



Student Handbook 2024-2025

Northland Learning Center
Independent School District #6076
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Table of Contents

Welcome/Mission Statement	page 3
Programs	page 4
Expectations Rights and Responsibilities	page 5
Grade Placement Attendance	page 6
Hot Lunch/Accidents/Checkout Procedure	page 8
Skateboards and Bicycle	
Behavior Guidelines/Student Discipline	page 9
Progressive Discipline Procedures	
Bullying/Hazing	page 10
Alcohol and Drugs Fragrance/Dress	page 12
Cell Phones/	page 13
Cheating/PDA/Off Campus/Hallways	page 14
Theft/Camera/Bus/Tobacco	page 15
Weapons/Discrimination	page 16
Harassment/Search and Seizure	page 17
Student Driving	page 18
Computer Use/Weather Related/Evacuation/	
Fire Drill	page 19
Lock Down/School Telephone/Visitor	page 20
Student Lockers	page 21
Signature Page	page 23
Technology Agreement	page 24

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Welcome to the Northland Learning Center!

On behalf of the Northland Learning Center I would like to welcome you to our school. This handbook is meant to assist all of us by clearly communicating expectations and policies. Working together, we will have a positive and enjoyable school experience. Our goal is to help ALL students reach for success.

Sincerely,
Jackie Ward, Executive Director

Any and all of the material in this handbook is subject to amendment by the School Administration or the Joint Powers Board at any time.

Vision Statement

At the Northland Learning Center, we empower our students for their individual success in all aspects of life.

Mission Statement

The Northland Learning Center's focus is to meet the needs of the whole child to ensure that all students have the knowledge, skills, and abilities to learn, live and work successfully.

District Goals

Student Success

The Northland Learning Center has high expectations for individual student success. We provide varied experiences, meaningful choice, and inclusive opportunities so every student is academically, socially and emotionally successful and prepared for life, and post-secondary options.

Beliefs

Core Values

- Equity
- Evidence-Based Practice
- Special Education Compliance
- Strong Member District Relationships

- Collaborative Teamwork
- Data Driven Decisions

Programs

ALTERNATIVE LEARNING CENTER (ALC): This program serves students in grades 7-12. This program is designed to support students who have not found success in traditional school settings. Smaller class sizes and personalized learning plans help empower students to succeed.

BRIDGE TO INDEPENDENCE (BTI) PROGRAM: This program serves students ages 18-22 as they transition to life beyond school.

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE): These staff serve students in all of our member district schools. ECSE serves Part C from birth to age 2.11 and Part B ages 3 to 6.11.

FOCUS PROGRAM: ELEMENTARY, MIDDLE, and HIGH SCHOOL:

This program serves students requiring behavioral support. The goal of these programs is to give students the skills needed so they can successfully return to their home school district.

ITINERANT: These staff serve students in all of our member district schools. (Occupational Therapy, Physical Therapy, Speech/Language, Vision, Deaf Hard of Hearing, Adaptive Physical Education (DAPE), School Psychologists, Achievement Assessors, Due Process Facilitator)

TARGETED SERVICES & CREDIT RECOVERY: These programs serve students that are not on track to graduate with their peers. Targeted services are for K-8 students and Credit Recovery is for 9-12 students. These programs are available to all member districts and the NLC.

All of our programs serve students in the following school districts: Cook County, International Falls, Chisholm, Mesabi East, Rock Ridge, Mountain Iron - Buhl, St. Louis County Schools, Nett Lake, and Ely.

Expectations

Students are expected to:

- Attend school regularly and be in class on time with the proper materials, prepared to learn.
- Conduct themselves in a manner that promotes a positive teaching/learning environment.
- Be respectful, courteous, and cooperative with school personnel and other students.
- Maintain a clean and safe school environment.

Parents/Guardians are expected to:

- Be an active participant in their student's education.
- Notify the NLC of changes in contact information.
- Attend all scheduled meetings and come immediately to the NLC when contacted by a staff member for an emergency situation involving their child. If the parent or guardian is unable or unwilling to come to the NLC, the staff will take necessary steps to ensure the safety of the student.
- Leave messages for students at the office, which in turn will be relayed at the appropriate time. (Cell phones are not allowed during instructional time and thus not a reliable source of communicating with your son/daughter. Please contact the office staff.)
- Contact teachers directly when there is a concern. This will give the teacher the opportunity to respond to your concern and resolve the conflict. After contacting the teacher, if there are still concerns, contact administration.

*****The Northland Learning Center provides individualized programming where students can succeed. A staffing WILL be held in an attempt to solve any problems.**

Rights and Responsibilities

1. Every student has the right to learn without the interference of others.
2. Every teacher has the right to teach without the interference of others.
3. Each student is responsible for his/her own behavior.

Each student has the right to attend school in a safe environment free from fear, and gain an education as provided by law. The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or

distractions, whether inside the classroom or from outside. **Behavior that disrupts the normal functioning of classes is an infringement on the rights of others.** Students are responsible for the consequences of their behavior. All students are responsible for knowing and obeying the school rules and regulations.

Notwithstanding the provisions of law to the contrary, the conduct of all students under 21 years of age attending a public elementary or secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education (Minnesota Statute 120.06, 197)

Grade Placement/Credit Requirements

Freshmen are students who have earned less than 5.5 credits.

Sophomores are students who have earned at least 5.5 but less than 11 credits.

Juniors are students who have earned at least 11 but less than 16.5 credits.

Seniors are students who have earned at least 16.5 credits.

At least 21.5 credits are needed to meet Minnesota Graduation Requirements.

The specific number of credits required in each subject area are noted below:

English: 4	Social Studies: 3.5	Math:3
Science: 3	Fine Arts: 1	Physical Education:0.5
Health: 0.5	Electives: 6 credits	

Attendance

Attendance alone does not earn a student credit!

Every student is expected to attend school and be in his/her assigned class during scheduled school days.

Students are required to make up all missed work due to an absence(s).

Any student not participating in class, such as sleeping or leaving the classroom for an extended period of time may be marked absent for that class period.

ABSENCE PROCEDURES

Parents may request that an absence be excused up to 48 hrs from the date of the absence. However, the school reserves the right

to excuse the absence according to State guidelines and the Northland Learning Center rules and procedures.

In the event of a student absence, **parents are to call the school in the morning (218-741-9201 ext. 101) or** send a note upon the student's return to report and explain the reason for the absence. **This applies to students who return to school at any time during the day.**

EXCUSED ABSENCES

The following are considered acceptable reasons for being absent from school:

- Student illness.
- Severe illness of the immediate family of the student.
- Danger of imprudent exposure to illness.
- Medical/Dental treatment (appointment card needed).
- Death in the immediate family of a student.
- Religious/spiritual days are kept sacred by the student, when religious/spiritual services are observed only during school hours.
- Family vacation provided **prior** approval has been obtained.
- Court appearances or meetings with probation officers.
- School sponsored activities that the student is involved in.
- Other reasons verified by the parent/guardian and mutually acceptable to both the parent/guardian and Director.

EXCESSIVE ABSENCES (EXCUSED OR UNEXCUSED)

When a student's absence becomes excessive, notice will be sent to the parent/guardian. Note: In the event of excessive absences, a conference with an administrator may be called whereby the student must appear with a parent/guardian and provide medical verification of illness or accident to avoid losing credit.

TRUANCY/EDUCATIONAL NEGLECT

Students are considered truant when they miss school **or classes** without a valid excuse for 7 or more days. Also, if a student misses one or more class periods on seven school days they will be considered to be truant.

In either case, referral to the property authorities will be made. **Students under the age of 12** may be referred to St. Louis County Social Services for Educational Neglect. **Students over the age of 12** may be referred to the Truancy Review Team (TRT). When a referral to the TRT is made, a meeting will be set up with the parent, student and administrator, where the student will enter into an attendance contract. If a student is unable to fulfill the attendance contract, he/she will be referred to the County Attorney's office for the Truancy Review Team, and

St. Louis County Probation will schedule a truancy meeting with all parties involved.

ABSENCE NOTIFICATION

If a student appears on the absent list and we have not received a call from a parent excusing him/her, a notice will be sent via our electronic messaging system. A parent may receive up to two messages a day regarding an absence depending on the circumstances. For this reason It is important to update contact information with the office.

Up to fifteen consecutive absences (school days) automatically result in termination of enrollment from the NLC. Students who have withdrawn or have terminated their enrollment from the NLC and wish to continue MUST reapply.

Hot Lunch

Students having hot lunch must sign up in the office or with their teacher by 9:00 a.m. This is the student's responsibility-no lunch can be ordered after this time. Do not leave a voice message on the Main Office phone that you want to be signed up for lunch, this may result in the office personnel not receiving the message in time. If you are going to be late and no one answers the Main Office phone, call your homeroom teacher to have them sign you up for lunch. **ABSOLUTELY NO CHARGING.**

Accidents

Students involved in an injury of any kind in the gym, classrooms, hallways, as well as the playground, must report the accident to a staff member immediately. The student will be referred to the nurse's office or the main office as soon as possible for documenting the incident.

Checkout Procedures

Students will remain in the building from the opening of school in the morning until the close of school in the afternoon and are not to leave the building without approval from the main office AND parental permission.

UNDER NO CIRCUMSTANCE SHOULD A STUDENT LEAVE THE BUILDING WITHOUT FIRST CHECKING OUT THROUGH THE OFFICE AND PARENT APPROVAL.

Disciplinary action may be taken for those violating this policy.

Skateboards, Scooters, Bicycles, Etc.

Skateboards, scooters, rollerblades, bicycles, etc. may not be used during the school day. If a student brings these items to school, they should be stored in the office or bicycle rack for the entire school day.

Behavior Guidelines/School Rules

DISCIPLINARY PHILOSOPHY

- Every student has the right to learn without the interference of others.
- Every teacher has the right to teach without the interference of others.
- Each student is responsible for his/her own behavior.

SCHOOL RULES

- Be safe.
- Be responsible.
- Be respectful.

Student Discipline

All students are held responsible for their behavior. They need to know and follow the school rules. Logical consequences for breaking rules are used consistently with the goal of helping the student learn the desired behavior. These logical consequences are:

- LOSS OF PRIVILEGE
 - Take away a privilege that has been abused.
- COMPLETION OF BEHAVIOR OWNERSHIP FORM
 - Students will complete a Behavior Ownership Form to develop a plan to avoid repeated infractions.
- RESTORATIVE ACTIONS
 - The student must somehow, with words or actions, set things right.
(For example: A student who writes on a wall would be expected to clean the wall.)

- SUSPENSION FOR MAJOR INFRACTIONS

- A major infraction includes but is not limited to: malicious destruction of property; purposeful physical injury to another; possession of drugs or weapons; bullying; or verbal threat/assault.
- When appropriate, these infractions will also be referred to the Virginia Police Department and Probation Officers.
- A major infraction may lead to expulsion.

Progressive Discipline Procedures

A two level process will be used to address behavior concerns, except in the case of major infractions.

1. **Staff Level:** Depending on the severity of the offense, one or more of the following actions will be taken:
 - a. Verbal Reminder
 - b. Assigned Seating
 - c. One on one conference
 - d. Completion of Behavior Ownership Form
 - e. Loss of Privileges
 - f. Restorative Action
 - g. Conference with administration
 - h. Parent contact made

2. **Administrative Level:** After all interventions are exhausted within the classroom or in the case of a blatant refusal or major Infraction the behavior concern will be directed to the administrative level. Consequences which may be considered include but are not limited to:
 - a. Loss of Privileges
 - b. Restorative Action
 - c. Conference with administration and staff
 - d. Parent Contact made
 - e. Probation/Social Services/Law Enforcement notified
 - f. Staffing to review or create a plan for success
 - g. Out of School Suspension
 - h. Referral for alternate programming

Insubordination, defiance of authority, verbal abuse, assault, terroristic threats, continual violation of school rules and regulations will result in assessing major consequences, which may include suspension, expulsion, or be subject to an educational change of placement.

Bullying and Hazing

The Northland Learning Center prohibits any form of bullying or hazing activity on the part of any student, employee, or agent of the school.

We are committed to providing a safe and respectful learning environment for all students. Acts of bullying in any form, by either the individual students or a group of students, is strictly prohibited. Bullying often occurs outside of the school's physical grounds yet these actions impact the safety of our students as though they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that affects our school community will be addressed by the school.

According to the State of Minnesota:

"Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct recurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.

"Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

"Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

Bullying and hazing are treated as major infractions in our discipline policy.

Alcohol and Illegal Drugs

No student regardless of age shall possess drug paraphernalia or possess, consume, buy, sell, or be under the influence of an alcoholic beverage, illegal, or simulated drug, regardless of the quantity, during the school day, while in the school building, on school grounds, at any school activity, or having come to school or an activity after using the chemicals listed above.

Notification of the Virginia Police Department, a suspension from school, drug/alcohol counseling, alternative placement and/or expulsion may result from such a violation.

Students who are suspected to be under the influence of drugs or alcohol at school will be removed from class and/or until a parent/guardian is available for a conference and to take the student home.

Fragrance Free Guidelines

Some students and staff have severe sensitivities and allergies to fragrances and other scented products. Thank you for NOT USING scented products such as: Perfume, Cologne, Hand lotion, Air Fresheners & Essential Oils

Dress and Appearance

Students' dress should comply with reasonable standards, cleanliness, safety, and should not be disruptive to the operation of the school or inappropriate for students (for example: advertisements of alcohol, illicit or illegal drugs, gang affiliations, tobacco, sexually explicit, demeaning wording, bandanas, or spikes and/or chains). Sexually provocative or immodest clothing (sagging pants, bare midriffs, low cut tops, tops with low or open backs, tank tops, tube tops, one shoulder or shoulderless tops, short skirts/shorts, visible underwear, no bandanas) is not allowed and will be addressed by staff/administration.

Students wearing clothing which is inappropriate for school will be offered a change of clothing, may turn a shirt inside out, or may call home for a change of clothes.

Cell Phone Use and Personal Electronics

Cell Phone Policy

Purpose This policy aims to limit instructional distractions while still allowing reasonable cell phone access for students before and after school and during non-instructional times.

The use of cell phones, earphones, and other personal electronic devices on school grounds during the instructional day is restricted to promote an environment conducive to learning.

Guidelines for Cell Phone Use

Possession:

- Cell phones, earphones, and other electronic devices must be turned off and stored out of sight during all instructional time.
- Cell phones, earphones, and other electronic devices are permitted before school begins, during passing periods, during the student's lunch period, and after the final dismissal bell.
- Cell phones may not be used in locker rooms or restrooms at any time.
- Cell phones, earphones, and other electronic devices must be kept in lockers or turned off while in class.
- Taking photographs or recordings is strictly prohibited at all times without explicit teacher or administrative permission.

Violations and Consequences

Classroom Procedures

First Violation: The teacher has a one-on-one conversation with the student, instructing them to turn off and put away their device.

Second Violation: If the student is found using their device again, the teacher will confiscate the device for the remainder of the class period.

If a student refuses to give up the phone, see Administrative Procedures.

Administrative Procedures

If a student refuses to give up the phone, the student will be disciplined for insubordination and will be referred to the administration.

First Offense:

- The administration will pick up the phone from the classroom.
- The administration conferences with the student, and calls parents/guardians.
- The student may pick up the phone at the end of the day.

Second Offense:

- The student will be sent to the office with their phone.
- The student's device will be returned to a parent or guardian after a conference.

Repeat or Severe Offenses

Repeated or severe violations of this policy may result in the full revocation of cell phone privileges on campus and increasing consequences related to insubordination.

Prohibited Uses

Students may not use cell phones for any purposes prohibited by the student code of conduct, such as bullying, harassment, or academic dishonesty. A student is not allowed to take pictures or film of another student unless under the direct supervision of a teacher for educational purposes.

Liability

The school is not responsible for lost, damaged, or stolen cell phones or other electronic devices.

Cheating

When a student is caught cheating, he/she will fail on that particular work and may fail the entire quarter at the discretion of the teacher. All confirmed cheating violations and consequences will be reported to the administration.

Public Displays of Affection

Good judgment should be used in public displays of affection. Kissing, touching, close contact, etc. is inappropriate in school and is not acceptable.

Off Campus Conduct

Students who engage in illegal off-campus conduct, which causes a disruption or poses a threat or danger to the school, its students, or its employees, are subject to disciplinary consequences.

Hallways

Students are to remain in their assigned classes. Students found in the hallway without a pass may be subject to disciplinary action.

Thefts

The school encourages all students to leave valuables and electronic devices at home. Such items pose a risk of theft. The NLC staff and administration WILL NOT be responsible for stolen property (cell phones, MP3 players, articles of clothing, etc.)

Camera Monitors

To ensure the safety of all students, cameras have been installed to monitor student behavior. Tampering or destruction of any camera is subject to disciplinary action and/or referral to the Virginia Police Department.

Bus Transportation

Students who receive bus transportation must follow all resident district bus policies. Students cannot enter or leave the bus at any location other than their home, resident district pick up/drop off site, and the Northland Learning Center unless prior approval was received.

Possession/Use Tobacco/Vapes

Possessing, using, or distributing of tobacco or tobacco paraphernalia of vape pens and E-liquid by students is prohibited at school, on school grounds, school vehicles and at school sponsored activities.

Minimum Consequence: Suspension from the classroom, parent/guardian conference, and/or referral to police

Maximum Consequence: Suspension of up to 5 days

Tobacco use and possession by a student is banned in the "School Zone". "School Zone definition by Minnesota Statute M.S. 152.01 Subd. 14a means: The area surrounding school property to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property.

Smoking/Vaping on school property will be dealt with by administration for disciplinary action which could include suspension and referral to Virginia Police.

***Please note students acting as a lookout for smokers, warning others when a staff member is approaching, will be considered guilty of disruptive behavior and may be subject to disciplinary action.**

Weapons Policy

Possession of a weapon on a student's person or in an area subject to a student's control, on school property, at a school activity, or on vehicles used to transport students is prohibited. A weapon is defined as any firearm (loaded or unloaded), any device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten, cause fear or bodily harm/death. Some examples include, but are not limited to the following: guns (including pellet guns, paintball guns, airsoft guns, look alike guns and non-functioning guns that could be used to threaten others), knives (pocket knives included), clubs, metal knuckles, nunchucks, throwing stars, explosives, pepper spray, mace, stun guns, and ammunition.

Violation of the weapons policy may result in immediate administrative intervention, including police referral, and possible expulsion hearing.

Discrimination Policy

It is the policy of the Northland Learning Center to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regards to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration, or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

Inquires regarding compliance with Title IX may be directed to the Executive Director (218) 741-5284 or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C. of the Commission of Human Rights, 200 Capitol Square Building, St. Paul Minnesota 55101.

Harassment Policy

It is the policy of the Northland Learning Center to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The School District prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any student or employee of the Northland Learning Center to harass or be violent to another student or an employee through conduct or communication of a sexual nature or regarding religion or race as defined by this policy. (For the purpose of this policy, school personnel include joint powers board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District).

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline a student or employee who is found to have violated this policy.

Any person, who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a student, employee of the School District, or any third person, should report the alleged act(s) to the building administration or appropriate School District as designated by this policy.

The designated School District Human Rights Officer to whom the report will be referred to the Executive Director (218) 741-5284

Search and Seizure Policy

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

Pursuant to Minnesota statutes, school lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after

the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

For more detailed information please request a copy of NLC Policy #502.

Student Driving and Parking

Students are permitted to park at the school as a matter of privilege, not of right. School officials may conduct routine patrols of school district locations and routine inspections of the exterior of the motor vehicles of students. In addition, the interiors of motor vehicles may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

Student parking is in rear of the school. Students are not to park in any other designated parking spaces on school property.

- Students are not allowed to drive or sit in a car during school hours.
- Only with parent and administration permission will any student be allowed to drive to a designated appointment during school hours.
- Elementary and Middle School students will not be allowed in a student car at any time.
- Drivers must drive in accordance with the *Minnesota Traffic Laws and Ordinances of the City of Virginia*.
- Students are not allowed to go to their car (without staff approval) during the school day.
- Students who drive may not take other students under the age of 18 off campus during the school day.

***Failure to comply with any of the student parking rules may result in temporary or permanent loss of parking privileges and/or other administrative disciplinary action.**

***Vehicles in violation of student parking policy may be towed at**

the owner's expense. (If the towing company has already been called and the student moves his/her car before the tow truck arrives, the student will incur any and all costs from the towing company.)

***The Northland Learning Center School cannot be held responsible if theft, vandalism, or accidental damage occurs.**

Computer/Internet/Network Use

Students utilizing district-provided Internet access must first have the permission of parents, a signed Internet use agreement on file, and must be supervised by staff. Students utilizing school-provided Internet access are responsible for good behavior on-line as outlined in school guidelines, just as they are in the classroom or any other area of the school. Also, the same general rules for behavior and communication apply.

The purpose of the district-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of, and consistent with, educational objectives of the Northland Learning Center. Access is a privilege, not a right. It is understood that inappropriate or unauthorized use of the Internet may result in disciplinary action, including the termination of district Internet privileges.

Weather Related Closings

In the event of school closings due to weather, the Northland Learning Center uses an electronic messaging system to notify parents/students by telephone. (Please notify the office immediately if you have changes in telephone numbers.) All weather related announcements will also be done on radio stations Midwest Radio and local TV stations, KBJR-TV 6, CBS 3, and WDIO-TV 10.

Evacuation Plan

In the event of an emergency that requires the evacuation of the immediate proximity of the Northland Learning Center, students will be instructed to walk to the assigned relocation center at:

Our Saviors Lutheran Church
1111 8th Street S
Virginia, MN 55792-3238

Fire Drills

Fire drills are held in accordance with state requirements. When the fire alarm is sounded, leave the room quickly, quietly, and in good order. Leave the building by the route indicated on the floor plan for the particular room in which you happen to be. Do not re-enter the building until the signal is given.

IF A STUDENT IS FOUND TO GIVE FALSE ALARMS OR HARM FIRE EQUIPMENT, OR DOES NOT COMPLY WITH LEAVING THE BUILDING IMMEDIATELY THEN IMMEDIATE SUSPENSION MAY FOLLOW, AND A REFERRAL WILL BE MADE TO THE VIRGINIA POLICE DEPARTMENT FOR APPROPRIATE LEGAL ACTION.

Lock Down Procedures

Lock down procedures are held in accordance with state requirements. When a lock down is announced, remain in the room, quickly, quietly, and in good order move to the designated safe area within the room. If you are in the hallway, move quickly to the nearest classroom and follow the direction of the adult in charge of the room. Do not leave the room until the signal is given.

IF A STUDENT DOES NOT COMPLY WITH THE LOCK DOWN PROCEDURES IMMEDIATE SUSPENSION MAY FOLLOW.

Telephone

Staff will be unavailable for phone calls during instruction and phone messages from parents/guardians will be returned as soon as possible.

Students may use the main office phone before or after school or during his/her scheduled lunch. Calls are expected to last less than two (2) minutes and if the student needs to use the phone in the main office during school hours the student must possess a pass from the teacher, otherwise the call will not be allowed.

***School officials reserve the right to disconnect the phone if abusive or disruptive language is used by a student.**

Visitor Policy

All visitors must report to the main office and sign in.

1. No person other than a student of the Northland Learning Center, a school district employee, or authorized agent of this school district is permitted to be in any classroom in the building.

2. Students are not allowed to bring a friend or relative to school as a visitor. Parents/guardians are encouraged to visit the school.
3. No former students will be allowed to visit during the hours of 8:30 to 2:50 Monday- Friday.

Student Lockers

Use of Locker

All lockers assigned to pupils are the property of Northland Learning Center. At no time does the school relinquish its exclusive control of its lockers.

Students can only store their own belongings and must keep the lockers assigned to them. They cannot move their belongings to any other locker to which they are not assigned. The storage of other student's belongings is prohibited. Any student found using a locker other than the one assigned or allowing other students to store their things, are subject to losing locker privilege.

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items, which cause an interference with school purposes or that violate school rules. No food products are allowed in any locker overnight. Students should not leave valuables such as money, and expensive personal property in the lockers. Students must keep their possessions only in their assigned lockers and are responsible for any assigned school property that may be taken from lockers.

Locks

The school will retain access to student lockers by keeping a master list of combinations. All locker students and their locker buddies: (1) must supply their own combination type locks, (2) must provide the combination to administration or designee and this also applies to replacement locks, (3) are solely responsible for the contents of their lockers and (4) should not give out the combination to other students.

The school administration or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the

advance approval of the school administration or his/her designee. Students should make sure the lock is secure after using lockers and report all incidents to their homeroom teacher where locks and or lockers have been tampered with.

Inspection of Locker Contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules, ensure proper maintenance of school property and provide great safety and security for pupils and personnel. Other reasons for a search of a student's locker would be a complaint or evidence of foul odors emanating from a locker or the leaking of any wet or dry substance. Accordingly, the administration or designee may search lockers and locker contents at any time, without notice, and without parent/guardianship or pupil consent.

Access to Lockers

All unauthorized locks (ones which the school does not have direct access) will be cut off from the locker. Failure to comply with these rules may result in the loss of locker privileges.

Locker Assignments:

Homeroom teachers will assign lockers to students on a "first come, first served" basis. Students may be required to share lockers depending on enrollment.

Northland Learning Center Student Handbook Signature Page

This signature page is an acknowledgement that both the student and parent/guardian have received, read, and understood the rules, policies, and procedures of this handbook.

We the parent/guardian and the student, have received, read, and understood the rules, policies, and procedures of the Northland Learning Center Student Handbook.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Student Printed Name

Student Signature

Date

*Students over the age of 18 may submit the handbook signature page without parent/guardian signature.



Independent School District 6076
1201 13th Avenue South
Virginia, MN 55792-3361
Phone (218) 741-9201 or 1-800-450-4772
Fax (218) 741-5384

Jackie Ward
Executive Director

STUDENT INFORMATION TECHNOLOGY USE AGREEMENT

We have read and agree to comply with the terms of the Independent School District 6076 Information Technology Use Policy. We understand that if a student-user violates the terms of that policy or the directives of a teacher or administrator, he or she may be subject to discipline, up to and including expulsion, as well as civil or criminal penalties that may be imposed by law. Access to School District information resources may be revoked at any time.

We understand that modern information technologies offer a wealth of resources for learning, but like any tool, may be misused. We agree that the benefits of access outweigh the potential risks and responsibility for appropriate use falls on the individual user. We agree to hold the School District harmless for any misuse of its computer systems or any information that may be accessed through the School District's information technology resources.

We understand that in order to administer its information technology resources, the School District can and will monitor use of those resources without notice prior to users.

Student's Name (Please print):

Parent Signature: -----

Date of Signature: -----

Parent Signature: -----

Date of Signature: -----

Student Signature: -----

Date of Signature: -----