3	5 Day ISS	Expulsion
		4-6	10 Day OSS	
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person	K-3	1 Day ISS	Expulsion
		4-6	3 Day OSS	
Bomb Threat	Threat to harm students, staff, or school property by use of a bomb.	K-3	3 Day ISS	Expulsion
		4-6	5 Day OSS, Police referral	
Bullying	The repeated delivery of direct or technology-based messages or acts that involve intimidation, imbalance of power, teasing, taunting, threats, or name calling.	K-3	Mediation (relationship repair with offended party)	Expulsion
		4-6		
Harassment (Cyber)	The delivery of technology-based messages or acts that involve intimidation, teasing, taunting, threats, or name calling.	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-6		
Harassment (Racial)	Race discrimination involves treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-6		
Harassment (Physical)	The persistent or repeated annoying or tormenting of another person in a physical manner	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-6		
Harassment (Sexual)	The unwelcome conduct of sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-6		
Harassment (Verbal)	The persistent or repeated annoying or tormenting of another person in a verbal manner	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-6		
Controlled Substances (prescription)	Possession of medication that is prescribed to the student, but the possession is against school policy.	K-3	Conference, parent notification	Expulsion
		4-6		
Defiance/Disrespect	Treating any staff member or any others with contempt or rudeness. Intentionally resisting or disregarding authority and/or excessive arguing with refusal to redirect.	K-3	Conference with Administration Mediation (relationship repair with offended party)	5 Day ISS 10 Day OSS
		4-6		
Disruption/Disorderly/Insubordination	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	K-3	Conference and/or Lunch Detention	5 Day ISS 10 Day OSS
		4-6		
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	K-3	Conference / Parent Contact / Change of clothes	3 Day ISS 3 Day OSS
		4-6		
Endangerment	Recklessly creating a risk of injury or imminent injury to another.	K-3	1 Day ISS 3 Day OSS	5 Day ISS 10 Day OSS
		4-6		
Excessive vulgar language/swearing	The use of profanity or any derogatory language stated publicly.	K-3	Mediation (relationship repair with offended party)	5 Day ISS 10 Day OSS
		4-6		
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	K-3	1 Day ISS 3 Day OSS	Expulsion
		4-6		
Gang Activity	Student uses gesture, dress, and/or speech to display affiliation with a gang.	K-3	Parent Contact	Expulsion
		4-6		
Hazing	Committing an act against a student, or coercing a student into committing an act, that endangers the mental or physical health or safety of that student, in order for the student to be initiated into or affiliated with a student organization.	K-3	Parent Contact	Expulsion
		4-6		
Skipping Class and/or Tardies	Failure to be at a designated location at a specified time.	K-3	Lunch Detention and/or make up lost learning time	3 Day ISS
		4-6		
Illegal Drugs	Possession, use, solicitation, or distribution of a controlled substance.	K-3	1 Day ISS 5 Day OSS	Expulsion
		4-6		
Over-the-Counter Medications against School Policy	A student found in possession of an over the counter medication, unless the student has complied with the school district's policy for such medication.	K-3	Conference and/or ISS	Expulsion
		4-6		
Leaving school grounds without permission	Leaving school grounds or being outside of the school building during regular school hours without permission.	K-3	1/2 Day ISS	5 Day ISS 5 Day OSS
		4-6		
Physical Contact (Minor Aggressive Act)	The behavior of rough boisterous play, minor confrontations, pushing and/or shoving.	K-3	Mediation (relationship repair with offended party) and/or ISS	Long Term Suspension
		4-6		
Pyrotechnics	Possession or use of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, gasoline, lighter fluid, firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, blackpowder, or any other explosive compound).	K-3	Conference	Expulsion
		4-6		
Robbery	Taking or attempting to take anything of value or personal property that is owned by another person or organization, by force or threat of force or violence.	K-3	Mediation (relationship repair with offended party) and/or ISS	5 Day ISS/Restitution 10 Day OSS/Restitution
		4-6		
Sexual Misconduct (Inappropriate Display of Affection)	Violating school policies of kissing, hugging, fondling, or touching in public.	K-3	Conference with students	5 Day ISS 10 Day OSS
		4-6		
Technology	The misuse of school or personal electronic devices, computer system, web pages, and networks for the intended educational use or other violations of school policy. Cell phone violations to follow school policy.	K-3	Conference, Loss of Privilege	5 Day ISS/Restitution 10 Day OSS/Restitution
		4-6		
Theft	Taking the property of another person or school without permission, with the intent of not returning it. No force is involved.	K-3	Mediation (relationship repair with offended party) and/or ISS	5 Day ISS/Restitution 10 Day OSS/Restitution
		4-6		
Threat/Intimidation	When a person indicates by word or physical action, the intent to cause physical injury or serious damage to a person or their property.	K-3	Mediation (relationship repair with offended party) and/or Lunch/Recess Detention	Expulsion
		4-6		
Tobacco	The possession or use of smoking tobacco, smokeless tobacco, vapes and all delivery devices on school property, at school-sponsored events and on school-sponsored transportation.	K-3	1 Day ISS and completion of educational training	3 Day ISS and involve law enforcement 3 Day OSS and involve law enforcement
		4-6		
Vandalism	Willful destruction or defacement of school property or personal property.	K-3	Conference and Restitution	Expulsion/Restitution
		4-6		
Verbal Abuse	Using abusive, threatening, profane or obscene language either oral or written (including Social Media) by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-6		
Weapons	Being in the possession of a thing designed or used for inflicting bodily harm or physical damage.	K-3	1 Day ISS	Expulsion
		4-6		

\*\*\*Any maps are also held to the consequences and code of conduct set forth by the Minnesota State High School League for students participating in extra-curricular activities that fall under this league.

\*\*\*All consequences fall under the discretion of administration.

## Appendix G Children’s Online Privacy Protection Act

### Northland Community Schools ISD 118 Children’s Online Privacy Protection Act (COPPA) Privacy Notice & Authorization

Northland Community Schools ISD 118 is committed to providing your student with the most effective digital curriculum for learning. The Children’s Online Privacy Protection Act (COPPA), a federal law, requires parental notification and consent for student use of district approved online resources for instructional purposes for students under 13 years of age. The law permits schools to act as the parent’s agent and can consent to the collection of student information on the parent’s behalf with parent permission.

Northland Community Schools uses many different software applications and web-based services, operated by third party service providers. As with any educational undertaking, a strong partnership with families is essential to our success. In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. This information can include, but is not limited to the student’s name, teacher’s name, grade, birthday, and Email address/login. The District will only provide the minimum amount of information required.

Under Federal law, entitled The Children’s Online Privacy Protection Act (COPPA), these application and websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits school districts to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator. A list of the possible sites to be used in our classrooms, with links to their privacy policies and terms of service, can be obtained by clicking on the COPPA Compliant List link at the bottom of this document.

At a minimum, all Northland Community Schools ISD 118 District students will be assigned a network login that will provide basic system access.

I understand that my consent is required in accordance with the Children’s Online Privacy Protection Act (COPPA). I agree to the release of personally identifiable information regarding my child. I must complete and return this consent form before the District can allow my child to access any application or websites listed in the COPPA Compliant List. I further understand that my consent is required for disclosure of this information and I may revoke this consent at any time, upon providing written notice to Northland Community Schools ISD 118 District. I understand that, until this revocation is made, this consent shall remain in effect for the applications or web services on the compliance list below.

Printed Name of Student \_\_\_\_\_ Student’s Grade \_\_\_\_\_

Student’s Teacher \_\_\_\_\_

School Name \_\_\_\_\_

\_\_\_\_\_ I Agree

\_\_\_\_\_ I Do Not Agree

Printed Parent/Legal Guardian Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Resources:

For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.  
View the 2022-2023 Northland Community Schools ISD 118 COPPA Compliance List at <https://docs.google.com/spreadsheets/d/1-nOpEchJIKpCW36LRKUL8CqWf7QvxOJgWGWQP8TLnDg/edit?usp=sharing>

[\*] Notice required by statute

[\*\*] Notice required by policy

## Appendix H Parent-Student-School Technology Compact



### School Owned Device Policies & Guidelines

#### Parent-Student-School Technology Compact



Since 2013 Northland Community School District has maintained a one-one device policy for students in grades 1-12 with the device limited to school use only. Beginning in the 2019-2020 school year students in grades 10-12 will have the opportunity to take the device home to continue to work on school assignments. Take-home devices for students in grades 10-12 will be distributed to students after parents and students attend a device care session and necessary forms are signed. Students will be issued a device and this device will be the one issued to them every year until their device is due for replacement. Students in grades 1-9 will be cart-based and the device will stay in school. The district remains the owner of the device, but the student is responsible for caring for it, much like other district issued equipment like books and athletic equipment.

**Chargers:** Only one charger will be provided by the district for the life of the student's device. The district will not replace lost or damaged chargers. Chargers may be purchased in the high school media center. Students in grades 10-12 opting in on the device take home-policy will be issued a charger at the beginning of the year and the charger will be collected at the end of each year.

**Damages:** Students and families will be responsible for maintaining the device in operating condition, which may include repair or replacement charges. Some repairs can be done in the technology department, but any repair costs must be paid in full before a device will be repaired. Loaner devices may be available while the device is being repaired. Students will not be allowed to take a loaner device out of the building.

**Insurance:** There will be no insurance option offered through the school district, but parents/guardians may purchase their own insurance through a third-party vendor such as Worth Ave Group or Square Trade.

**Return:** At the end of each year, students in grades 10-12 will return the device and charger back to the district. In the fall, the same device will be returned to the student in the condition in which it was turned in. If the device is not returned at the end of the year the parent/guardian will be held responsible for payment in full.

At the end of the device's life, families will have the option to purchase the device or return the device to the district. In the event that no device is returned at the end of the device's life or the device has lost all value due to damage, the family will be required to pay the amount equal to the cost of purchasing the used device.

## Appendix I Student Pledge for Device Use

### NORTHLAND COMMUNITY SCHOOL DISTRICT STUDENT PLEDGE FOR DEVICE USE

- I will charge my device battery daily.
- I will keep food, beverages, and other liquids away from my school-owned device.
- Device should be carried with the lid closed and no objects between screen and keyboard.
- I will protect my school-owned device by only carrying it while in the case provided.
- I understand that my school owned device is subject to inspection at any time without notice and remains the property of the Northland Community School District. There should be no expectation of privacy.
- I will follow the policies outlined in the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism and report it to ISD 118.
- I will be **responsible** for all damage or loss caused by neglect or abuse.
- I agree to return the school-owned device and case in good working condition.
- I will protect my reputation and privacy by creating and maintaining privacy settings, not giving out personal information, or posting anything that I wouldn't want my parents, teachers, administration, friends, or future employers to see.
- I will demonstrate my maturity by using my school-owned device in ways that are appropriate, meet Northland Community School District expectations and are educational.
- I will obey general school rules concerning behavior and communication that apply to computer use including utilizing all technology resources in an appropriate manner so as not to damage school equipment.
- I will help the Northland Community School District protect its computer system/devices by contacting an administrator about any security problems encountered.
- I will monitor all activity on my account(s).
- I will always turn off and secure my school-owned device after I am done working to protect my work and information.
- If I should receive email containing inappropriate or abusive language or if the subject matter is questionable, I will report it to the school official ASAP.
- I will never leave my school-owned device unattended and I will lock it in my locker when not in use or return it to the cart.
- I will never lend out my school-owned device to other individuals unless directed to share by an instructor.
- I will not disassemble any part of my school-owned device or attempt any repairs.
- I will never use technology to cheat and agree to report inappropriate usage when necessary.
- I will not place decorations (such as stickers, markers, etc.) on my school-owned device. Each device has a Northland barcode sticker to identify each device. This sticker must not be removed, damaged or altered in anyway. Any tampering with of labels could result in loss of privilege and a replacement fee.

#### Parent/Guardian Responsibilities

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the School Acceptable Use Policy. Parents are encouraged to discuss

[\*] Notice required by statute

[\*\*] Notice required by policy

family rules and expectations for using Internet based tools, including G Suite for Education. Parents are encouraged to report any evidence of cyber bullying or other inappropriate use to school administrators.

### **School Responsibilities**

- G Suite for Education student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included in as part of introducing new web-based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure students' use of digital tools follows the Northland Community School District Acceptable Use and other School Policies.

Additional information on G Suite for Education Privacy Notice can be found at

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

District Policies may be viewed at

[http://www.isd118.k12.mn.us/sites/isd118.k12.mn.us/files/files/Private\\_User/kbalvin/Policies/524%20REVISED%202018%20FINAL.pdf](http://www.isd118.k12.mn.us/sites/isd118.k12.mn.us/files/files/Private_User/kbalvin/Policies/524%20REVISED%202018%20FINAL.pdf)

### **Acceptable Use**

The use of the Northland Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Northland Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Northland Community School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Northland Community School District's *Acceptable Use Policy* as well as the Student Handbook shall be applied to student infractions.

Access to the technology in the Northland Community Schools District has been established for educational purposes. The use of the Northland Community School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Failure to comply with the District's Bullying Prohibition Policy (#514), Internet Acceptable Use Policy (#524), the Student use of Cellular Phones (#360), or the guidelines stated in this document for care and use of the school owned device may result in the loss of privilege.

**The school-owned device is the property of Northland Community Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a school-owned device.**

*Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.*

**By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following.**

[\*] Notice required by statute

[\*\*] Notice required by policy

- Under the Family Educational Rights and Privacy Act, a student’s educational records are protected from disclosure to third parties. I understand that my student’s educational work stored in G Suite for Education may be accessible to someone other than my student and Northland Community School District by virtue of this online environment. My signature below confirms my consent to allow my student’s educational work to be stored by Google.
- I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the G Suite for Education (<https://www.google.com/policies/privacy/>)

This one-time consent/permission form will remain in effect while the student remains a student at Northland Community School District unless I withdraw my consent. I also understand that the District maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred.

I give permission for my child to be assigned a full Northland Community School G Suite account for the school she/he attends. This means my child will receive an account with access to Google Drive Applications, Calendar, Sites, Email, Classroom and other select apps.

Printed Name of Student \_\_\_\_\_ Student’s Grade \_\_\_\_\_

Printed Parent/Legal Guardian Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***Parents with students under the age of 13 are also required to complete the Northland Community School Child Online Privacy and Protection Act Notice & Authorization Form.***

**Individual school-owned devices and accessories must be returned to the Northland Community Media Center at the end of the project. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northland Community School District for any other reason must return their individual school-owned device and case on or before the date of termination.**

[\*] Notice required by statute  
[\*\*] Notice required by policy

**Appendix J Handbook Review Form**

**Northland Community Schools Handbook Review Form**

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

I have received a student handbook and understand that I need to follow the guidelines set forth in the handbook. Failure to follow the guidelines will result in the consequences set forth in the handbook.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

I have reviewed the handbook with my student.

\_\_\_\_\_  
Parent Signature

*Turn into teacher within 5 days of return or enrollment.*