



Northome School

South Koochiching/Rainy River Independent School District 363
11731 Hwy. 1
PO Box 465
Northome, MN 56661
218-897-5275

Thank you for your interest in Northome School. We appreciate the opportunity to bring your student(s) and family into our Mustang community.

Our school places a high value on quality education and communication with our parents/guardians. To that end, we ask that you fill this paperwork out with as much detail as possible. If there is additional information not covered in the following forms that you would like to pass along, please use the back side of this letter to make additional notes.

If you have questions as you fill this packet out, feel free to call our office at 218-897-5275.

We look forward to having your students in our building!

Ms. MacKenzie Lehn
Principal

Mr. Jeremy Tammi
Superintendent



Student Enrollment Form

Northome School

South Koochiching Rainy River District #363

STUDENT INFORMATION

Student Full Name: _____
(as it appears on birth certificate) First Middle Last

Gender: _____ Grade: _____ Date of Birth: _____

Today's Date: _____ Desired Start Date: _____

Physical Address: _____
Street City Zip

Mailing Address (if different) _____

Student Cell Phone (if applicable) _____

Previous School Name: _____

City and State: _____

Has this student ever been enrolled in Northome School or S. Koochiching Rainy River School District?
 Yes No

Does this student have a current IEP? Yes No
Has this student had an IEP in the past? Yes No
Does this student have a 504 Plan? Yes No

Will your child be riding the bus to school? Yes No
(If yes, please fill out the transportation request form)

The following information is needed by the State of Minnesota. Information collected on this form will be used to administer and manage the school's educational program. District's must ask all newly enrolling students the following two part question for race/ethnicity:

PART A Is this student (or are you) Hispanic/Latino? (choose only one)

No, not Hispanic/Latino

Yes, Hispanic/Latino (a person of Cuban, Mexican, Puerto Rican, South of Central American or other Spanish culture or origin, regardless of race.)

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one of more boxes to indicate what you consider your student's (or your) race to be.

PART B What is this student's (or your) race? (Choose one or more)

American Indian or Alaska Native (a person having origins in any of the original people of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)

Asian (a person having origins in any of the original people of the Far East, SE Asia, or the Indian Subcontinent)

Black or African American (a person having origins in any of the black racial groups of Africa)

Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands)

White (a person having origins in any of the original people of Europe, the Middle East or North Africa)

Which language did your child first learn? ___ English ___ Other (specify) _____
Which language is most often spoken in your home? ___ English ___ Other (specify) _____
Which language does your child usually speak? ___ English ___ Other (specify) _____

Military Connected Youth Does this student have an immediate family member, including parent or sibling, who is currently in the armed forces either as a reservist or on active duty, or has retired from the armed forces or military service? ___ Yes ___ No

PARENT/GUARDIAN INFORMATION

If there are any custody / placement orders in place, please provide a copy to the school

Parent/Guardian Name: _____ Relationship: _____

Spouse: _____ Relationship: _____

Street Address: _____

Street

City

Zip

Mailing Address (if different) _____

Cell Phone: _____ Other Phone: _____

Email Address: _____

Would this parent/guardian like to receive report cards and other school mailings? ___ Yes ___ No

Parent/Guardian Name: _____ Relationship: _____

Spouse: _____ Relationship: _____

Street Address: _____

Street

City

Zip

Mailing Address (if different) _____

Cell Phone: _____ Other Phone: _____

Email Address: _____

Would this parent/guardian like to receive report cards and other school mailings? ___ Yes ___ No

Northome School uses the JMC text/voicemail/email messaging system to notify parents/guardians of emergency, weather, student lunch account, and general school related information. The primary cell phone numbers listed above will be used each time we send a message like this, regardless of the urgency of the message.

EMERGENCY CONTACT INFORMATION

The following people are allowed to pick this student up from school:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

In case of emergency and parents/guardians can not be reached, the school may call:

Emergency Contact Name: _____ Relationship: _____

Cell Phone: _____ Other Phone: _____

Emergency Contact Name: _____ Relationship: _____

Cell Phone: _____ Other Phone: _____

ADDITIONAL INFORMATION

Please list all additional children living in the students primary residence:

Name: _____ Grade: _____ Relationship: _____

School currently enrolled in (if applicable) _____

Name: _____ Grade: _____ Relationship: _____

School currently enrolled in (if applicable) _____

Name: _____ Grade: _____ Relationship: _____

School currently enrolled in (if applicable) _____

Name: _____ Grade: _____ Relationship: _____

School currently enrolled in (if applicable) _____

Publication of student work/photos/video; check one option below:

My child's name, work, pictures and video MAY be published on any electronic media or newspaper used by the school.

My child's name, work, pictures and video MAY NOT be published on any electronic media or newspaper used by the school.

My child's work, pictures and video MAY be published on any electronic media or newspaper used by the school, but please DO NOT use their name.

Signature of Parent/Guardian: _____ Date: _____

Is there any additional, helpful information you would like to provide to our school regarding your students enrollment?



Emergency Information & Health Form

Northome School
South Koochiching/Rainy River School District #363

The purpose of this form is to provide private health information concerning your family to Independent School District No. 363 pursuant to M.S. 13.04. The school district intends to use this information to properly serve your child if they are ill or during an emergency.

Please note the following:

1. By filling out this form, you agree to school district staff seeking help from you or people you designate while treating your child.
2. You may refuse to provide the requested information.
3. If we are unable to reach you or your designee in a crisis, staff may call 911 or the police in an effort to receive additional support.
4. The information you provide may be shared with other school staff or agencies whose jobs require access as provided by law.

This form will be **kept on file** at Northome School **until your child is no longer a student of Northome School**. *It is the responsibility of the parent/guardian to inform the school if you would like to update health information and/or modify permission status to treat your child.*

Student Full Name: _____ Birthdate: _____ Grade: _____

Does the student have a history of any of the following?
(Please check all that apply or leave blank if there are none)

<input type="checkbox"/> Frequent headaches/migraines	<input type="checkbox"/> Stomach/digestive issues	<input type="checkbox"/> Seizures	<input type="checkbox"/> Bloody nose	<input type="checkbox"/> Hearing or vision problems
<input type="checkbox"/> Heart problems (murmur, palpitations)	<input type="checkbox"/> Eating disorders	<input type="checkbox"/> Bleeding or blood disorders	<input type="checkbox"/> Chronic infections (ear, fungal)	<input type="checkbox"/> Asthma

Is there any significant family health history or diseases? (ex. Diabetes, asthma, etc)

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, please explain below:
-----------------------------	---

Has the student currently been diagnosed with a chronic illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, please explain below:
-----------------------------	---

Does the student have any past or current injuries that affect daily life?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, please explain below:
-----------------------------	---

Has a physician placed any restrictions on the student's activities?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, please explain below:
-----------------------------	---

Does the student take any current daily medications?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, please explain below:
-----------------------------	---

Does the student have any allergies?

<input type="checkbox"/> No	<input type="checkbox"/> Yes. If yes, please list ALL allergies below:
-----------------------------	--

Is Northome School allowed to administer over the counter (non-prescription) medication to your student?
Non-prescription medicine includes: Tylenol, Ibuprofen, Cough Drops, Eye Drops, Afrin Nasal Spray, Tums, Anti Itch Cream, Antibacterial Cream/Spray, etc)

<input type="checkbox"/> Yes with full permission	<input type="checkbox"/> Please call before hand
<input type="checkbox"/> No	<input type="checkbox"/> Limited permission. I would like the school to ONLY administer (list medicine below):

In order to administer prescription medication, there must be:

- An authorization form for Northome School to administer the prescription medicine signed by a parent/guardian and given to the health office
- Medication must be in the original container with student's name listed
- A properly labeled container by the pharmacy or physician with written instructions

_____ I **will not** provide health information regarding my child. In doing so, I understand that Northome School **will be limited** with information to properly support my child.

_____ I **will** provide health information regarding my child.

Parent/Guardian Signature: _____ Date: _____



OPEN ENROLLMENT FORM

If your student/family lives outside of the South Koochiching/
Rainy River School District #363, you must fill out the following
Open Enrollment Form.

Thank you



General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education

The *General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education* is the required application for all Minnesota school districts. Please use this application for inter-district K-12 open enrollment and inter-district enrollment in Early Childhood Special Education (ECSE). Please use the *Statewide Enrollment Options Application for State-funded Voluntary Pre-Kindergarten and School Readiness Plus* for voluntary pre-kindergarten or school readiness plus open enrollment.

IMPORTANT NOTE: Do not disclose other information to the non-resident district until a seat is offered in writing. At that point, the district will request information such as special needs, birth date, race, ethnicity, academic and other records.

Section 1: To be Completed by One or Both of the Student's Parents or Legal Guardians

Student Information

Student Last Name: _____

First: _____

Full Middle: _____

Will the student be at least age 5 and under age 21 by September 1 of the enrollment year or be applying for ECSE?

Yes No*

***If No, please read information in the [Statewide Enrollment Options Instructions](#) before proceeding.**

Student's current grade level (If applying for ECSE, write EC): _____

Grade Level Desired: _____

Student Resident District Information

Resident District Name: _____

District Number: _____

City: _____

District of Choice (non-resident school district)

District of Choice Name: _____

District Number: _____

City: _____

Identify the reason for the request to enroll in a nonresident district:

School Site or Program Preferences

If the non-resident school district has multiple school sites/programs that serve your child's needs, you may rank sites/programs in order of preference (add more preferences if desired).

1. _____

2. _____

3. _____

Enrollment Timeline

When are you seeking to enroll your child?

Immediately

Not immediately, but sometime during the current school year

Next school year.

Special Situations

Please check all that apply.

Sibling preference: student has a sibling currently open-enrolled in this non-resident district.

Employee child preference: Student has parent or legal guardian who is a Minnesota resident who is an employee of the non-resident district.

Family move: The student's Minnesota resident district changed after December 1 prior to the school year requested, waiving deadlines.

Student is a resident of City of Edina but the resident school district for the student's Edina home is not Edina Public Schools. Student seeks enrollment in Edina Public Schools.

Student is requesting a move into and/or a move out of a district that receives [Achievement and Integration Revenue](#), waiving deadlines. You can check here if you do not know the answer to this:

Student is currently expelled under [Minnesota Statutes 2022, section 121A.45](#) for a reason listed in [Minnesota Statutes 2012, section 124D.03, Subdivision 1](#), which allows but does not require the non-resident district to deny the application.

Parent/Legal Guardian Information

The student must live with at least one parent/guardian who lives in Minnesota.

Minnesota Parent/Guardian 1

Last Name: _____ First Name: _____ MI: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Parent/Guardian 2:

Last Name: _____ First Name: _____ MI: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Physical or Electronic Signature of at Least One Parent/Legal Guardian is Required

I hereby verify that the above information is true and correct to the best of my knowledge.

Signature of parent/legal guardian 1: _____

Date: _____

Signature of parent/legal guardian 2 (optional): _____

Date: _____

Submission Information

For priority consideration, please complete this application and send it to the Superintendent's Office in the [non-resident District](#) by **January 15** before the first fall enrollment. Please do not send this application to the Minnesota Department of Education. Use one application per student per requested district.

Applications received by the non-resident district after the January 15 deadline may qualify for exceptions to deadline or, if not, districts may voluntarily agree to allow enrollment through a voluntary [School District Non-resident Agreement for Inter-district Enrollment](#).

Section 2: To be Completed by the Non-resident District

Non-resident District: Notify parents/guardians of application approval or disapproval in writing by **February 15 or no more than 90 days after receiving applications** that come later through an Achievement and Integration School Choice Program. If rejected, you must let families know legal reason for denial. Reminder: ECSE open enrollment applications cannot be denied solely due to lack of capacity to provide special education services. (See [Minn. Stat. section 124D.03, subd. 6 \[2022\]](#)).

Please expedite any requests for open enrollment into Early Childhood Special Education Services.

Families must accept or decline the offer by **March 1 or 10 business days after notification that their application has been approved**. After receiving the commitment to attend, the non-resident district must notify the resident district by March 15 (or 30 days after initial receipt if form filed after January 15) of the student's intent to enroll. Districts must report all counts of rejected applications and reasons to the Minnesota Department of Education by July 15 or each year.

Date Application Submitted: _____

District Name: _____ **District Number:** _____

District Contact Name: _____

Title: _____

Phone: _____ **Email Address:** _____

Does the January 15 deadline apply?

Yes, the deadline applies and it was met.

Yes, but it was not met. **If this is the case, contact the superintendent's office in the resident district immediately regarding Section 3 of this form** to determine whether the resident district and your district will agree to a **Non-resident Agreement** to serve the student prior to open enrollment becoming available.

No, one or both districts receive Achievement and Integration funding from MDE.

No, family moved to resident district on December 1 or later.

No, the commissioner of education and commissioner of human rights have determined the resident district's policies, procedures or practices are in violation of Title IV of the Civil Rights Act ([Minn. Stat. section 124D.03, subd.7 \[2022\]](#)).

Will the student have priority in a lottery? No Yes, based on:

Sibling of currently open-enrolled student in this district.

MDE-approved Achievement and Integration with specific school choice plan involving the districts.

Child of Minnesota resident who is a district employee.

City of Edina resident whose resident school district is not Edina Public Schools, seeking entry to the district.

Approval/Disapproval of Open Enrollment Application

APPROVED

APPROVED BUT WITH A NON-RESIDENT AGREEMENT for upcoming year that is mutually agreed upon by both districts. Enrollment will continue in subsequent years as open enrollment provided that a lottery is not needed for the student's grade level in the first fall enrollment or the grade level has not been closed by board action.

Students will be entered into lottery if one is held. (Non-resident district: keep documentation of the agreement. Districts may document agreement using Section 3 or another format of their choosing.)

STUDENT'S ASSIGNED SCHOOL SITE/PROGRAM: On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned to:

School Building Name: _____

Starting Date: _____ **Grade Level:** _____

NOT APPROVED

The non-resident district has denied the request for open enrollment because of the following reason(s) allowed in [Minnesota Statutes 2022, section 124D.03](#). Reminder: ECSE open enrollment applications cannot be denied based on special education program capacity. Check all that apply:

The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See Statewide Enrollment Options Instructions or [Minnesota Statutes 2022, section 124D.03](#), subdivision 3.

Statutory enrollment cap has been reached for open enrollment. ([Minn. Stat. 2022 section 124D.03, subd.2](#))

Grade is closed district-wide by board action. ([Minn. Stat. 2022 section 124D.03, subd. 2 and subd.6](#))

District has denied the application because of specific expulsion reasons allowed in law. (<https://www.revisor.mn.gov/statutes/2012/cite/124D.03>)

NOTIFICATION TO RESIDENT DISTRICT

Non-resident district must notify resident district or last district of attendance by March 15 or 30 days later of the pupil's intent to enroll in the non-resident district. The same procedures apply to a pupil who applies to transfer from one participating non-resident district to another participating non-resident district.

Name of Superintendent/Responsible Authority:

Signature: _____ **Date:** _____

Please Note: districts may not modify this form, add data fields or create alternative formats.



Universal Permission Slip
Northome School
South Koochiching-Rainy River District #363

SCHOOL YEAR 24-25

Northome School believes in the value of educational experiences outside of our school boundaries. Each year our students participate in field trips during the school day. Our school has simplified the permission slip process by having one, universal permission slip to be signed and kept on file each school year.

If you are comfortable with your student attending all planned, grade-level appropriate field trips *that occur during regular school hours*, please sign below. You will still receive notification via a note home that will detail field trip information. If you decide not to have your child participate in a specific field trip after signing this form, please contact the school office. Again, this form only pertains to field trips scheduled during the regular school day, 8:15-3:15.

This form does not apply to extended school day, overnight, and weekend trips; those will require parent/guardian permission on a separate field trip form.

I give permission for my child to attend ALL Northome School field trips occurring during regular school hours for the current school year.

Student's Full Name

Grade

Parent/Guardian Printed Name

Phone

Parent/Guardian Signature

Date



**Military or College Recruitment
Access to Student Information**

Northome School

Our district receives funds from the Federal government. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that the districts receiving these funds must, upon request, provide to military recruiters, colleges, and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number *NOT* be released by the district without prior written parental consent. **If you would like to make such a request, please complete the following and return it to Northome School.**

-COMPLETE THIS SECTION AND RETURN ENTIRE FORM-

I am aware the district must provide access to military recruiters and college or universities of student's names, addresses and telephone listings. I am aware that upon request, the district will provide this information unless I require that such information not be given to these groups without prior written consent.

Name of child(ren) in grades 7-12:

Colleges of Universities (please check one):

_____ Do not release my child(ren)'s information to colleges or universities AT ANY TIME.

_____ Do not release my child(ren)'s information to colleges or universities until you have obtained my PRIOR WRITTEN CONSENT.

Military Recruiters (please check one):

_____ Do not release my child(ren)'s information to military recruiters AT ANY TIME.

_____ Do not release my child(ren)'s information to military recruiters until your have obtained my PRIOR WRITTEN CONSENT.

Parent / Guardian Name (printed)

Date

Parent/Guardian Signature



Northome School

Internet and Wireless Device Implementation and Acceptable Use Procedure

Northome School / ISD 363 is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st century skills they need to be self-directed learners. We believe effective teaching and learning includes the effective use of technology and the internet to best prepare each student for the world in which he/she will live. To accomplish this vision, the District regularly uses wireless technology and internet connectivity in our school. Wireless technology is used in two different ways: designated classroom devices and take home devices. Our goal in providing these services is to promote educational excellence in schools by facilitating resource-sharing, innovation, and communication.

The use of the District's technology resources is a privilege, not a right. This privilege is not transferable or extendible to other people and terminates when a student is no longer enrolled in our District. If a person violates any of the user terms and conditions identified 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.

Please read the entire policy thoroughly before signing. The signatures at the end of this document are legally binding and indicate that the parties who have signed it have read the terms and conditions carefully and understand their significance.

INTERNET ACCEPTABLE USE

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. The school district will make every effort to prevent or restrict access to controversial materials available on the Internet. The smooth operation of the Internet relies on the proper conduct of its users who must adhere to strict guidelines. In general, these guidelines require efficient, ethical, and legal utilization of the network and its resources. If a School District 363 user violates any of these guidelines, his or her privileges could be denied by administration, and future access could possibly be terminated, school disciplinary action could be taken, and/or appropriate legal action could be taken.

The purpose for your access to the Internet is to support research and education. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material (i.e. violence, bombs, racism, pornography), or material protected by trade secret.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate, and their decision will be final. In general, punishment for inappropriate use will be an administrative decision. Future access could be denied if the infraction is severe enough. Teacher rules may be further restrictive.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive with any messages you may send to others.
- Use appropriate language. Do not curse, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden. Any messages to or in support of illegal activities will be reported to the authorities.
- Do not reveal your personal address or phone number or addresses or phone numbers of other students or staff.

- Do not use the network in such a way that you would disrupt the use of the network by others.
- Students may only use e-mail with the permission of the administration.
- All information and communications accessible via the school network should be assumed to be private property.
- Comply with school district policies.
- All provisions of the acceptable use policy are subordinate to local, state, and federal law.

School District 363 makes no warranties of any kind, whether expressed or implied, for this service it is providing. The district will not be responsible for any damages suffered such as loss of data or service interruptions, or unauthorized financial obligation resulting from use of school district resources/accounts to access the Internet. Use of any information obtained via the Internet is at your own risk. School District 363 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem, contact the supervising staff member or school administrator immediately. Do not demonstrate the problem to others. Do not use anyone else's account without their written permission. Attempts to access the Internet or email as a system administrator will result in cancellation of your privileges. Any user identified as a security risk or having a history of network abuses may be denied access to the Internet.

Any vandalism to the computer hardware or software will result in the cancellation of privileges. Software vandalism includes, but is not limited to, any malicious attempt to harm or destroy the data of another user or any agency connected with the Internet. Downloading, uploading, or creating a computer virus is also considered vandalism.

WIRELESS DEVICE IMPLEMENTATION AND ACCEPTABLE USE

The following requirements and guidelines apply to our wireless device policy.

I. Student Responsibility

- A) Students are expected to use wireless devices appropriately for educational purposes.
- B) Students are expected to have their District-owned devices in school each day with a fully charged battery. Forgetting a wireless device, charging cable or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Students have the ability to recharge their device at school if necessary. Repeated failure to bring the wireless device to school or failing to charge the battery may result in the loss of take home privileges for the student.
- C) Students are responsible for downloading to the wireless device any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless internet access at home, students must do this before school, during the school day, or after school.
- D) Students may load photos on their District-owned wireless device, as long as all content complies with the District policy. Students may not change the preset screensaver/background picture set by the school. The use of music on the wireless device during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate music or photos may result in the loss of the wireless device and/or other disciplinary actions.
- E) Students may not attempt to reconfigure the software of the district's wireless device. All apps, software and files installed on the wireless device must be approved by administration. If non-conforming apps or software are discovered on District-owned wireless devices, the wireless devices will be restored to the school set of software, and disciplinary actions may be enacted.

- F) The technology staff is not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the wireless devices. Device memory priorities will be dedicated to educational purposes as determined by the District.
- G) Students are encouraged to store documents, worksheets, notes and other files on their wireless device, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Drive.
- H) Students attempting to hack or jailbreak the wireless device will be subject to disciplinary action.
- I) Students will not be allowed to personalize the case provided by the school.
- J) Students are discouraged from printing and encouraged to use email and cloud storage solutions.
- K) Students are not allowed to change, share, or remove passwords or pass codes on school-issued devices. The technology staff will change passwords for students upon request.

II. Parental expectations

- A) The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the wireless device at home.
- B) Parents are responsible for filling out and signing the Student-Parent Agreement format the back of this handbook.
- C) If necessary, parents are expected to assist their child in filling out any forms needed to report theft or damage. If there are any issues with the device (damage, theft, locked screen), please fill out the District Incident Report and turn it in to the technology department.
- D) Parents are encouraged to become familiar with the wireless device and help ensure the use of the technology to track their child's progress Parents should ensure that only the student assigned to the District-owned wireless device uses it.

III. Terms of Wireless Device Loan

- A) Wireless devices will be distributed at the discretion of the District administration upon confirmation that the Student-Parent Agreement form has been signed and returned.
- B) Legal ownership of the wireless devices remains with the District. The use of the wireless device is a privilege extended to students and is conditional upon compliance with the requirements of this handbook and all other District policies.
- C) Student wireless devices and accessories will be checked in at the end of each school year at a date and time determined by the District administration. Students who graduate early, transfer, withdraw, or are suspended or expelled will return the wireless device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same wireless device previously assigned to them.
- D) The District reserves the right to repossess the wireless device and accessories at any time. The District may also choose to limit and/or withdraw home use.
- E) Permission for an elementary student to take a District-owned device home will be at the discretion of the classroom teacher.

- F) Failure to return the property in a timely fashion may result in law enforcement involvement.
- G) Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- H) The wireless devices will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using ISD 363 equipment or technology systems.
- I) If technical difficulties arise with a wireless device or non-conforming content is discovered, the wireless device will be restored by tech staff. If the tech staff needs to restore a wireless device, the District is not responsible for the loss of any content put on the wireless device by the student.
- J) The use of any wireless device during instructional time is governed by the classroom teacher. Failure to follow the instructions of the teacher will result in disciplinary action.

IV. Care and Responsibility for Wireless Devices

- A) Each wireless device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the wireless device itself in any fashion.
- B) Wireless device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the wireless devices.
- C) Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord.
- D) School wireless devices must be kept in the protective cases at all times. Report problems and any damage to technology staff immediately.
- E) Students should never put weight on the wireless device, stack items on top of them, or wedge them tightly into a backpack or case. The wireless device case should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- F) Liquids, food, and other debris can damage wireless devices. Wireless devices should be in cases and away from food and liquids at all times.
- G) Wireless devices should not be exposed to temperature extremes. Students should not leave the wireless device in any location where the temperature falls below freezing or exceeds 95 degrees. If the wireless device is cold, it should be allowed to warm up to room temperature before use. A wireless device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

V. Financial Costs

- A) Students/Parents are responsible for the full cost of damage to the District-owned wireless device and accessories they are loaned. Failure to pay for damage may result in legal consequences.
- B) Replacement and repair costs charged will be the actual costs incurred.

V. Security and Theft Prevention

- A) A District-owned wireless device may ONLY be used by the student to whom it is assigned. The student may not loan their device to anyone else.
- B) The student is responsible for the security of the wireless device at all times. The wireless device should never be left unsecured. When not with the student, the wireless device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the wireless device.
- C) Students should keep personal information about themselves and others off the wireless device. Passwords are personal information and must be kept private. Passwords and codes are not to be shared for any reason. It is the responsibility of the student to keep his or her information secure.
- D) Damage or hardware issues must be reported immediately to the appropriate school personnel. If possible, a loaner device may be provided for the student throughout the repair/replacement process. There may be a delay if there are no devices available. Please fill out the District Incident Report to report all issues with the iPad (damaged, lost, not working).
- E) Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a District Incident report through the school office.

VII. Network Connection for Personal Devices (ie. cell phones, personal laptops or tablets)

- A) The District is not responsible for the loss, theft, or damage of any personally owned cell phones or devices that are brought to school.
- B) Students using a cell phone or personally owned device are permitted only connect to the School District's open guest Wi-Fi network before and after school. There will be no Wi-Fi connection available to students during the school day.
- C) Students using cell phones or personally owned devices are strictly prohibited from connecting to the staff or other building Wi-Fi.
- D) The District is not responsible for servicing, troubleshooting or technical support for cell phones or personally owned devices.



**Northome School
Internet and Wireless Device Implementation and
Acceptable Use Policy**

Student and Parent Agreement

South Koochiching-Rainy River Independent School District #363 has an individual student wireless device check-out program, wherein every student K-12 is checked-out a District owned device for use in school and for homework and assignments. Your student will be using wireless technology throughout the rest of their schooling. While the school will provide technology to many students, students are expected to take great care when handling this new equipment and treat every item as if it were their own, as well as abide by the guidelines set forth in this handbook.

The terms/conditions outlined in this handbook will help to ensure proper care is taken in using the equipment. Furthermore, adherence to the guidelines in this handbook will help allow for increased technology in future years for even more students.

By signing this agreement, all parties agree to the guidelines established in this handbook. Refusal to follow these guidelines, or neglect in following these guidelines, may result in the loss of this privilege.

I understand and will abide by the above Internet and Wireless Device Implementation and Acceptable Use Policy for School District 363. I further understand that any violation of the above regulations is unethical and may in some circumstances constitute a criminal offense violation of law. Should I commit any violation, my access privileges may be revoked and further school disciplinary or appropriate legal action may be taken.

Student Printed Name

Grade

Student Signature

Date

As the parent or guardian of this student, I have read this policy. I understand that this access is designed for educational purposes. School District 363 has taken precautions to prevent or restrict access to controversial material. However, I also realize it is impossible to completely restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the Internet. I hereby give permission for my child to have access to the Internet at School District 363.

I have read the entire policy above and agree to abide by and assist my student in abiding by the Internet and Wireless Device Implementation and Acceptable Use Policy for School District 363.

Parent/Guardian Printed Name

Relationship

Parent/Guardian Signature

Date



Student Device Checkout Agreement

Northome School

Northome School will be assigning a device (iPad or Chromebook), charger, and case to every student this school year to help meet the needs of a Hybrid Learning Model. Northome School expects that students will use the device in a responsible, appropriate, and legal manner. Violation of this agreement may result in the loss of the privilege of participating in this program. Administration reserves the right to revoke this privilege for any reason(s) deemed appropriate. The device is to be used for school related purposes only and will be returned at the end of the school year.

1. The attached form must be signed by the student and parent/guardian of the student before a device will be issued.
2. The recipient shall immediately report theft or damage of any kind to the device to the school's technology coordinator.
3. For a device that is reported lost or stolen, damaged, vandalized, or tampered with, the student and parent/guardian assume full financial responsibility for the cost of repair or replacement.
4. If the device, charger, and case are not returned by the last day of school, the school may assess a fee for the cost of a replacement device.
5. The technology coordinator should be contacted to assess any hardware or software problems that may arise. Devices that cannot be repaired will be taken out of circulation. A replacement device may be provided if available.
6. The device, charger, and case are the property of South Koochiching / Rainy River ISD 363 and intended for educational use only.
7. The device may be used to connect to the internet outside of school; however, it is not the responsibility of ISD 363 to provide internet connectivity.
8. All internet use will be of educational value. Parents/guardians of students are responsible for monitoring the use of the internet with this device when not on the school network. The internet filtering software on the computer may not be disabled for any reason.
9. Files stored on the device should be limited to those relating to school courses or activities. Storing any content (music, pictures, movies, games, etc.) on the device which may be construed as profane, pornographic, or offensive is prohibited.
10. Students are expected to follow all copyright laws. The sharing or transferring of copyrighted materials with this device is prohibited. When in doubt, ask first.
11. Students shall not attempt to open the device casing, attempt to repair, or in any way alter the device.
12. Personalization of the device and tampering with existing identification labels/stickers is considered vandalism and is strictly prohibited.
13. The devices will be reset to its original software upon return. Any student files saved to the device will be erased. To avoid losing work, students should save their work to their Google Drive.



Student Device Checkout Agreement

Northome School

By signing the form below, the student/guardian agree to:

- Having read and understood the conditions of the Northome School Device Checkout agreement.
- Receive and authorize the use of the device by the student and take full responsibility for the same.
- Verify the serial number on the equipment provided.
- Return the device, charger, case and any other periphery equipment (ie mouse) to the school on or before the last day of school.
- Pay IDS 363 the amount billed if the device or equipment is damaged, vandalized, tampered with, lost reported stolen, or not returned to school on or prior to the last day of school.

Student Signature

Date

Student Printed Name

Grade

Parent/Guardian Signature

Date

Parent/Guardian Printed Name



School Bus Stop and Route Guidelines, Procedures and Rules

Northome School

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

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

TRANSPORTATION PROCEDURES:

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

SAFETY OF ROUTES AND STOPS:

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

EFFICIENCY OF ROUTES:

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

TRANSPORTING INSTRUMENTS AND OTHER OBJECTS:

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

THE FOLLOWING ITEMS ARE NOT PERMITTED ON THE SCHOOL BUS:

Animals, insects, hazardous materials, knives, guns, flammable solutions, skateboards, skis, ski poles, fishing gear, hockey sticks, baseball bats, golf clubs, sleds and oversized school projects.

PARENT/GUARDIAN RESPONSIBILITIES:

- 1) Have student(s) properly dressed and ready to board the bus when it arrives. The bus cannot sit and wait for families to get ready, they must stay on schedule. No child will be transported in any district vehicle without a jacket, pants and closed toed shoes or boots during the winter months.
- 2) Recognize that it is a privilege, not a right, for your child(ren) to ride the bus.
- 3) Review the bus stop rules and bus expectations with your child(ren).
- 4) Recognize that your child will be picked-up and dropped-off only at their designated stop unless they have a note from a parent or guardian.
- 5) Recognize that all non-district enrolled children and non-district employed adults are required to have prior permission to board or ride the bus. Adults may not board any district vehicle or school bus without expressed prior permission from district administration.

TRANSPORTATION OF STUDENTS:

It shall be the policy of Ind. School District 363 to make available transportation services to all students given the following guidelines; the Transportation Director shall establish bus stops and administer bus stops in the following manner:

- 1) All students in pre school through 12th grade will be picked up and delivered at their driveways or designated bus stops.
- 2) The Transportation Director is hereby authorized to designate bus stops as group pickup and delivery points whenever reasonable and practical. Students in grades pre school through 12th grade may be expected to walk a distance not to exceed three-tenths (3/10's) of a mile.
- 3) Bus stops may be designated on private property when serving an apartment complex or mobile home park.
- 4) Private driveways of less than three tenth's (3/10's) of a mile will not be entered. Private driveways greater than three tenth's (3/10's) pf a mile shall only be entered after approval of the Transportation Director. Consideration for approval will be based upon distance, maintenance level of the driveway and adequacy of the bus turnaround area.

RESPONSIBILITIES OF STUDENTS:

- 1) When waiting for the bus: Be patient, stand back from road and no running or rowdy behavior.
- 2) When on the bus: stay seated, listen to the driver and use quiet voices.
- 3) Clean up any wrappers, papers or other trash before exiting the bus.
- 4) Stay seated at all times, no moving while the bus is in motion. If you have been assigned a seat, you must always sit and remain in your assigned seat.
- 5) Yelling, pushing, fighting, bullying, bringing prohibited items, littering, throwing things inside or out the windows of the bus and/or other objectionable behaviors are prohibited and will not be tolerated on school buses or in any district vehicle.

I have read and understand all of the school bus rules, regulations and procedures. I understand that having my student(s) ride the bus is a privilege, not a right. I understand that if these rules and procedures are not followed, my student(s) can lose riding privileges temporarily or permanently at the discretion of school administration and the Transportation Director.

Name of Student

Grade

Name of Parent/Guardian (printed)

Date

Signature of Parent or Guardian



Transportation Request and Change Form

Northome School

If your child is a new student who will become an active bus rider or if you have changes regarding daycare use, home address or phone number, please complete this form. Any change to your child's pick-up or drop-off location requires parent or guardian to sign and indicate the date you would like the change to take effect. Change requests require 5 days for processing. You will receive new schedule information following processing. Any changes made after the beginning of the school year must be along an existing route. Each student is allowed one bus stop for the AM and one bus stop for the PM.

All temporary and one-time transportations requests must be made at least 24 hours (M-F) in advance AND approved by administration.

Parents/Guardians are responsible for any short term temporary transportation arrangements.

Today's Date: _____ Requesting Service to start on: _____

CHECK APPROPRIATE OPTION:

_____ New Student(s) _____ Change of address or phone number _____ Change of daycare

_____ Parent Chooses to self-transport in _____ AM _____ PM _____ Both

_____ Other: _____

Student(s) Name(s) and Grade(s) Please Print:

_____ Student(s) live at one primary address and will require one bus stop.

_____ Student(s) live at 2 primary addresses and will require 2 separate bus stops.

Please explain schedule for the 2 stops: _____

MORNING

AFTERNOON

_____ Self Transport / Student Drives

_____ Self Transport / Student Drives

_____ Home Address

_____ Home Address

_____ Daycare

_____ Daycare

BUS STOP #1 (Primary)

Parent/Guardian Name: _____ Relationship: _____

Street Address: _____ City: _____

Contact Phone Number: _____

BUS STOP #2 (if applicable)

Parent / Guardian Name: _____ Relationship: _____

Street Address: _____ City: _____

Contact Phone Number: _____

DAYCARE INFORMATION (if applicable)

Name of Provider: _____ Phone: _____

Street Address: _____ City: _____

I have read and understand all of the information on this form and agree to abide by the procedures and timelines. I understand that having my student(s) riding the bus is a privilege not a right, and that my student must abide by all of the rules and procedures outlined by the district.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

ED 506 Form
Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

Student Information

Name of the Child _____ Date of Birth _____ Grade level _____

Name of School _____ School District _____

Tribal Membership

The individual with Tribal membership is the (select only one): ___child ___child's parent ___child's grandparent

If the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: _____

Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name _____ Address _____

City _____ State _____ Zip Code _____

The Tribe or Band is (select only one):

- Federally Recognized Tribe
- State Recognized Tribe
- Terminated Tribe
- Alaska Native
- Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

- Membership or enrollment number establishing membership (if readily available) or
- Other evidence establishing membership in the Tribe listed above (describe and attach)

Membership or enrollment number establishing membership (if readily available) or other evidence establishing membership in the Tribe listed above (describe and attach). _____

Attestation Statement

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Parent/Guardian _____ Signature _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Email _____ Date _____

For Parent/Guardians:

Definitions:

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

Student Information: Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

Tribal Membership: Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.

Attestation Statement: Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335