

Northern Lights Community School Student and Parent Handbook



2018-2019 School Year

Northern Lights Community School
P.O. Box 2829
Warba, Minnesota 55793
218-492-4400
www.nlcschool.org

Welcome to Northern Lights Community School. We are a small, accepting, and environmentally-focused learning community serving grades 6-12. Students are the drivers of their education as they learn through authentic hands-on projects and field studies. It is our goal to know each student well and create learning experiences that are authentic, relevant and transforming.

As a public charter school, NLCS is a school of choice. No one is assigned to work or study here because of a test score, race, ethnicity, order, or the neighborhood where he or she may live. Students at NLCS are valued members of the school community and are encouraged to take ownership over their education. Students will be given voice and choice in their learning plan.

At NLCS you will work with your advisor to create a personal learning plan that fits your strengths, interests and needs. You will learn in a variety of ways including projects, seminars, public presentations, and off-campus experiences. No two NLCS students follow exactly the same path to graduation. What you accomplish here will be a real reflection of YOU.

The NLCS staff is glad you have chosen to enroll in our school. NLCS is a very special place to learn. Please know the staff is here to help all students succeed. Have a great school year!

A handwritten signature in black ink, appearing to read "Mike D. Hamernick", with a long horizontal flourish extending to the right.

Mike D. Hamernick
NLCS Director

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Contact Information

Northern Lights Community School
 P.O. Box 2829
 Warba, Minnesota 55793

Office Phone – (218) 492-4400
 Fax – (218) 492-4402
www.nlcschool.org

School Director:

Mike Hamernick
Mike.Hamernick@nlcschool.org
 (218) 492-4400 ext. 11

Staff Member	Role
Becky McCauley	Business Manager
Jackie Esler	Office Assistant
Cindy Schroeder	Office Assistant/Transportation
Rachel Carlson	Kitchen Manager
Charles Burress	Custodian
Matt Alleva	Advisor

Karen Fleming	Middle School Advisor
Donna Hanson-Kaasa	Advisor
Molly Bartel	Advisor
Tamera Pulver	Special Education Director
Josie Pitts-Lobe	Special Education Coordinator
K. Christel Rowe	Special Education
Daniel Friedman	Title I
Henry Chung	Technology, Project Manager
Don Vidal	Music, Project Manager
Lori Hamm	Project Manager
Benita Hassell	Project Manager
Jill Hawk	Project Manager
Vickie Kepler	Project Manager
CJ Shackelton	Project Manager
Alice Herring	Foster Grandparent
Heather Bunes	Paraprofessional
Lori Hutchins	Special Education
Kimberly Miller	Special Education
Aimee Love	Social Worker
Tom Massich	Art, Project Manager
Maisie Petersberg	Paraprofessional
Kelly Broberg	Paraprofessional
Cassie Hamilton	AmeriCorps Volunteer

NLCS Board of Directors

Director	Term Expires	E-Mail	Phone Number
Karen Fleming (Board Chair), Staff Member	October 2019	fleminka@paulbunyan.net	218-999-5578
Shannon Zozgornik (Secretary), Parent	October 2018	zozgornik@hotmail.com	218-969-9748
Kim Miller, Staff Member	October 2020	Kandk.kimruff@gmail.com	218-492-4400
Art Norton, Community Member	October 2020	artnorton12@gmail.com	218-259-3414
Josie Pitts (Treasurer), Staff Member	October 2018	josieleepitts@gmail.com	612-599-8587
Don Vidal (Vice Chair), Staff Member	October 2019	dvidal007@yahoo.com	218-327-0148

School Authorizer

Audubon Center of the North Woods
43 Main Street, Suite 238
Minneapolis, Minnesota 55414
Phone- 612-331-4181
www.auduboncharterschools.org
Charter Center Director – David Greenberg

Building Hours – 8 a.m. until 3:45 p.m., except in cases of presentation nights or other special events. During the school day, all entrances to the building are locked. Visitors must be buzzed in by the office.



PO Box 2829 * Warba * Minnesota * 55793

(218) 492-4400 * FAX (218) 492-4402 * Toll Free (877) 246-6548

2018-2019 CALENDAR

www.nlcschool.org

First Day of School August 27

AUGUST (5) 2018				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Staff Days August 21-23
MANDATORY Orientation August 23 4-7PM

End of Quarter 1 - Nov 2 (44 days)

NOVEMBER (16) 2018				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student Break November 5 (Staff Day)
 Student/Staff Break November 19-23

FEBRUARY (13) 2019				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Student Break February 7-8 (Staff Day)
 President's Day and break February 18-22
MAAP Duluth February 6-8

End of Quarter 4 - Jun 5 (48.5 days)

MAY (22) 2019				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NWEA Local Testing April 30 - May 2
 Memorial Day May 27 no school

SEPTEMBER (10) 2018				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Labor Day September 3 no school
 NWEA Local Testing September 11-13
 Hope Survey Local September 18-20

DECEMBER (14) 2018				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Presentation Night December 20 4:30-7:00PM
 Student/Staff Break December 21-January 1

End of Quarter 3 - Mar 22 (37 days)

MARCH (21) 2018				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Presentation Night March 21 4:30-7:00PM
 March 8 EdVisions Conversation Day

Last Day of School June 5 (Half Day)

JUNE (2.5) 2019				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Graduation June 4 (5:00 BBQ, 6:30 Graduation)
Last Day of School June 5 (STUDENT HALF DAY)
 Staff Day June 5 Full Day

OCTOBER (18) 2018				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Student/Staff Break October 15-19
 October 22 IASC MDD Workshops

End of Quarter 2 - Jan 18 (41 days)

JANUARY (21) 2019				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Student/Staff Break December 21-January 1
 Student Break January 21 (Staff Day)
 NWEA Local Testing January 29-31

APRIL (19) 2019				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Student Break April 1
 MCA State Testing April 9-11
 Student/Staff Break April 19-22
 NWEA Local Testing April 30 - May 2

Student Days	170.5
Teacher Staff Days	179.5
PM Staff Days	174.0
Para Days	172.5
First/Last Day School	
Student Break	
Special Evenings	
End of Quarter	End of Flock
Testing or Assessments	

Approved by Board 2/20/2018
 Weather makeup days (1 snow day built into calendar)

PUBLIC CHARTER SCHOOL DISTRICT 4146
 Pillars of NLCS: Small accepting community, hands on projects, environmentally focused, students drive their education

MISSION STATEMENT
 Northern Lights Community School will create a safe, small and enthusiastic learning community in which all students are known well, taught as individuals, and encouraged to be good stewards of our environment.

FIRST AND LAST DAY OF SCHOOL
 First Day of School (Monday) August 27, 2018
 Last Day of School (Wednesday) June 5, 2019 (Student Half Day)

NO SCHOOL

September 3, 2018 (Monday) Labor Day
 October 15-19, 2018 Break
 November 5, 2018 Quarter 1 Break
 November 19-23, 2018 Thanksgiving Break
 December 21, 2018- January 1, 2019 Break
 January 21, 2019 Quarter 2 Break
 February 7-8, 2019 Break (Staff Professional Development)
 February 18-22, 2019 Break (President's Day)
 April 1, 2019 Quarter Break
 April 19-22, 2019 Spring Break
 May 27, 2019 (Monday) Memorial Day

SPECIAL EVENING EVENTS

August 23, 2018 (Thursday) MANDATORY Orientation 4-7PM
 December 20, 2018 (Thursday) Presentation Night 4:30-7:00PM
 March 21, 2019 (Thursday) Science Celebration Night 4:30-7:00PM
 June 4, 2019 (Tuesday) Graduation

SCHOOL CANCELLATIONS/SNOW DAYS

WDIO (channel 10)/WIRT (channel 13) TV
 KAXE Radio
 Auto Call - make sure your preferred number is always current

QUARTERS

08/27/18-11/02/18 Quarter 1 (44 Days)
 11/06/18-01/18/19 Quarter 2 (41 Days)
 01/22/19-03/29/19 Quarter 3 (42 Days)
 04/02/19-06/05/19 Quarter 4 (43.5 Days)

NLCS Daily Schedule

	Monday - Friday
8:30 - 8:45 AM	Breakfast PLP - Personal Learning Plan Check-In
8:45 - 9:00 AM	Advisory Check-In (Monday Town Hall)
9:00 - 9:55 AM	Independent Projects
10:00 - 10:50 AM	Math
10:55 - 11:45 AM	Reading
11:45 - 12:15 PM	Lunch
12:15 - 1:05 PM	Seminar A
1:10 - 2:00 PM	Seminar B
2:05 - 2:55 PM	Advisor-Led Project Time (Friday Club Day)

School Closures

Winter weather is a part of Northern Minnesota, so we want to take this opportunity to provide you with information about how decisions are made and communicated when the weather is severe enough for school closure. The safety of our students is always our top priority. There is much thought and investment put into a decision to close school.

How do we decide whether or not to close due to snow, ice and/or extreme cold?

NLCS draws from seven different school districts, which often makes weather-related closures difficult. NLCS monitors weather conditions beginning early the night before and monitoring throughout the next morning. We consult with meteorologists, surrounding superintendents, transportation providers, and key staff. NLCS tries to make the decision whether to close school by 5:45 a.m. or earlier in order to communicate with families in a timely manner.

How can you find out if schools are closed?

On days when the weather is bad, tune into WDIO Channel 10/13 or visit wdio.com. NLCS will also create an all call message to our families announcing the closure. Families need to make sure they keep an updated phone number on file with the school to ensure they receive all messages.

Will school dismiss early on days when the weather is bad?

NLCS could dismiss early should the weather suggest unsafe circumstances. NLCS will work closely with transportation providers to make this decision. A phone message will be sent through our all call system. Families need to make sure they keep an updated phone number on file with the school to ensure they receive all messages. We appreciate your understanding of the difficulties in making this decision, and your support in helping your child get to school safely on winter days. Please know that the safety of all of our students is our first priority when making all weather-related decisions. If your schedule allows, and if you feel your child will be safer at home, you can call the school to pick your child up before the end of the school day.

NLCS Academic Program

What is Authentic Project-Based Learning?

Project-based learning has two goals. First, it's a way for students to complete work they feel is meaningful. And second, it's a way to fulfill an academic purpose in an authentic way. On a daily basis, NLCS students are engaged in both short and long-term projects that involve their interests as well as their academic goals.

- Goals for project-based learning include all of the subject areas covered in traditional schools. **State standards are woven into students' projects.**
- Students have opportunities to personalize their learning.
- Students make choices about their work.
- A project begins with a problem or challenge that does not have a predetermined solution.
- With support from an advisor, the student designs a process for reaching a solution.
- Students are responsible for finding and managing information.
- They ask questions, search for answers, and reach conclusions.
- Evaluation takes place as students discuss projects with their advisors. Students reflect on their work and make revisions as needed.
- Students learn to manage their time. They keep track of time spent on task and make notes in journals.
- A final product is produced and evaluated.
- Students have opportunities to present their work to public audiences.
- Students can sharpen their essential life skills to become successful 21st Century citizens.

Graduation Requirements

Required

- Complete 36 credits (in required content areas) in grades 9-12 including required state academic standard credits and 27 credits (in required content areas) in grades 6-8.
- Complete at least 9 credits per year.
- Complete an approved senior project that involves the student's interests, academic rigor, and interfacing with the community in some form. The credits earned in the senior project are spread across the academic areas the project entails. Students must make a 30-minute presentation to the community upon completion of the project.
- Senior presentations are given at the end of the senior's time at NLCS. The presentation includes the senior's portfolio and senior project. This presentation provides rationale for why the senior feels he/she is ready for graduation.
- Complete a portfolio of work each year. In grade 8, students will demonstrate, through a portfolio presentation and capstone project, that they are ready to move on to grade 9. In grade 12, students will demonstrate, through their portfolio that they are ready to graduate high school. All students will present their portfolios at the end of each school year.
- Complete 25 hours of service learning per year.

***Students who do not complete all of the tasks in the required list will not receive a diploma.**

****Advisors will work with students and parents to clarify graduation requirements.**

Academic Standards (36 credits required)

Art	1.43 credits	Choose from	Dance Media Art Music Visual Arts Theater Creative Writing
Language Arts	5.72 credits	Encompass all	Reading and Literature Writing, Speaking, Listening and Viewing
Math <i>2015 grad class and beyond must complete an algebra II credit or its equivalent.</i>	4.29 credits	Encompass all	Algebra Geometry Statistics Probability
Science	4.29 credits	Choose from	History and Nature of Science Physical Science Earth and Space Science Biology (required)
Social Studies	5.72 credits	Encompass all	U.S. History Geography Government and Citizenship World History Economics
Career and Technical Education	2.86 credits	Choose from	Technical Applications Career Exploration Occupational Experience
Health and Wellness	.72 credits	Encompass all	Individual and Community Health and Wellness
Physical Education	2.86 credits	Encompass all	Physical Education and Fitness
Service Learning	1.0 credits	Required	Service to NLCS and the larger community
Lifelong Learning	0.4 credits	Required	Field trips, guest speakers, and other approved learning opportunities
Electives (6.11 credits)	6.62 credits	Required	Elective agreed upon with advisor
Total	36 credits	36 total credits in each of the appropriate areas must be completed for graduation	

General Credit Guidelines

Students may earn credit in the following areas each year. Credits listed are the maximum allowed for completed, well-done projects.

Study Area	Maximum Credits Per Attendance Year
Driver's Education	.25 class credit .25 license credit
Math Class (objectives completed)	1.4 NLCS credits
Seminar (objectives completed)	1.4 NLCS credit
Reading for Enjoyment (SSR)	1.0 NLCS credit
Organized Sports Participation	.5 NLCS credit
Work Experience	1:3 (NLCS hours: work hours) for a new job or new job skills 1:4 (NLCS hours: work hours) for all other jobs
Portfolio	.25 NLCS credits

Presentation Night

NLCS requires students to present some of their work to audiences outside their classmates and advisors. This is an effort to help students develop presentation skills that will be useful in future work or study. Each student should make at least one quality public presentation per grade level. Students will be evaluated by their advisors and those who attend.

There will be two presentation nights during the 2018-2019 academic year (December 20, 2018 – 4:30 PM; March 21, 2019 – 4:30 PM). Students and families are required to participate in presentation night. Students will conduct a student-led conference with their guardian during presentation night. Families will be able to witness the learning at NLCS through student portfolios, presentations and learning exhibits.

Grade Level	Presentation Requirement	Evaluation Criteria Accumulate with Added Grade Levels
8	5-minute presentation on a .5+ -credit project.	8 th Grade Capstone Project: Presentation must be done as an individual. Must be a creative project with real-world situations and/or resources involved.
12	Senior project Criteria are included in senior project guidelines.	Senior project: 3 credits and 25-minute presentations.

Senior Project Guidelines (2018-2019)

The Senior Project is a comprehensive undertaking that must be successfully completed as part of a student's graduation requirements. This is an opportunity for seniors at NLCS to provide rationale for graduation. Students will be fulfilling a Minnesota Curriculum Standard by demonstrating the ability to “apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.” Each student will develop and complete a project of educational significance. Although various forms of assistance will be made available, the primary initiative for the completion of the project lies with the student. Because selection of a project topic will be derived from the student, based on such factors as interest and knowledge, few limits will be placed on what subjects a student may choose.

The senior project provides a way for students to demonstrate the skills and knowledge they have acquired. There are five things to consider:

- Choose a topic based on your own interests. It should be something you will be able to work with for months!
- The project will require you to go beyond what you already know about the topic. Be ready to use your research skills to find new information.
- You will create a product and presentation that represent your work.
- The senior project will assist you in senior presentation demonstrating you are ready for graduation.
- Finally, you will have a critical audience. They will expect your very best work!

Here's what you need to know in order to succeed:

1. Begin with a project proposal form and timeline. The form must be approved by the senior's advisor. Please observe deadlines. Students who miss a deadline will have to reschedule for the next senior presentation. To remain on the potential graduates list, students must be making progress toward senior project completion and the senior presentation.

Senior Project/Presentation Timeline for 2018-2019

	Presenting Winter 2018	Presenting Spring 2019
Proposal Acceptance	September 2018	December 2018
Completed timeline	September 2018	December 2018
Completed Checklist	December 2018	April 2019
Pre-Presentations	December 2018	April 2019
Presentation	January 2019	May 2019

2. All seniors will make preliminary presentations about two-four weeks prior to official presentation. This is how the staff makes sure students are ready to be on the presentation schedule. If the staff determines a pre-presentation is not good enough, a student will not be allowed to present on the official presentation night. Work with the community partner(s) and advisor before the pre-presentation to uncover possible problems and allow time to refine the presentation as needed.

3. Senior projects/presentations need to include all of the following:
 - a. A recommended 200 hours, time spent must be documented
 - b. Specific grading rubric just for Senior project
 - c. A presentation using the senior project and senior portfolio to demonstrate readiness for graduation
 - d. Two practice presentations
 - e. Project demonstrates authentic hands-on learning and not just a regurgitation of book knowledge
 - f. Connection with a community member as a resource for their project
 - g. Senior Interview at the end of project
 - h. Timeline sheet
 - i. Picture of final product for the website and a brief description
 - j. Completed Senior Project Checklist
 - k. Extensive thinking. Create! Invent! Be original! Design! Discover! Imagine! Requirements for an acceptable senior project go far beyond using a manual, replicating printed materials, or following a blueprint.

Student Services

Special Education

Northern Lights Community School is committed to providing special education services that respond to the learning and social needs of individual students with disabilities. Eligible students are supported by special education professionals who work in collaboration with advisors, students, and parents. To read the NLCS TSES for more specifics about our special education services please visit our website (nlcschool.org) or ask for a copy in the main office.

Section 504

Students with disabilities may qualify for service under Section 504, a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education (ED). Section 504 stipulates, “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance....”

Section 504 regulations require a school to provide a “free appropriate public education” (FAPE) to each qualified student with a disability regardless of the nature or severity of the disability. Students need not qualify for special education services under the Individuals with Disabilities Education Act (IDEA) in order to qualify for services under Section 504, and they may be eligible for a variety of reasons including short-term (ex: broken leg) or long-term (ex: uses a wheelchair) physical disabilities or mental or psychological disabilities (ex: ADHA, social anxiety disorder, depression).

A team determines qualification for services. If a student is eligible for services, an individual accommodation plan (IAP) will be created and implemented.

The school staff will consider the existence of a disability and possible Section 504 protection in the following circumstances:

- When a suspension or expulsion is being considered for any student
- When a student shows a pattern of not benefitting from the instruction being provided
- When a student returns to school after a serious illness or injury
- When a student exhibits a chronic health condition (lasting six months or longer)
- When substance abuse is an issue
- When a disability of any kind is suspected

Children's Mental Health

Children's Mental Health Services (CMH) is a local agency that works with schools and provides care for children and their families. Students at Northern Lights Community School will have access to Children's Mental Health for individual needs. There will be a CMH worker at NLCS on a regular basis as an aid to students and families. Northern Lights Community School will also offer health credit with co-facilitated Healthy Mind and Body curriculum in partnership with CMH. Parents who have questions or concerns about these opportunities should contact Mike Hamernick, NLCS director, or Aimee Love, NLCS Social Worker.

Food Program

Students at NLCS all receive free breakfast and free lunch each school day throughout the school year. Students may bring lunches from home or eat what is being served in the cafeteria.

Menus

Lunch menus for the month are posted in each classroom.

Nutrition Requirements

Northern Lights Community School participates in the National School Lunch Program (NSLP). Menus are planned according to NSLP requirements with each lunch consisting of two ounces of meat or meat alternate, two or more servings of fruits and vegetables, at least one serving of grain or bread, and 8 ounces of milk. Serving sizes are those recommended in the United States Department of Agriculture Food Guide Pyramid.

Transportation

Providing safe transportation for students is an effort that includes parents and guardians, the drivers, and the students. All school rules are in effect while a student is riding a bus or waiting at a bus stop.

Bus Safety Rules

- Be on time to help keep the bus or van on schedule.
- Follow the driver's instructions.
- Remain seated.
- Do not endanger yourself or others.
- Do not bring animals, food, beverages, tobacco, chemicals or hazardous objects on the bus or van.

- Speak and act courteously.
- Help keep the vehicle clean and safe.

Student Safety Certification

Students in grades 6 through 10 will receive bus safety training at some point during the first few weeks of school. Emphasis will be on the following:

- NLCS policies for student and school vehicle safety
- Appropriate conduct while riding in school or AEOA vehicles
- Danger zones surrounding a school bus
- Procedures for safely boarding and leaving a bus
- Procedures for safe vehicle lane crossings
- School bus evacuation and other emergency procedures

Transportation to and from school is a privilege, not a right. Students who do not act responsibly while riding in school or AEOA vehicles may be suspended from riding privileges. If a student is denied bus transportation because of misbehavior, parents or guardians are responsible for finding or providing transportation. Students are not excused from school because transportation is denied.

Issues related to student transportation safety are covered in NLCS Policy 709.

Student Health

Health Information

Parents and guardians are asked to complete and return an emergency information form for each student during the first week of school. Please notify the school immediately if there are any changes in emergency information during the school year.

If a student becomes ill or is injured at school, first aid or other necessary care will be given immediately. School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. No medication will be given without signed permission from a parent or guardian.

Parents may be asked to pick up their child at school under the following circumstances:

- The student has a fever of 100 degrees F or above.
- The student is vomiting and/or has diarrhea.
- The student has a rash that may be disease related.
- The student does not feel well enough to remain in the classroom.

Existing Health Conditions

A student who has a health condition such as allergies, asthma, diabetes, frequent ear infections, or seizures should notify Becky McCauley in the main office. In addition, students who have hearing or vision difficulty should inform their advisor if they have special needs.

Over-the-Counter Medications

A student may keep non-prescription over-the-counter medication for occasional use if the school has received written authorization from the student's parent or guardian. Over-the-counter medications must be in the original, labeled container, and must be used in a manner consistent with the instructions on the label.

Prescription Medications

If possible, arrange to have prescription medicines scheduled for times outside school hours so students can take them at home. If it is necessary for a student to take a medication at school, it will be kept in a safe place.

The only prescription medications allowed to be kept by students are asthma medications self-administered with an inhaler or other medications specified in an individualized education program, Section 504 plan, or individual health plan.

The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and physician. An *Authorization for Administration of Medication* form (available in the school office) must be completed annually (once per school year) and/or when changes in the prescription or requirements for administration occur.

All medications must be kept at all times in the original package or bottle. Prescription antibiotics must have the student's name, the name of the medication, the dose of the medication, and the date filled.

For additional information about medications, please refer to Policy 516 in the NLCS Policy Handbook. The policy handbook is available for review in the school office.

Immunizations

The Minnesota School Immunization Law requires that students enrolled in Minnesota schools be up to date on immunizations. The law requires that parents or guardians supply the school with proof that their student is either:

1. Immunized against diphtheria, tetanus, polio, measles, mumps, rubella, hepatitis B, and varicella (chickenpox); or
2. Immunized against measles, mumps, rubella, and varicella and has begun, but not completed, immunization against diphtheria, tetanus, and/or polio, and/or hepatitis B, as verified from a provider; or
3. Legally exempt from one or more of the required immunizations as evidence by either a statement of exemption signed by a provider, a notarized statement of conscientious exemptions, or, in the case of varicella, a provider-documented history of varicella disease.

The law requires that a school not admit a student who does not meet minimum immunization requirements.

Infectious Diseases

Infectious diseases are caused by viruses, bacteria, fungi, or parasites and can be spread from one individual to another. To prevent the spread of infectious diseases, students who have any of the following should STAY HOME until they have recovered: chickenpox, measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, or whooping cough.

Student Rights and Responsibilities

Student Rights

Students have legal rights guaranteed by the United States Constitution and Minnesota statutes. Students also have privileges such as the opportunity to ride a bus to school. Rights and privileges may be used in school as long as they do not interfere with the rights of others or the school's responsibility to maintain a safe and orderly learning environment.

Right to Freedom of Expression and Communication

Students have the right to hear and express various points of view without fear of reprisal or penalty. This includes the right to religious freedom. Northern Lights Community School will not require participation in religious programs or prayers, and will not promote one religion over another. Students and staff members will be responsible for respecting the beliefs of others. Students also have the right to distribute, at reasonable times and places, non-school-sponsored materials. Guidelines are outlined in NLCS Policy 505.

Right to Participate in Patriotic Exercises

Minnesota law requires public schools to display an American flag when school is in session. It also requires all public school students to recite the Pledge of Allegiance to the flag of the United States one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. However, students must respect one another's right to make either choice.

Reference – Policy 531, Pledge of Allegiance

Right to Freedom from Unreasonable Search and Seizure of Property

A student has the right to freedom from unreasonable search and seizure of his or her person and property. Minnesota law stipulates, however, that school officials have a right to search a student and his or her property whenever there is a reasonable suspicion that the student has something that violates school rules or endangers others. Searches may include the student, his or her locker, desk space, car, school-owned computer resources, or personal other belongings. Students will not be subject to strip searches. NLCS will involve law enforcement if and when necessary.

Right to Freedom from Corporal Punishment

No employee of the school will use corporal punishment to reform a student's unacceptable behavior or as a penalty for bad conduct. As defined in NLCS Policy 507, *corporal punishment* means hitting or spanking a person (with or without an object) or unreasonable physical force that causes bodily or emotional harm. Exceptions will be made to restrain a student or prevent bodily harm or death to another.

Right to Due Process and Appeal

When students are accused of violating school policies, they have the right to being notified of allegations against them as well as the opportunity to respond to allegations. A detailed list of disciplinary action options is included in NLCS Policy 506.

Right to Freedom from Harassment and Discrimination

Northern Lights Community School follows state and federal anti-discrimination laws. School policies forbid discrimination on the basis of race, religion, sex, age, marital status, sexual orientation, or disability. If a student and/or parent or guardian believes a student has been discriminated against in any of these areas, she, he, or they should file a complaint with the school director or the school board chair. The NLCS complaint policy can be found on the school's website.

Right of Confidentiality and Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) guarantees that parents and guardians of students under age 18, as well as students 18 and older, may do the following:

- Inspect and review the educational records of the student
- Request the school to disclose information in educational records to persons or agencies outside the school
- Request the amendment of the educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student
- File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.
- Obtain a copy of the district's policy on confidentiality

School records are maintained in the school office. In order to inspect, review, or transfer educational records, the student, parent, or guardian must complete a request form.

FERPA allows schools to release educational records to other school systems and colleges or universities to which the student intends to enroll or transfer without written consent. The school may also release directory information (name, date of birth, dates of attendance, current school, participation in activities, degrees and awards received, and photographs) without consent unless the eligible student and/or parent or guardian notifies the school director in writing.

Student Responsibilities

Each student, along with his or her parent and advisor, will sign a contract agreeing to specific rights and responsibilities. In general, student responsibilities include the following areas:

- Participating fully in the academic program by attending seminars, SSR, math block, recreation, and completing projects
- Abstaining from the use or possession of illegal substances including alcohol, tobacco, and drugs
- Respecting the rights and interests of all individuals, which includes expressing thoughts and feelings in a manner that does not offend, slander, ridicule, or harass others
- Representing NLCS and its culture with dignity inside and outside of the school
- Making a consistent effort to reducing negative individual impact on the environment
- Maintaining an environment in which everyone feels safe and supported
- Using technology in approved and effective ways
- Making a consistent effort to move toward graduation

Consequences and Interventions

Northern Lights Community School has a number of policies, many of which are covered later in this handbook. Some policies include disciplinary actions. In most situations, implementation of consequences or interventions will be up to the discretion of the school director.

NLCS Policies

Many of the following items are summaries of policies adopted by the Northern Lights Community School Board of Directors. A complete set of policies is available for view in the school office.

Absences from School

On the day a student is absent, a parent or guardian must call the school before 8:30 a.m. – 218-492-4400

Excused Absences

Absences from school may be excused for illness, medical or dental appointments, planned educational experiences, emergencies such as floods or storms, and up to three hours of religious instruction per week. Additional reasons for excused absences include serious illness or death in the immediate family, court appearances, family vacations, or suspension from school.

Unexcused Absences

Unexcused absences include the following: truancy, over-sleeping, failure to receive an advisor's approval for working at home during a school day, being out of the building without signing out, or leaving early. Three tardies is also equal one unexcused absence.

Consequences

Northern Lights Community has a School Wide Attendance Team (SWAT) that will get involved when a student has more than one unexcused absence or a significant amount of unexcused absences. Parents will be notified and invited to a conference if a student accumulates two unexcused absences during a 5-week period. If a student continues to accumulate unexcused absences following a parent conference, s/he will meet with school personnel to set up a plan. If attendance still does not improve, NLCS is required to refer the student and parents to the court system.

Minn. Stat. 260A.02 provides that a student who is absent from instruction on three or more class periods on three days without a valid excuse within a single year will be considered *continuing truant*. In continuing truant cases, parents/guardians will be notified by first class mail or other means. They will have time to notify the school if there should be a valid excuse for the child's absence. If there is not a valid excuse, parents/guardians will be notified that they are obligated to compel the attendance of the child pursuant to Minn. Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute 127.20. NLCS encourages and the parent has the right to meet with staff to discuss solutions to the child's truancy. If the child should continue to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Statute Ch. 260.

A student under the age of 17 years, who is absent from attendance at school without lawful excuse for any part of seven school days, shall be considered a habitual truant and will be subject to referral to appropriate services and procedures under Minn. Stat. Ch. 260A.

Reference – Policy 503, Attendance

Admission and Enrollment

NLCS has an admissions deadline of May 1 of each school year for current students and new applicants. If NLCS is over capacity at the time of the application deadline, a lottery will be held for all new applicants who applied by the deadline. If NLCS has not reached capacity, students will continue to be admitted on a first come/first serve basis until we are full.

The application deadline is at 4:00 PM CST on May 1. All applications to be included in the lottery for the upcoming school year must be received by the school no later than 4:00PM CST on May 1.

The lottery will be held on the first Wednesday after May 1.

B. Application

The NLCS application is only valid for one lottery. If a parent would like to include the student in subsequent lotteries (upon being waitlisted), that parent must submit a new application.

III. Lottery Process

A. General

When the number of applications exceeds the number of openings in a particular grade or program, we will conduct a lottery to determine those students who will be admitted or put on the waiting list. We will follow the steps outlined below to ensure this procedure is equitable to all applicants. A completed enrollment application is required in order to be included in the annual

lottery and/or be placed on the waiting list. The NLCS lottery is held within 10 business days of the close of the enrollment period. The lottery is open to observation by the public and will be posted in our school calendar and on the website.

B. Enrollment Eligibility

To be eligible for enrollment in NLCS's 6th grade, a student must have successfully completed the 5th grade or be at least 11 years old by Aug. 31 of the year for which they are applying. To be eligible for 7th grade, a student must have successfully completed 6th grade. To be eligible for 8th grade, a student must have successfully completed 7th grade. To be eligible for the high school program, students must have successfully completed 8th grade.

C. Enrollment Preferences

Siblings (including foster siblings) will be given first priority provided there is an opening in the grade to which they are applying. Siblings who submit applications after the lottery will be placed at the top of the waitlist.

- Siblings refers to those prospective students who have siblings currently enrolled at NLCS in the academic year in which the lottery is being conducted. Siblings include foster siblings.
- Any child of a family unit related biologically, by marriage or adoption to one or both parents.
- Any child in placement within a foster care situation with the family of a current student regardless of the amount of time spent in that foster placement.
- If the family of a current NLCS student plans to be a host family to a foreign exchange student, that student will be considered a sibling.
- NOTE: A student will be considered "enrolled" at NLCS after completion of the enrollment paperwork during the April Enrollment Event, or, if enrolling midyear, after completion of the first day as an enrolled student at NLCS.

Prospective students who are the children of NLCS employees will receive second preference (after siblings) provided there is an opening in the grade to which they are applying. If staff members are hired after the lottery, those staff members' children will be placed on the waiting list (after any siblings), in the order in which the parents were hired.

Students who reside within ten miles of NLCS will be given 3rd preference provided there are openings after siblings of current students and children of employees.

Students who were placed on the waiting list after the previous year's lottery, and were not offered an opportunity to enroll throughout the year, will be given 4th preference.

Process to determine the number of students to be accepted

The staff of NLCS will propose and the NLCS board of directors will determine the number of openings in each grade, 6-8, and in the HS program, for the next school year by the February board meeting of the application year.

D. Over-Enrollment

NLCS will take into account the need to over-enroll grade levels and programs, depending on the projected number of students who will either not return or who will not accept the enrollment offer. This will be based on past data as well as current trends in enrollment.

4. Names of all new applicants will be entered in to a spreadsheet with information from their applications using a different spreadsheet for each grade in the MS, and one for the whole program in the HS. Note on the spreadsheet which applicants have a sibling currently enrolled at NLCS, or who are children of employees.
5. From the applications for each grade (MS) and for the program (HS) with openings, pull out all applications from students who are children of staff members. These names will be highlighted in yellow on the spreadsheet.
6. Follow the same procedure for students who have a sibling currently enrolled at NLCS. These names will be highlighted in yellow on the spreadsheet.
7. If there are more siblings of current students than there are openings in a particular grade (MS) or program (HS), a lottery must be held amongst the list of siblings.
8. After the siblings are admitted, if there are still spaces, move on to children of employees. If there are more children of employees than there are openings in a particular grade or program, then a lottery must be held amongst the children of employees.
9. For each grade (MS) or program (HS), the number of siblings and children of staff members in the prospective student pool will be subtracted from the number of total students to be accepted. This is the number of openings that will be filled through the lottery process. The appropriate number of applicants from each grade (MS) or program (HS) will then be randomly drawn until the enrollment goals are reached.

E. Lottery Process

- Each remaining student will be assigned a number
- Place the lottery sticks marked with legible numbers equal to the number of applicants into the lottery box.
- Starting with the middle school list, draw one numbered stick out of the lottery box and call out that number.
- Match that number on the enrollment spreadsheet to the stick. Pull all numbers so each applicant receives a number. Highlight the students accepted in yellow.

- After the total number of applicants to be accepted has been reached, write down the order of the applicants on the waiting list according to the order in which their number is drawn.
- Repeat this process for the HS program, using the number of current NLCS students moving from one grade to the next to ensure that the desired number of students is reached through the combination of reenrolling and new students.
- Send “acceptance” letters to all prospective applicants; send “waiting list” letters to the remaining applicants. Include enrollment agreements or waiting list forms as appropriate. Families will have one month from the mailing date to return the enclosed enrollment agreement accepting their enrollment. Once the process is completed, the spreadsheets will be printed (and saved as a PDF) and an affidavit certifying compliance with this policy and applicable state law will be signed by the two staff members conducting the lottery. All other witnesses will be asked to sign a form indicating they witnessed the lottery. We will attach a copy of this policy to the spreadsheets, signed affidavit, and witness form to complete the documentation, which will be filed at the school.

IV. Waiting list

Following the lottery, those students who have not been admitted will be placed on the waiting list and will be admitted as space permits. We will follow the steps outlined below to ensure the procedure is equitable to all applicants.

A. Underlying Considerations

The goal of the waiting list is to have a list of students from which to pull to maintain maximum class sizes for the next academic year. All students on the waiting list will know their waiting list number and will be updated periodically as spots open.

B. Waiting list Procedures

- All students will be assigned a waiting list number during the lottery procedures.
- Letters to those students on the waiting list will be sent at the same time as acceptance letters.
- The waiting list is maintained by the Enrollment Coordinator and updated throughout the year as students are enrolled off of the list. The waiting list will be posted in the front office and updated periodically. Families may request to be removed from the waiting list at any point.
- If a sibling of a currently enrolled student, or the student of a new staff member, submits an application after the lottery, that student will move to the top of the waiting list (behind any other siblings or staff children currently on the waiting list).

NOTE: The waiting list for NLCS is intended for the sole purpose of enrollment and distribution of information deemed appropriate by NLCS to be of interest to those parties. NLCS will not sell, distribute, or otherwise disseminate waiting list information. NLCS will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion, or related interests at NLCS. The waiting list will be published online, organized per grade level (MS) and program (HS) and identified by student number only.

V. Enrollment of New Students after the Lottery

Openings for the Middle School and High School will be filled on a program wide (grades 6-12) basis.

A. Confirmation of Opening

The Enrollment Team will be notified when a position is open once the school receives confirmation that a family is turning down an enrollment offer, receives a withdrawal form, or receives a confirmed enrollment notification from another school.

B. Contact Next on Waiting List

As a space becomes available, the Enrollment Team will contact via phone and email the first student next on that grade's (MS) or program's (HS) waiting list who has not already been contacted for the current school year. Once a parent has been contacted, they must respond within 72 hours in order to accept the position or the Enrollment Team may offer the position to the next student on the list.

C. Accepting a Position Mid-Year

When accepting a position mid-year, the following must be discussed with the parent: The student's start date (not to exceed ten school days from the offering date, unless otherwise noted by the school, such as the beginning of a semester), grade level, transportation needs, and siblings who may be on the waiting list, or want to be added to it. Once the decision has been made to enroll, the parent/guardian(s) must provide the student's birth date and the name of the student's current school so that NLCS staff can enter the student into the student information system and request student records. Families accepting a position mid-year will be asked to complete a mid-year enrollment form to provide the school with all required information.

VI. Re-enrollment after Long-Term Leave

The purpose of this subsection is to define the actions of NLCS school in the case of students taking a 'long-term leave' from the school which under Minnesota state statutes constitutes de-enrollment from NLCS, and the process for those students to be re-enrolled at NLCS. This policy is to support families in situations such as an educational sabbatical, family travel, mental health treatment or hospitalization, or a short-term relocation for work.

Northern Lights Community School does not "hold" spots for students who de-enroll under MN statute requirements.

A. Long-term leave and re-enrollment procedures

All students are de-enrolled from NLCS after not attending NLCS for fifteen consecutive days. To qualify for re-enrollment eligibility, parents or guardians must re-apply when the student is available to return. The complete enrollment packet is only required to be filled out again if major changes in address and other pertinent information have occurred during the absence.

Students who are de-enrolled from NLCS and subsequently re-enroll will be placed on the waiting list (if one exists at the time) in order of their status as a sibling, child of staff, or otherwise. Returning to NLCS after de-enrollment does not give any student preferential treatment in regard to returning sooner or jumping to the head of the line.

B. Open Enrollment Spots

When a student is de-enrolled at NLCS for any reason, their spot will be offered to the next student on the waiting list. No further offers of enrollment will be made until that grade or program is once again under enrolled.

VII. Student Withdrawal

When a student withdraws from NLCS a Withdrawal Form should be completed and returned by a parent to the Enrollment Team.

VIII. Enrollment Documentation

Before students begin at NLCS, parents/guardians will complete an enrollment packet. If transfer records from a previous district do not have a verified birth date, parents/guardians will also provide proof of student's age in the form of a passport, state ID, or birth certificate upon enrollment.

IX. Non-Discrimination

It is the policy of the school board of NLCS District No. 4146 to comply with federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, nationality, ethnic origin, religion, gender, marital status, sexual orientation, status with regard to public assistance, age, or disability (hereinafter "protected class status") be excluded from participation in, be denied of, or be otherwise subjected to discrimination under any educational program, in employment, or recruitment, consideration, or selection, whether full time or part time under any educational program, employment or activity operated by the district.

Reference –Policy 503.1, Admissions

At-Home Work

At times it may be helpful to work on a school project at home. A parent or guardian must arrange the at-home work time with a student's advisor before the out-of-school work time takes place. The following elements for at-home work are required:

- A signed proposal form
- A project time log
- A project journal
- Attendance at school at least one day per week
- Immediately upon return to school, presentation of completed work to the advisor

Consequences

Students who fail to meet the above requirements will meet with their advisor and/or the school director to determine a remediation plan.

Bullying, Cyberbullying, and Hazing

NLCS does not tolerate bullying, cyberbullying, and/or hazing. These acts make our school unsafe. None of these behaviors reflect respect for others, and all are forbidden by NLCS policies.

Bullying is inflicting physical hurt or psychological distress on one or more students or employees. It is unwanted, purposeful written, verbal, nonverbal, or physical behavior. It may include striking; shoving; kicking; teasing; threatening; intimidating; stalking; sexual, religious, or racial harassment; public humiliation; social exclusion; or spreading of rumors.

Hazing is any action or situation created intentionally that causes embarrassment, harassment, or ridicule and risks emotional and/or physical harm to a member of a group or team — regardless of the victim's willingness to participate.

Consequences

Consequences for violating this section may include, but are not limited to, the following:

- Notification of parents
- Referral to a law enforcement agency
- Appropriate action by school authorities
- Suspension from classes and/or school with a parental conference needed for readmission

- Students will make a presentation to the school board. The presentation will help determine reasons to continue or terminate enrollment at NLCS.
- Expulsion

Reference –514, Bullying Prohibition, and 526, Hazing Prohibition

If you are being bullied:

- Tell your parents or other trusted adults. They can help stop the bullying.
- If you are bullied at school, tell your advisor, the school social worker, or the director.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show anger or fear. Students who bully like to see that they can upset you.
- Use humor if you can. For example, if a student makes fun of your clothing, laugh and say, "Yeah, I think this shirt is funny-looking too."
- Try to avoid situations in which bullying is likely to happen.

(Recommendations from the U.S. Department of Health and Human Services)

Complaints

Students and parents with complaints are urged to submit their concerns in writing, but complaints may also be made orally. Any staff member who receives a complaint will forward it to the director. In a case where a complaint is about the director, it will be given to the chair of the school board. The appropriate staff members will consider resolutions for complaints, and serious allegations will go directly to the school board chair who will determine the follow-up process. In any and all cases victims or witnesses to bullying should fill our *Bullying, Harassment or Intimidation Form* located in the main office, online, or from any advisor.

For information about formal complaints related to harassment, please see the harassment section of this handbook.

Reference – Policy 103, Complaints, Policy 514, Bullying Prohibition, and Policy 526, Hazing Prohibition

Crisis Plan

Northern Lights Community School has a school crisis plan (Policy 806) that is reviewed with the entire staff each year. In the event of a crisis, advisors will notify parents as soon as feasibly possible. If evacuation takes place, students will meet their

advisors at an appointed location and attendance will be taken. Students will be expected to stay with their advisory group for safety and security purposes.

Reference – Policy 806, Crisis Management

Drug, Alcohol, or Tobacco Use

Drug, alcohol, or tobacco use on school property or during school activities is prohibited. Students shall not consume, distribute, or possess alcohol, tobacco products, or drugs or have them on their person on school property. Drugs, alcohol, and tobacco use is also prohibited on the bus or in a school vehicle.

Drugs include alcoholic substances, inhalants or other intoxicants, and controlled dangerous substances including prescription drugs, over-the-counter medications, look-alikes, and controlled substances. Drug paraphernalia is also prohibited. Tobacco includes cigarettes, cigars, cigarillos, smokeless, chewing, e-cigarette, and snus. **E-cig devices and juice are treated the same as tobacco products and are prohibited.**

Consequences

Staff members who suspect a student of using or possessing alcohol, tobacco, e-cig, or other drugs will express their concern to the Director (or designee if the director is absent) who will begin an investigation. Depending on the initial findings by the Director, the student's parent or guardian will be expected to remove the student from school immediately and up to a 10-day suspension may be given. The police may also be contacted for further investigation and potential legal consequences. Tobacco possession or use of any kind will result in an immediate suspension, contact of legal guardians, and possible law enforcement involvement at the discretion of the Director.

Reference – Policy 418, Drug-Free Workplace/Drug-Free School

Equipment Checkout

A form is available for students who wish to check out equipment in order to complete projects. Students need an advisor's approval and a parent's signature in order to check materials out. Students and parents are liable for damage to equipment in their possession.

Fighting

Fighting is inappropriate behavior that will not be tolerated. Unnecessary roughness, pushing, choking, shoving, kicking, using fists, or any other physical or verbal conflict are considered fighting. Law enforcement officers may be contacted and involved in relation to any type of fight.

Students may be charged with disorderly conduct, assault, and/or battery and subject to a referral to Itasca County Human Services. School personnel will contact parents or guardians. At the completion of a school suspension, parents or guardians will have to bring their child(ren) to school for a conference with the school director. **More than one physical fight within an academic year could result in an expulsion.**

Foods and Beverages

Foods or beverages other than water (in clear, closed containers) are not recommended in advisory areas. Advisory decisions regarding food and beverages will be further discussed with specific advisors. Students will be held responsible for any stains or damage done as a result of drinking or eating on carpeted areas in classrooms, in common areas, and near computer equipment. Students may be subject to cleaning charges or fines for damaging equipment due to irresponsible snacking or drinking.

Harassment

Harassment of any form, whether verbal or physical, against another person based on age, color, creed, disability, gender, marital status, national origin, race, or religion — as well as harassment of a sexual nature — will be subject to discipline. This includes harassment that originates from home through phone calls, texting, web sites, or any other computer misuse.

Complaint Process

Any person who believes s/he has been the victim of harassment or violence, or any person with knowledge or belief of conduct that may constitute religious, racial, or sexual harassment or violence toward a pupil, teacher, or other school employee, should report the alleged act immediately to the school director. Reporting forms are available and recommended, but their use is not mandatory. When a complaint is received, an investigation will be conducted by a school official or a designated third party.

The school will take appropriate action against any individual who retaliates against a person who makes a good faith report of alleged harassment or who assists in investigation related to such harassment or violence.

Reference – Policy 413, Harassment and Violence

Illegal Actions

The following actions are considered illegal:

- Arson – Causing intentional destruction due to burning
- Bomb threats – Communicating false information which creates anxiety
- Extortion – Obtaining money or goods through threat or intimidation
- Fire alarms – Pulling or touching any part of a fire alarm when it is not warranted
- Firecrackers – Setting off any type of explosive that produces a noise
- Gambling – Betting money or other stakes on the outcome of an event
- Gang activity – Displaying gang symbols or actions alluding to gang activity
- Sexual assault – Making any unwanted sexual advance
- Theft – Taking something that does not rightfully belong to a person
- Vandalism– Willfully causing damage to property
- Verbal threats – Willfully threatening another verbally

Consequences

Consequences for students who take illegal actions may include, but are not necessarily limited to, the following:

- Notification of parents or guardians
- Restitution for damages
- Suspension from school
- Referral to a law enforcement agency
- Expulsion

Non-Project Production

Intervention 1 – A student is not turning in projects or going through the designated project process.

- A meeting will be scheduled with NLCS advisors and the student to create a verbal plan.
- The student will be informed of the three-step intervention process.
- All parties will brainstorm solutions (the key being the process, not the outcome).
- A verbal agreement plan will be filled out.

Intervention 2 – After intervention 1, the student still fails to turn in projects or go through the project design process.

- A meeting with NLCS advisors, the student, and the student's parents or guardians will be held in order to create a written plan.
- All parties will brainstorm solutions.
- A written agreement plan will be filled out.

Intervention 3 – Student fails to turn in projects or go through the project process after a two-step intervention.

- A meeting with NLCS advisors, the student, the student's parents or guardians, and the school administrator will be held.
- All parties will brainstorm solutions.
- A final written agreement form will be filled out and signed by all parties.
- The student will be informed that a lack of action will result in dismissal from NLCS.

Consequences

If a student has not improved after three interventions, it will be understood that s/he has made the choice to be dismissed from Northern Lights Community School.

Phone Use

School phones are to be used for emergency and educational purposes only. Messages will be taken for incoming calls and students may return calls at lunch or after school. Students who wish to use the phone need to receive a staff member's permission first.

Personal cell phones are not allowed during the school day, and advisors have the right to take cell phones from students at times when phones are not permitted. Confiscated cell phones may be turned in to the Director and a parent may be required to pick them up. Repeated cell phone use violations can result in the student's suspension from school.

The leader of any field studies will determine whether or not cell phones may be used on a field trip.

Post-Secondary Enrollment Options (PSEO)

Post-Secondary Enrollment Options (PSEO) is a Minnesota program that allows students to earn college credit while still in high school. Juniors and seniors may take one or more college courses at a time. Each college or university that offers PSEO sets its own enrollment requirements.

Sophomores may take one career and technical education course through PSEO. In order to be eligible, a student must have taken the eighth-grade MCA reading test in eighth grade and have met the proficiency level of “meets or exceeds.”

Students who plan to enroll in PSEO must inform the school by May 30 of the preceding school year. For more information, please talk with your advisor and the school director. Additional information is available on the Minnesota Department of Education and the Minnesota State Colleges and Universities web sites.

Reference – Policy 506, Post-Secondary Enrollment Option

Searches

A student has the right to freedom from unreasonable searches of his or her person and property. Under Minnesota law, however, school lockers, desks, and storage units are the property of the school. Staff members may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students, including but not limited to the following, may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of school rules: locked filing cabinets, purses, backpacks, book bags, packages, personal and school computers, and clothing. Vehicles may also be searched if the staff has 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, a school authority must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by the police or school officials.

When possible, search of an area assigned to a student will be made in the presence of an adult witness and the student. Items that disrupt, distract from, or interfere with the educational process may be removed from the student's possession.

Reference – Policy 502, Search of Student Lockers, Desks, Personal Possessions and Student's Person

Student Attire

Students should dress in clothing that supports a safe and respectful learning environment. Clothes that create a disruption or cause a health or safety hazard are not appropriate. School personnel will enforce the dress code. On questions of disagreement between students and staff or parents and staff, the school Director will have the authority to determine appropriate dress. When clothing is considered inappropriate students will be given a change of clothes. Should the student refuse to wear these clothes the student may need to be picked up from school.

Clothing should be clean and in good repair.

The following are not permitted:

- Bare feet
- Pajamas
- Clothing that shows profanity, obscenity, violence, or symbols of hate
- Clothing that promotes alcohol, tobacco, or drugs
- Clothing that reveals undergarments
- Clothing that shows bare skin between upper chest and mid thigh
- Jewelry or accessories that may create a safety concern
- Low-cut shirts that reveal cleavage
- Low-cut, too short shorts
- Students not wearing a shirt

It is not the intent of this policy to curb students' rights to express political, religious, philosophical, or similar opinions. Such messages on clothing are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane.

Consequences

Students will be asked to turn shirts inside out or to cover up clothing that is inappropriate. Staff will provide students with a shirt, belt or other clothing. If the student chooses to wear such clothing a second time, they may face disciplinary action.

Reference – Policy 504, Dress and Appearance

Technology Use

NLCS has implemented technology protection measures to block or filter Internet access to sites that are inappropriate or harmful to minors. Nonetheless, students must have a signed permission form on file at the school in order to use the Internet. A student's internet privileges may be revoked if there is misuse.

Expectations

- Students will use their school network accounts in a responsible and legal manner for school-related tasks only.
- Students will use courteous and respectful language when communicating with others.
- Students will maintain the privacy of personal information (name, address, phone number, account passwords) and respect the same privacy of others.
- Students will comply with copyright law and fair use guidelines.

Technology Use Rules

- Food and beverages in open containers are not allowed at the computers at any time.
- Students may not allow others to use their accounts. Each is responsible for what happens on his/her own account.
- Student accounts should not be considered private. They are subject to monitoring at any time.
- Students may not install software on any school computer. They may not copy or download executable files to their *My Documents* folder or hard drives or network folders without explicit authorization from school personnel.
- Downloading, installing, or playing unauthorized games of any kind is forbidden.
- Sending instant messages or e-mail using programs other than the approved ones is not allowed.
- Unauthorized access to the server is forbidden. Students may only log on to the NLCS domain using their student accounts.
- Attempting to bypass the system filter is forbidden. This is considered hacking and will result in loss of all account privileges or possible legal action.
- No person may visit or attempt to visit any site associated with pornographic materials.
- No person may visit a chat room, game site, or music site — except as specifically authorized by school staff members.
- Music may be used only from a CD or jump drive. Students may not save music files to the hard drive because music files take up too much space on the server.
- Due to limited Internet access, students may not use devices that have wireless capability during regular school hours unless specifically authorized by a staff member. Such devices can be confiscated until the end of the school day or longer as deemed appropriate by the school staff.

Reference – Policy 524, Internet Acceptable Use and Safety Policy

Use of Electronic Devices

Northern Lights Community School is not responsible for the safety or security of cell phones, handheld players, laptop computers, or any personal electronic devices of any kind. Students should be aware that school time will not be spent looking for or investigating lost or stolen devices. Students are encouraged to leave these items at home, in their car, or lock the item up in a locker at school.

Cell Phones

Parents and guardians are asked not to contact their student on his or her cell phone during the school day via voice message or text. In addition, all student cell phones are to be turned off and kept in a place where they are not visible or available for use during school hours. Lost or stolen cell phones are not the responsibility of the school.

Laptop Computers/Tablets

Computers are provided for student use in advisory rooms. Students may bring personal laptop computers to school for academic work if they have the permission of their advisor and parent. Lost or stolen laptop computers/tablets are not the responsibility of the school.

Vehicle Use

Students are not to drive, sit in, or ride in any motorized vehicle during the school day *unless* use of a vehicle has been prearranged with the student's advisor and parent. Students may arrange with parents and advisors to use their vehicles for educational purposes only.

Bicycles, skateboards, in-line skates, or wheel items are not be used during the school day unless the student is supervised and wearing a helmet. They are never allowed inside the school building.

Visitors

Visitors and guests are required to sign in at the main office when they arrive at the school. They will be given a visitor tag to wear while they are in the building. At the completion of their visit, visitors should sign out. Minnesota law provides that unauthorized persons on school grounds, in the school building, or at any school activity may be cited for trespassing.

Reference – Policy 903, School Visitors

WEAPONS

Possession of a dangerous weapon while knowingly on school property is a felony in Minnesota. No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon at Northern Lights Community School.

For purposes of the NLCS weapons policy, a weapon is any object, device, or instrument designed as a weapon that is capable of threatening or causing bodily harm or self-injury. This policy is not meant to interfere with instruction or the appropriate use of equipment and tools by students. Such equipment, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons by students.

Consequences

The school takes a position of *No Tolerance* in regard to the possession, use or distribution of weapons by students. The consequence for students possessing, using or distributing weapons may include the following:

- Immediate out-of-school suspension
- Confiscation of the weapon
- Immediate notification of police
- Notification of parent or guardian
- Recommendation for dismissal sent to the board chairperson

In Minnesota, a student who brings a firearm to school can be expelled for at least one year.

Reference – Policy 501, School Weapons Policy